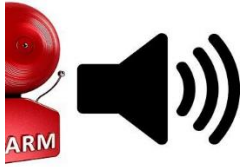


Gilbert Inglefield Academy Lockdown Procedure



Lockdown will be alerted via a **distinctive alarm** through the school sounders **or face to face** by a member of SLT.

Remain calm but alert. The school should fall **silent** immediately.

Bring all pupils from the corridors and outside **into the classroom**. All pupils to shelter under a table away from the windows and doors.

Lock and/or **barricade** doors, windows and close the blinds. Turn off the lights.

Account for every pupil in the room. If any pupils are missing email kbright@gilbertinglefield.com to let them know.

Do not open any doors or windows until you are given the all clear from a member of SLT

At no point use the internal phone! All lines should be kept clear. **WAIT** for **ALL CLEAR** from a member of SLT via email and/or in person