



LOCKDOWN PROCEDURE – EXTERNAL THREAT SITUATION

(Revised 2015)

LOCKDOWN SIGNAL (Principal): 1 LONG Siren AND PA (*Lockdown – External Threat*)

DE-ACTIVATION SIGNAL: PA (*All clear NO External Threat*)

Note: All PA's in all classroom to be turned on each morning.

PROCEDURE:

1. All staff to stay indoors or if outdoors move immediately to nearest safe room
2. Lock all external and internal doors and windows of cluster and rooms
3. Teachers in Rooms 1 and 7 (or teacher next door) check and lock all doors
4. Class teachers direct students to
 - * sit on floor close to outside walls, away from doors
 - * stay calm and quiet
 - * go to nearest safe room (e.g. library) if out of class (prior knowledge required)
 - * use a plastic bucket or bin for toileting (young children)
5. Switch off lights
6. Class teachers call roll
7. Class teachers report present/missing students to teachers in Rooms 3 and 7.
If all present teachers may use a signal such as 'thumbs up'.
8. Teachers in Rooms 1, 6, MPR, EC2, (Music, Art, Library) call Admin 101 to report missing students to registrar OR say "lockdown procedure complete" if no students are absent.
(If there is no class in Rm 1 or 6 the teacher next door is to call Admin)
9. Principal assesses immediate danger and seeks missing student(s)
10. Class teachers stay and wait until de-activation signal is given
11. Once lockdown signal is given – Registrar to ring
 - * Police (000 or 131444)
 - * Regional Office (RED - 0434 325 649 or 9285 3600)
 - * DET Security Control Room (9264 4632 or 9264 4771)
12. If in the library – go to the store room and shut the door
13. If children are at play – all to return to classrooms.

** If students are in the toilet or on the oval they need to go to their room or the closest safe room.

INTERNAL THREAT SITUATION

1. Teacher sends RED CARD to office.
2. Evacuation Procedure or Lockdown Procedure activated – Principal to decide.