



**NETWORK**  
INTERNATIONAL  
SCHOOL

**Emergency  
Lockdown  
Policy**

In case of emergency during the current situation we have put in place the following lockdown procedures to protect staff and students. These procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. These lockdown procedures will be activated in response to any related disturbances in our local area.

### **Lockdown Arrangements**

Issue recognised alert to staff via three blasts on an air horn.

#### **Immediate action**

- The School Business Manager is nominated as lockdown manager to initiate, manage and conclude the lockdown. They will also communicate with emergency services.
- All students and staff stay in their classroom or move to the nearest classroom
- Students/staff who are outside of the school buildings should be brought inside as quickly as possible.
- Office staff should remain in their office. All other staff should move to the nearest office or safe room.
- External gates to be locked by Site Staff. Classroom doors to be locked from the inside.
- Windows to be locked, blinds drawn.
- Students/staff sit quietly out of sight and where possible in a location that would protect them. This would be under the desks in a normal classroom. Individuals with mobility problems should be seated out of view from the windows.
- Lights, computer monitors and projectors to be turned off.
- Mobile phones to be turned off or on to silent.
- A register to be taken of all students/staff in each classroom/office.
- Communicate register to student services
- Staff should encourage the students to keep calm.
- Any visitors in reception at the time of the alarm sounding will be taken into the Admin office.
- Staff and students are to remain in lockdown until it has been lifted by School Business Manager. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- During the lockdown staff will keep agreed lines of communication open but not make any unnecessary calls to reception/office as this could delay more important communication. Communication lines could be email or text messages.
- Staff should await further instructions. The School Business Manager will notify students and staff following sounding the air horn three times that the lockdown is finished.

#### **Communication between parents and the school**

- In the event of an actual lockdown, it will be communicated to parents as soon as is practicable. Parents must not come to the site until the school contacts them as they put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from. Communication will be via telephone, email and the website.