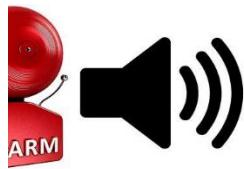


# Gilbert Inglefield Academy Lockdown Procedure



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](mailto: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