

# Brinsworth Academy: Lockdown procedure



Lockdown means locking doors and windows to keep people safe inside a building

1. When a lockdown is signalled (2 sharp blasts of bell repeated after 5 seconds on 3 occasions), **stay** in your classroom
2. If you are outside, or out of class – **go to the nearest classroom or office**
3. **Remain calm** and **listen** to staff instructions
4. Stand/sit **away from the door and windows**
5. You may be told to sit on the **floor/ behind a desk**
6. **Remain silent**
7. Make sure that you know where the **nearest exit is**
8. **Listen carefully** and **follow staff instructions**
9. You will be told when it is **safe to leave** the room

Signals	
Full lockdown signal	Two sharp blasts of the academy bell (repeated after 5 seconds on 3 occasions)
All-clear signal	Four sharp blasts of the academy bell
Evacuation signal	Continuous ring siren