

Site Lockdown Guidance for Staff & Students

If an incident occurs whereby our Students and Staff could be at risk, the academy will need to be locked down. Any of the actions below should only be carried out **if it is safe to do so**.

An example of a full site lockdown could be a person on site who has the potential to cause harm to a student or member of staff.



A warning alarm is played through the Academy fire alarm system stating that '**The Academy is now in full lockdown**' accompanied by a siren. This signifies an immediate threat to the Academy.



Staff and students should immediately go to the nearest safe location, if they are not already within one (classroom, office or another agreed location eg. sports/assembly/dining hall).



External doors should be secured and classroom doors locked (if possible). If the door cannot be locked, it should be secured by placing a chair or table against it. Windows should be locked and blinds drawn. Staff and students should sit quietly out of sight (eg. under a desk or around a corner).



Registers can be taken by any member of staff; with absences from any timetabled lessons reported to key staff (Administration/ALT). Additional staff or students who are taking refuge, should also be reported. All details should be communicated (in order of priority) by either email or telephone directly to key staff (Administration/ALT) by the emergency communication groups set up below.

Priority 1 Communication Method – Email : lockdown@thesuttonacademy.org.uk

Priority 2 Communication Method – Telephone : **01744 673 593**



Staff should encourage the students to keep calm; (In order to avoid misinformation, **STUDENTS MUST NOT USE THEIR MOBILE PHONES**).

Staff must only use their own mobile phones to communicate with key staff (Administration/ALT).



At any point during the full site lockdown, the standard fire alarm siren may sound which will be the signal to evacuate the building. Staff and students should evacuate to the standard fire evacuation point by the Leisure Centre unless informed otherwise.



The Principal, or the most senior member of staff, will authorise the stand down of the full site lockdown.