LOCKDOWN PROCEDURE



The following lockdown procedure should take place for response to a **severe storm/dangerous animal/siege/dangerous airborne particles/large chemical spill** or similar emergencies, where students and staff are required to remain indoors or return to classrooms. Staff are required to ensure that they and their students are familiar with these procedures.

Teacher/student procedures:

At the sound of the siren and the announcement "ATTENTION, ATTENTION – THIS IS A LOCKDOWN"

During Class time:

- Children/teachers who are out of class are to move to the nearest unlocked room quickly & quietly
- Doors are to be locked, blinds drawn, lights and fans turned off. Get lockdown bucket.
- Children and staff to sit under desks quickly & quietly
- Stay in lockdown until the announcement "Attention, attention ALL CLEAR RETURN TO YOUR CLASSROOMS"
- Once the lockdown is clear, mark your roll and advise reception immediately of any missing students/staff

Out of Class time:

- Children/teachers who are out of class are to move as follows:
 - Students on Oval and Basketball courts move to Mary Mac Killop Centre. Teacher on Oval Duty to assume role of head teacher and direct others. Year 6 students asked to use their leadership skills to assist younger students to settle and be calm
 - o Students in Stage 2 and Adventure Playgrounds move to Prep Rooms.
 - Students in Library go to Hub
 - o All other students and teachers go to nearest unlocked room
- Doors are to be locked, blinds drawn, lights and fans turned off. Get lockdown bucket.
- Children and staff to sit under desks quickly and quietly
- Stay in lockdown until the announcement "Attention, attention ALL CLEAR RETURN TO YOUR CLASSROOMS"
- Once the lockdown is clear, return to your classroom, mark your roll and advise reception immediately of any missing students/staff.

Office Staff procedures:

- Broadcast announcements
- Lock all doors, close blinds, turn off lights
- Move to middle office
- Contact the police via OOO if advised by Chief Warden and follow police instructions
- Stay in lockdown until the announcement "Attention, attention ALL CLEAR RETURN TO YOUR CLASSROOMS"
- Move to reception to await rolls to be marked and reconcile for any missing students/staff.

Parish building procedures:

- Lock all doors, close blinds, turn off lights
- Sit under desks quickly and quietly
- Remain in lockdown until the announcement "Attention, attention ALL CLEAR RETURN TO YOUR ROOMS"

Church:

- Lock all doors, close blinds, turn off lights
- Move to back room and lock doors
- Remain in lockdown until the announcement "Attention, attention ALL CLEAR RETURN TO YOUR ROOMS"

Alternate headquarters:

- Should the administration office be unable to perform any procedures alternate headquarters will be in Prep. Prep staff are to:
- Contact police via 000
- Contact classrooms via phone to advise of lockdown