



Lock Down Procedures

Rationale

A disaster is an event or emergency that disrupts the normal functioning of the school in such a way as to cause, or threatens to cause, trauma, severe damage and / or injury.

A 'lock down' may be required in circumstances such as **FIRE, BOMB SCARE, EXPLOSION, AIR or TRANSPORT ACCIDENTS, TOXIC EMISSION** etc.

On the Lock down Signal (continuous bell)

Inside during class time

1. Assemble students in designated lockdown area. Get roll **if** immediately accessible.
 2. Lock all external doors and pull curtains
 3. Teachers wait with students in lock down area. Lock doors. 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
 6. Remain quiet in lockdown area below window line. Do not open door until officially notified by Chief Warden: Principal or identified police officer.
- If a teacher has their class outside judgment needs to be shown. If the threat is from outside the teacher needs to make the decision to bring students to closest unit or direct them to bottom oval (Near shops) depending on what is deemed to be the safest option.

Incident Over

When safe:

- Only the chief warden will come to the classrooms and announce that the threat has passed and it is safe to leave lock down locations.
- Executive to check with class teachers about 'missing' students and their whereabouts. (Teachers will have rung front office 0415142349)

Debriefing of students will be done by classroom teachers after discussion with leadership staff.

Debriefing of staff will occur as soon as possible after the incident.

Further debriefing or intervention to be determined by executive after consultation with staff and departmental representatives.

Designation of Roles and Responsibilities

Principal/Deputy Principal/SLCs	Assess the situation and make an announcement
Front office staff	Ring bell/hooter Contact police Lock office Lock front automatic doors Telephone: Preschool 6142 2620 Ring Director inform of situation. Check Sick bay
Classroom teachers	Lock classroom doors first, push silver barrel into large sliding doors (can be unlocked again later) <ul style="list-style-type: none">• (Unit 1 Teacher) to lock door at end of junior corridor & 1A unit door entrance• (Unit 6 teacher) to check door at end of senior corridor• (Unit 7 teacher) to check external doors to hall in Unit 7 and front door to unit• Check toilets of each unit Secure windows Close blinds Mark roll - Phone 6142 2600 or have access to mobile phone with fire warden Denise's number programmed in: 0415142349 Phone Denise/Cherie with head count and any extra or missing students
Principal	Deputy Principal office Library and courtyard Unit 1A

Deputy Principal & 1 SLC	Staffroom Lock all outside doors
SLC	Hall corridor Assist any teacher in the hall to move students to closest classroom Junior corridor& senior corridor
BSO	Hall Canteen door Phone 6142 2600 when done
Canteen Manager	Canteen lock doors Phone 6142 2600 when done

NOTE: If a release teacher is on class, students are to be taken to the nearest classroom with roll and then continue with procedures.

Mobile telephones:

- All Leadership staff to have police number on mobile
- All Leadership Staff + BSO to have Business Managers mobile number programmed on their phone.
- All Leadership Staff, Business Manager and BSO to carry mobiles at all times.
- BM to contact Principal, Deputy Principal, SLCs, BSO on **MOBILE** if necessary to report all is clear.
- All other staff – do not use mobile phones during the incident, in case a Leadership Staff member or admin officer needs to contact you.