



Hua Hin International School Lockdown Procedure

Lockdown procedures should be seen as a sensible and proportionate response to an external incident or internal incident that may pose a potential threat to the safety of staff and students.

Lockdown procedures may be activated in response to any number of situations, for example:

- A reported incident/civil disturbance in the local area;
- An intruder on the site;
- A major fire in the vicinity of the school.

Our school's lockdown plan is as follows:

Signals	
Signal for Lockdown	Intermittent whistle (on/off/on/off)
Signal for all-clear	Verbal from School Office staff using two way radio

Lockdown	
Rooms most suitable for lockdown	All students to remain in own classrooms or go to own classroom or nearest classroom depending upon the level of threat.
Entrance points should be secured.	External doors Internal doors All windows.
Ensure safety of students	Keep away from windows Pull blinds down Carry out roll call of students and staff. Inform office of any students not accounted for.
Communication arrangements	Two-way radios Mobile phones
Communication with parents	The school office will alert parents with further instructions. An alternative pick up location may be given. No child will be released until the all-clear has been given.