

Greenmeadow – Lockdown Procedure

Signals

Alarm or signal for lockdown shelter	Emergency Alarm
Signal for stand down / all-clear	Telephone Call

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Claire Moses	[REDACTED]
Deputies	Chris Robinson Lisa Partridge Rachel Thomas Phil Townsend	[REDACTED]
Communications Officer	Lisa Partridge	[REDACTED]

Rooms most suitable for lockdown

1 Classrooms
2 Offices

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by.
Make sure any communications devices are secure and cannot be intercepted.

Classroom telephones
Mobile phones
Instant messaging / email
Other (TV's / Whiteboards / etc)

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	Cwmbran High School
Type of venue	School
Contact name	Tom Herbert
Contact telephone number	01633 643950

Cwmbran High School is accessed through the subway at the bottom of the lane path adjacent to the school.

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure/lock rooms and take action to increase protection from attack - Barricade doors and close windows.	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

