



*Drafted: 2015
Reviewed: 2017*

LOCKDOWN PROCEDURE

In the event of a Lockdown Drill being called it is necessary for the teacher to quickly run through the following:

1. Students understand the reasons for a lockdown without alarming them in age appropriate language.
2. Students know the safe areas within the classroom.
3. Students know the safe areas if outside of the classroom.
4. Students know what to do if they are in the toilet or outside of classrooms at the time of a lockdown.
5. Teachers need to reinforce the importance of students following instructions accurately during a lockdown procedure.

PROCEDURE

In the event of an emergency a teacher can activate a lockdown by

1. Calling the administration block by telephone in the wet areas (located in each building)
2. Calling the administration block via mobile phones. Text messages are also an alternative.

Once informed, a member of the Administration Team will activate the alert siren, and via a PA announcement, indicating the level of lockdown required. Code 1, 2 or 3. The alert siren on the PA is a similar tone to a reversing vehicle. If this is not possible, the Administration Team will contact each classroom/classroom block via phone.

- Staff will need to ensure that all students are quiet as information may be given over the PA system. Children returning from the toilet should be let back in.
- Once the Lockdown procedure has been activated, DO NOT let ANYONE INTO or OUT OF your classroom (except for OLC staff or students returning from toilet).
- If possible, a member of the leadership team will ensure there are no students in the toilets or out of classrooms.
- Children in the toilets or anywhere outside should go to the closest classroom as quickly as possible.
- If children are on the oval, they should be escorted to the southern entries to the library.
- If a lockdown is necessary during lunch or recess time, teachers on duty should escort the students to the southern entrances to the library and pull down the blinds.





STAFF DUTIES

STAFF DUTIES

- Teachers explain need for lockdown age appropriately (swarm of bees, vicious dog, storm approaching).
- Lock classroom doors and close blinds.
- Move students away from doors and windows.
- Allow students to sit in a safe area.
- Call the roll and make a note of unaccounted for children. This is located in a classroom folder consisting of classroom list, lockdown and emergency procedures.
- Teachers to use class phone or mobile phones (text is fine) to ring the office to pass on information about unaccounted for students. Also include names of any extra students in classroom.
- DO NOT allow anyone IN or OUT of the classroom until the all clear is given via a PA message or door being unlocked by a member of the Administration Team.
- Mobile phone numbers: Des: 0439 518 712
Adrian: 0408 525 379
Sandra: 0407 948 924
Fran: 0421 712 092

Please enter these numbers into your mobile phone.

- Should parents present at classrooms during lockdown, direct them to the administration block.

ADMIN OFFICERS

- Have mobile phone available for text messages.
- Have phone threat checklist available for Admin Staff (Fran, Sandra, Des, Adrian, Amie, Julie).
- Lock the Office door and close the blinds in the office/ admin building.
- Ask all adults present (other than admin staff) to go to the Staff Room.
- Call emergency services as required.
- Check all classes for attendance as teachers provide information.

PRINCIPAL/ ASSISTANT PRINCIPAL

- Close blinds and lock staff room door.
- Check the toilets in the Office Block.
- If possible, check student toilets.
- Liaise with emergency services.
- Release classes when danger no longer exists and lockdown is complete.





PREPRIMARY TEACHERS/ ASSISTANTS / Y3 – Y6 TEACHERS

- The PP staff to lock the ECC classrooms and withdrawal area front door and side door.
- The Year 3 or 4 teacher (2018 onwards) to lock the front door of the 3/4 building that enters the wet area.
- The Year 5 or 6 teacher (2018 onwards) to lock the front door of the 5/6 building that enters the wet area.

CANTEEN STAFF & VOLUNTEERS

- Lock door and pull down roller shutters.

HALL AND WORKROOMS AT BACK OF HALL

- All doors to hall and back of hall to be locked.
- Move students to the side room or into stage with blinds drawn

SPECIFIC DUTIES:

All specialist class areas – Library, Music, Sport and LOTE

- Follow procedure as per Classroom Teacher.

Sport or Physical Education

- Depending on circumstance and location:
 - Sport and Phys Ed classes on the oval should go to the southern entry doors to library.
 - Alternatively, go to the closest classroom or secure area.

LOCKDOWN CODES

Code 1 – During class time (Continue teaching)

1. Tell children that we need to practice a lock down.
2. Lock the doors and windows. Close blinds.
3. Call the roll and make a note of children unaccounted for who are in attendance that day. Also note any extra students.
4. Teachers/staff to use the phones in their wet area or their own mobile phones to ring the office to pass on information about unaccounted for students. A text message is acceptable. Attendance records need to be up to date.
5. Continue teaching.
6. Allow any students returning to class to enter with caution.
7. **DO NOT** ALLOW anyone OUT of the classroom until the all clear is given via a PA message or door being unlocked by a member of the Administration Team.





Code 2 – During class time (Stop work immediately)

1. Tell the children that we need to practice a lock down.
2. Lock the doors and windows.
3. Move students away from doors and windows.
4. Allow students to sit in a safe area and conduct a mat session (e.g. read a story).
5. Call the roll and make a note of unaccounted children. Also note extra students.
6. Teachers/staff to use mobile phones or class phones to ring the office to pass on information about unaccounted for students. Text message is another option.
7. **DO NOT** allow anyone IN or OUT of the classroom until the all clear is given via a PA message or door being unlocked by a member of the Administration Team.

Code 3 – During recess or lunch

1. a) Students/staff on duty make their way to the following areas:

STUDENTS:		STAFF ON DUTY	
Play Area	Go To:	Play Area	Go To:
Kindy	Kindy	Kindy	Kindy
ECC grassed area	PPB	ECC grassed area	PPB
Oval Nature Playground Courtyard	Library	Oval Nature Playground Courtyard	Library

- b) Lock the doors and windows.
- c) Move students away from doors and windows.
- d) Move students to sit in a safe area.
Teacher to record students present in the room.
- e) Teachers/staff to use mobile phones/classroom phones to ring the office (or text) to pass on information regarding students present.
- f) **DO NOT** allow anyone IN or OUT of the classroom until the all clear is given via a PA message or door being unlocked by a member of the Administration Team.
- g) To facilitate the lockdown procedure, staff should take mobile phones with them when on duty and only use for emergencies.





LOCKDOWN POLICY

2. Staff not on duty and not in the staff room to stay in the staff room or in the closest safe place or office. Staff need to ring through as well to make sure all staff are accounted for.

Information to Parents

- Parents who present at the classrooms during a lockdown should be directed to the office/administration block.
- Depending on circumstances, will be allowed into staffroom for the duration of the lockdown.
- They will not be permitted to take their children from the classrooms.
- A separate very clear communication will be made available to parents on a regular basis.

