

Lockdown Procedure

Pre-school Leader

Blow the warning whistle 3 times.

Phone 999

Phone the school 01223 811235

Collect first aid box, register and phone

Join the Staff and children.

Do a head count

Pre-school Deputy

Check outside, bring any children in, if any outside.

Lock front door and internal hall door

Secure all windows, pull down blinds

Join Assistant and children.

Help keep supervise the children

Pre-school Assistant

Guide children in to the bathroom.

Keep the children calm.

General comments

Keep Children as quiet as possible

No one should leave the room until the all clear has been given by the police.