

SJL EMERGENCY LOCKDOWN PROCEDURE FOR AN INDRUDER OR VIOLENT SITUATION

- To enact **LOCK DOWN** procedure SLT Lead will announce “**Would Mr Strong, please report to the office immediately**” on both Tannoy & Walkie Talkie systems
- Pupils with staff outside must move into the nearest inside area immediately.
- Pupils in the edible garden unable to gain safe access to the main junior building must move inside the potting shed alongside the member of staff.
- Lock exterior doors. Do not release any maglock
- Clear hallways, toilets, and any other rooms.
- Secure windows and cover classroom windows with blinds
- Move all pupils away from the windows.
- Take a register of pupils in each classroom immediately.
- SLT to consider alerting parents and guardians by text or other means. Informing them that the school is in lockdown until further notice.
- Control all movement, but continue classes.
- Disable any additional announcements.
- Move only by Tannoy & Walkie Talkie announcements made by SLT
- Once the threat has subsided, the SLT lead announces the “all clear” on Tannoy System & Walkie Talkies

SJL EMERGENCY PROCEDURE FOR AN EVACUATION (BOMB THREAT/ GAS LEAK)

- To enact **EVACUATION** procedure SLT Lead will announce “**Would Mr Sands, please report to the office immediately**” on both Tannoy & Walkie Talkie systems
- ALL staff and pupils are to make their way to **St John Lloyd RC Church on Glan-Y-Mor Road immediately** using the same protocol as a fire evacuation.
- Infant school to leave via **main side gate off the Infant playground.**
- Junior school to leave via **the main gate off the Junior playground**
- SLT to ensure gates are **unlocked to ensure access.**

