



THE OPEN DOOR ACADEMY

RED — THREAT IDENTIFIED

If you see or are informed of:

- Hostile intruder
- Weapon sighting
- Violent behaviour
- Police instruction
- Major incident nearby
- Chemical/air hazard

➡ **Immediately alert the Incident Control Officer (ICO) Jo Carter (DSL) Deputy: Becky Newman (DDSL)**

LOCKDOWN ACTIVATION SIGNAL

🔔 **RING THE BELL** This means: **LOCKDOWN NOW**

ORANGE — OFFICIAL LOCKDOWN ACTIVATION

The ICO will:

- Ring the bell
- Issue a **Priority Teams Alert**

LOCKDOWN. This is not a drill.

- Activate silent communication channels
- Notify police (999)

YELLOW — STAFF ACTIONS (ALL ROOMS)

IMMEDIATELY:

- Lock doors
- Close blinds/shutters
- Turn off lights
- Move everyone away from windows & sightlines
- Maintain silence
- Put phones on silent
- Do **NOT** open the door for anyone except leadership

Submit the Teams Status Form:

- Room/area
- Student count
- Missing/injured
- Medical needs
- "Room secured"



BLUE — LEADERSHIP COMMAND

Leadership will:

- Monitor CCTV
- Coordinate with police
- Track room safety via Teams dashboard
- Issue short updates only when safe

GREEN — CONTROLLED INFORMATION FLOW

Staff will receive short, factual updates such as:

- “Remain in lockdown.”
- “Police are on site.”
- “Await further instructions.”

! Do NOT contact parents. Parent communication is handled centrally.

PURPLE — STAND-DOWN SIGNAL

 **RING THE BELL (ALL-CLEAR)** Priority Teams message:

LOCKDOWN STAND-DOWN. Remain in your room until released.

Leadership will:

- Release rooms **in person**
- Confirm safety
- Collect post-incident forms

BLACK — POST-INCIDENT REVIEW

Within 48 hours:

- Leadership debrief
- Safeguarding review
- Communications audit
- Report to governors
- Update procedures if required

EMERGENCY CONTACTS

 **Police: 999**

 **Director:**