



Buttershaw Business  
& Enterprise College

# LOCKDOWN PROCEDURE

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

1. When a lockdown is signalled (10 beeps over tannoy system), stay in your classroom.
2. Lock the classroom door and windows or place furniture against the door to stop access.
3. Cover windows, draw blinds and turn off lights.
4. Remain calm.
5. Stay in your classroom – you may be told to sit on the floor, underneath a table or against a wall (sit in a place where you can be least seen).
6. Remain silent, do not use your mobile phone.
7. Listen carefully and follow staff instructions at all times.
8. Do not leave the classroom until a member of staff says it is ok or the 'all clear' signal has been given, even if the fire alarm sounds



AMBITION



RESILIENCE



COURTESY



KINDNESS