



**Maple Medical PRU – Hospital School : Lockdown
Procedure**

Chair of Management Committee.....

Head Teacher

Date of policy - January 2019

Date of review - January 2021

Policy for Hospital School: Plan

Staff responsibilities	
Headteacher/ Deputy Head Teacher	<ul style="list-style-type: none"> • <i>Ensure plan is adhered to</i> • <i>Contact Head of Maple</i>
Other staff members	<ul style="list-style-type: none"> • <i>Stay with pupils and ensure access point is secured and paper is over windows</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Communication by walkie talkie to inform of need to lockdown</i>
All clear signal	<ul style="list-style-type: none"> • <i>All clear given by walkie talkie.</i>
Evacuation signal	<ul style="list-style-type: none"> • <i>Continuous whistle. If we need to evacuate we do so via the fire exit in the classroom and go up or down to the nearest ward</i>
Lockdown	
Assembly points	<ul style="list-style-type: none"> • <i>Pupils and staff stay in classroom, door barricaded and cover windows in doors</i> • <i>Make sure annex door is closed if safe to do so</i> • <i>If break-time pupils to stay on ward until all clear is given</i>
Entrance and exit points	<ul style="list-style-type: none"> • <i>Entrance and exit points are secured at all times.</i> • <i>Staff to close any windows</i>
Bringing pupils inside	<ul style="list-style-type: none"> • <i>At the sound of the alarm ensure all pupils are in the classroom and there is an accurate record of pupils and staff</i>
Steps to increase protection from danger	<ul style="list-style-type: none"> • <i>Position pupils away from sightlines of external doors and windows</i> • <i>Turn off lights and monitors</i> • <i>Ensure any mobile devices are on silent</i>
Internal communication	<ul style="list-style-type: none"> • <i>Walkie- talkies in each room</i>
Communication with parents	<ul style="list-style-type: none"> • <i>Communication with parents will be made if safe to do so by telephoning the direct dial ward numbers from the school office</i>
Additional notes	<ul style="list-style-type: none"> • <i>Any pupils /staff with additional needs will be identified daily at ward round</i>

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			