

Procedures for implementing a lockdown

A lock down is implemented when a danger is identified and the safety of the community is best served by remaining inside the buildings with doors and windows locked. Such incidents may include chemical fumes, local fire, DEECD alert, student behaviour or other adverse situations.

The decision to initiate a lock down will be taken by the Principal and/or the Assistant Principal in consultation with other relevant persons, where appropriate.

The Principal or staff member in charge of the situation will contact DEECD Emergency Management (9589 6266) and Regional Network Leader (Judi Gurvich, 9794 350, 0411 135 318) to alert them to the situation. Police may need to be contacted depending on the type of emergency at hand.

As with any emergency situation, it is not possible to plan for every situation, therefore, instructions will depend on the nature of the emergency.

1. During instruction time

- An announcement will be made that no student is to leave the teaching area until further notice. If possible an explanation will be given.
- All inside doors and windows to be locked. The classroom teachers closest to each outside door are responsible for locking them.
- Students in toilets will go to Room 11 (Ilana) and wait until the situation is resolved. Ilana will communicate with the Office to inform them of which students have come to her room. The Office will relay that information to the appropriate teachers
- Students in Sick Bay to go to Room 8 (Anne). Office staff will escort students to Room 8.
- Students moving around the school grounds will return to their classrooms unless otherwise instructed.
- Students attending a specialist lessons in the Art, Library, LOTE room or the Hall will remain in that area with the specialist teacher.
- Integration aides will remain in their working area if it can be locked. If the area is unable to be locked, move to the nearest classroom or lockable area without going outside to do so. Integration aides will the contact the Office to report their location and the students in their care.
- A further announcement will be made when the reason for the lockdown is resolved.

2. During outdoor activities

- The Principal or delegated staff member will sound the air horn and /or make an announcement over the PA system to alert students to line up at the designated point in the playground in grade order. The designated assembly point will be announced, depending on the nature of the danger. The air horn will be kept in the Main Office next to the fax machine.
- Interim rolls will be made available to staff when students assemble at an outdoor location. The rolls will be kept in the Main Office and brought to the assembly point by the Business Manger or delegated staff member.
- Students will be escorted to an appropriate secure area. Depending on the emergency, this may be the Hall or classrooms.
- All windows and doors will be locked.
- Staff will ensure all children remain productive and calm during the lockdown period.

3. Follow up to lockdown

- All staff will meet as soon as possible to debrief and evaluate procedures
- A letter will be sent home to the school community informing them of the situation
- Part time staff will need to be notified of the situation via a phone call from the Principal at the earliest convenience
- Communicate with DEECD and Emergency Management