



Preschool Lock Down

When a situation arises in the preschool that requires the whole school to go into lockdown, the following needs to occur.

Children will have explicit teaching surrounding the procedure and what the alarm sounds like.

1. Assemble children in designated lockdown area.
 - Lauren's class – Quiet room
 - Virginia's class – Quiet room
2. Notify front office of situation by phone: 6142 2600
3. Educators wait with students in lock down area. Close blinds. Have mobile phones on silent or vibrate. Communication during lockdown will be via mobile phone.
4. No one is to leave the room for any reason.
5. Record names of all students and staff present and anyone missing on new section of roll. Phone Denise/Cherie with student and staff numbers in each area on 6142 2600 or 0415142349. Back up numbers: James: 0408 617 527, Danielle: 0405 152 106, Julia: 0404104334
6. Remain quiet in lockdown area below window line. Do not open door until officially notified by Chief Warden: Principal or identified police officer.

Roles and Responsibilities

Teachers on Class

- Assemble children in designated lockdown areas
- Get roll (if possible) and do head count
- Contact 6142 2600 or 0415142349 to inform them of the situation when safely in lockdown area

Assistants on Class

- to collect roll (if possible)
- responsible for locking their own classroom and bathroom doors
- cross check locking of other room
- ensure indoor storeroom door is bolted

Reviewed April 2018