



# LOCKDOWN PROCEDURE

Pegasus Schools, Eket prioritizes the safety of its pupils/students, staff, allied workers, and visitors above all else. As part of our commitment to ensuring a secure environment, the school has implemented a comprehensive lockdown policy and procedure. This procedure will be reviewed annually.

## Types of Lockdown

Shelter-in-Place:

- Implemented for immediate safety within the school premises.

Internal Threat:

- In response to threats originating from within the school community.

External Threat:

- Enacted when threats arise from outside the school vicinity.

Full Lockdown:

- Implemented in cases of extreme danger, encompassing all aspects of the lockdown protocol.

## Events that Require Lockdown

- Community Threat
- Hostage Situation
- Riots
- Police Activity Nearby
- National Disaster

## School Lockdown Procedure with a Threat from Outside

1. The designated staff member (Announcer) will issue the announcement "LOCKDOWN with warning", ensuring outdoor lessons can hear the directive.
2. All exterior doors will be locked promptly.
3. Assistant Marshals will guide individuals on walkways and restrooms into designated classrooms.
4. Classroom windows will be secured and covered, while everyone is moved away from windows.
5. Class teachers will conduct a headcount, noting any missing individuals, and maintain a list.
6. Upon removal of the threat, an "all clear signal" will be announced by the designated staff.

## School Lockdown Procedure with an Intruder

1. The Announcer will repeat the announcement "Lockdown with intruder".
2. All individuals must be directed to the nearest secure room without delay.
3. Outdoor lessons will move swiftly to designated safe spaces.
4. Classroom doors will be locked, but exterior doors will remain unlocked.
5. Everyone will be moved away from windows and doors, remaining seated on the floor.
6. Windows will be closed, and blinds lowered.
7. Class teachers will conduct a headcount, noting any missing individuals, and maintain a list.
8. Individuals must not respond to anyone at the door until an "all clear" signal is given.
9. Individuals should keep out of sight and move quietly if relocated from the classroom.
10. Upon elimination of the threat or intruder departure, the Announcer will issue an "all clear" signal.

Designated Personnel

Lockdown Marshall: John Eyobio (Manger Facilities, Logistics & Security)

Reviewed by : Monica Lewis (Head of Schools)