

LOCK DOWN

When do we go into lock down?

In the event of an emergency outside the school building or within the community area which potentially puts student in danger, and which prevents students and staff evacuating the school site, the school will follow the LOCK DOWN Emergency Management Plan.

Notification

- Emergency Services and or the Education Department will contact the school, notify us of any potential emergency, and give pre-warning.
- An emergency notification may also be made by a member of staff.
- Principal will contact emergency services.

Action if students are in class.

Scenario 1: Minimal- danger is away from the school

Principal/teacher in charge will quietly go around, lock all exterior doors then inform teachers we are in lock down and that students are to remain inside-students are to use interior toilets until further notification. Teachers and students continue learning.

Scenario 2: Immediate- danger is outside the school building.

If safe to do so.... Collect all students and visitors from external buildings and direct them to the main building Area 2.

If unsafe outside.... Use phone system to communicate that we are in lock down and instruct staff to lock all doors and remain out of sight until further notification.

- Principal will lock all external doors in the main building and instruct students and staff to Area 2 (prep/1 room) as this room has minimal visibility from the outside. Draw blinds.
- Business Manager will bring the 'Emergency Kit', 'Visitor', and 'Student Sign- in' books with her.
- Teachers will mark the roll and inform Principal of any missing students. Principal will communicate with external buildings to account for any missing students and staff.
- All further communications and actions will be on the advice of emergency services or the Department of Education.

Scenario 1: Minimal danger-away from the school

- The bell will be rung, and students will line up and return to class with their classroom teachers. Teachers will mark rolls.
- All external doors will be locked, and students will continue their learning.

Scenario 2: Immediate danger outside the school building.

The bell will ring continuously, and students will be directed inside through the closest point of entry, away from the danger by all teachers.

- Principal will lock all external doors in the main building and instruct students and staff to Area 2 as this room has minimal visibility from the outside. Draw blinds.
- Business manager will bring the 'Emergency Kit', 'Visitor', and 'Student Sign- in' books with her.
- Teachers will mark the roll and inform Principal of any missing students. Principal will notify authorities of any missing students.

All further communications and actions will be on the advice of emergency services or the Department of Education.

