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| --- | --- |
| Image result for lockdown sign | **LOCK DOWN*****Continuous Intermittent bell (one min duration)*** |

**PUPILS**  **TEACHERS** **OTHERS**

**Carry on as usual and await intermittent bell to signal end.**

**Remain inside & assist teachers**

**Close & lock all doors, windows & vents. Close blinds**

**If outside, go to your classroom**

**Sit quietly in your classroom**

**Call child register-contact all staff group email if any missing children (supply staff – contact** **mr.bamber@westburyparkschool.co.uk****)**

**Close & lock ALL doors, windows & vents. Close blinds**

**Ensure all children are in the classroom or a safe alternative room**

**Listen to Instructions**