



LOCKDOWN PLAN



AN EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO ANY PERSON AT SYLVIA PARK SCHOOL - GO INTO LOCKDOWN



A LOCKDOWN IS INDICATED BY THE INTERMITTENT RINGING OF THE BELL FOLLOWED BY A CONTINUOUS VOICE OVER TELLING THE SCHOOL THAT IT IS IN LOCKDOWN



LOCKDOWN PROCEDURES ARE INITIATED AND POLICE ARE ADVISED - **111**
STAY ON THE PHONE WITH EMERGENCY SERVICES IF POSSIBLE AND ADVISED TO DO SO



STAY INSIDE OR GO INSIDE IMMEDIATELY



TEACHERS TO CLEAR ALL TOILETS, HALLWAYS AND OTHER ROOMS WITHIN THE
IMMEDIATE VICINITY OF THEIR LOCATION



LOCK EXTERIOR DOORS AND WINDOWS - DO NOT OPEN



TURN LIGHTS OFF
LEAVE ALL WINDOW COVERINGS AS THEY ARE WHEN THE LOCKDOWN ALARM SOUNDS



KEEP STUDENTS CALM, IN THE CENTRE OF THE ROOM, LYING FACE DOWN ON THE FLOOR AND AWAY FROM DOORS AND WINDOWS



MINIMISE NOISE AND MOVEMENT



IF POSSIBLE CHECK SCHOOL EMAILS AND REPLY TO EMAIL FROM SLT
BE AWARE THAT FURTHER INFORMATION MAY TAKE SOME TIME - BE PATIENT



ONLY A MEMBER OF THE SENIOR LEADERSHIP TEAM OR EMERGENCY SERVICES WILL PHYSICALLY ANNOUNCE ALL CLEAR