



## Maple Medical PRU : Lockdown procedure

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**Date** of Policy – January 2019

Date of review – January 2021

**Signed**

**Chair of Management Committee** .....

**Head teacher** .....

Plan	
<b>Staff responsibilities</b>	
<b>Headteacher/ Deputy head teacher</b>	<i>Ensure plan is adhered to. Contact LA and chair of Management Committee</i>
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• <i>Receptionist and business manager contact parents/ carers</i></li> <li>• <i>Teachers and support staff: stay with pupils</i></li> <li>• <i>Site manager: ensure all access points are secured</i></li> </ul>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• <i>Three beeps repeatedly for about a minute</i></li> </ul>
<b>All clear signal</b>	<ul style="list-style-type: none"> <li>• <i>The same sound i.e. three beeps repeatedly</i></li> </ul>
<b>Evacuation signal</b>	<ul style="list-style-type: none"> <li>• <i>Fire alarm</i></li> </ul>
<b>Lockdown</b>	
<b>Assembly points</b>	<ul style="list-style-type: none"> <li>• <i>Pupils and staff to stay in classrooms – blinds closed, barricade doors</i></li> <li>• <i>If break time, pupils and staff to stay in break areas, blinds closed, barricade doors</i></li> <li>• <i>If any pupils/ babies outside, staff to bring them in quickly to break areas</i></li> <li>• <i>Staff and babies to stay in the nursery – curtains closed, doors barricaded. At break time, young mums to stay with babies. Babies to be away from external doors (kitchen area or behind settee).</i></li> <li>• <i>Staff and babies in Seedlings to stay in Seedlings nursery and to position themselves out of sight of the windows and away from external doors.</i></li> </ul>
<b>Entrance and exit points</b>	<i>Entrance and exit points are secured at all times. Staff to close any windows</i>
<b>Bringing pupils inside</b>	<p><i>At the sound of the lockdown alarm, all pupils to be brought inside.</i></p> <p><i>All pupils sign in and out at all times. The business manager has a record of who is inside or outside.</i></p>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• <i>Position pupils away from sightlines from external doors and windows, for example under a desk</i></li> <li>• <i>Turn off lights and monitors</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Ensure mobile phones and electronic devices are on silent, or turned off</i></li> </ul>
<b>Internal communication</b>	<i>Walkie talkies in each room</i>
<b>Communication with parents/ carers</b>	<p><i>A dedicated mobile phone with all parent/ carer contacts in and updated, will be used by the receptionist or business manager to contact parents/ carers from a safe area.</i></p> <p><i>Parents/ carers will be asked not to contact school as lines need to be kept free. They will also be asked not to contact their child.</i></p>
<b>Additional notes</b>	<p><i>Any pupils or staff with additional needs will have a PEEP known to staff</i></p> <p><i>During exam time we will follow the exam lock down policy</i></p>

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger]			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			