



IN AN EMERGENCY

WHEN YOU SEE IT, HEAR IT.....DO IT



LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

- Get inside
- Continue learning

STAFF

- Bring students in
 - Lock outside doors
 - Take attendance
 - Continue teaching
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LOCKDOWN

LOCK DOORS. LIGHTS OFF. STAY QUIET AND OUT OF SIGHT.

STUDENTS

- Enter nearest lockable room fast
- Shelter in place
- Stay out of sight
- Turn phone to silent
- Stay silent
- Do not open door

STAFF

- Direct students to nearest lockable area fast
 - Close windows and lock doors
 - Silence all phones
 - Take attendance
 - Only open door to known emergency services or senior staff
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EVACUATE

TO ASSEMBLY POINT OR ANNOUNCED LOCATION.

STUDENTS

- Bring only what's on your person
- Follow directions
- Do not leave assembly point until directed to do so by a member of staff

STAFF

- Lead your class to assembly point
 - Direct students in communal areas to assembly point
 - First Aiders to take 'Go Bag'
 - Take attendance
 - Do not let students leave assembly point
 - Do not let students return inside until alarm stops
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