



Lockdown Procedures

The need for a Lockdown will be signaled by the continuous ringing of an alternate bell to our evacuation bell. Students and staff will be briefed re this alternate bell.

- Staff must have their mobile phone while on yard duty.
- Staff must take their mobile phone to class.

In the event of a lockdown, students will sit on the floor in the designated room, against a wall (but not against a door), which would minimise being seen by an intruder. The teacher will pull the blinds down and turn the lights off.

Scenario 1: The lockdown occurs at recess or lunchtime

The Principal will immediately ring 000 and then assist with the movement of students from outside.

The IT technician will put this message on the front lawn electronic notice board:

**ATTENTION ALL VISITORS
THE SCHOOL IS PRESENTLY IN LOCKDOWN**

Students will go to these rooms accompanied by their HG teacher(s) who will ensure these rooms are locked.

- Year 7 : Room 19
- Year 8: Room 18
- Year 9: Room 17
- Year 10 and 11: Resource Centre
- Year 12: Year 12 room (to be supervised by the Senior School Leader).
- If there are students working on the farm, they will go to the shearing shed accompanied by the Ag teacher (students should not be on the farm unaccompanied).
- If there are students in the Stadium (lunchtime activity), they will stay in the stadium with the supervising teacher(s) who will ensure the stadium is locked.
- All staff (including non teaching staff) who are not HG teachers will report to the Sick Bay. Depending on his location at the start of the lockdown, the Farm Manager may need to go to the shearing shed. The Canteen Manager will remain in the canteen.
- Members of the Leadership Team will ensure entrance doors to Blocks A and B are locked.
- The Assistant Principal will visit each of the above rooms and ring the Senior School Leader's office to account for students and HG teachers and will notify the Principal when this is completed.
- The Assistant Principal will ring staff taking activities in the Stadium and the Farm to account for students and staff and will notify the Principal when this is completed.
- A member of the front office staff will account for staff who are not HG teachers and will notify the Principal when this is completed.

*The Principal will make an announcement to signify the completion of the lockdown.
The Principal will ring ISOC on 1800 126 126 and the region manager of Operations & Emergency management on 5337 8429 or 0407 861 841.*

P.T.O

Scenario 2: The lockdown occurs during classtime

The Principal will immediately ring 000.

The IT technician will put this message on the front lawn electronic notice board:

**ATTENTION ALL VISITORS
THE SCHOOL IS PRESENTLY IN LOCKDOWN**

Teachers will stay with their classes.

Any students in the year 12 room will go to the Resource Centre which will be supervised by the Librarian. The Librarian will remain in the Resource Centre with or without year 12 students.

If there are students working on the farm, they will go to the shearing shed accompanied by the Ag teacher.

If there are students in the Stadium they will stay in the stadium with the supervising teacher who will ensure the stadium is locked.

- Members of the Leadership Team will ensure entrance doors to Blocks A and B are locked.
- The Assistant Principal will visit each of the rooms in Blocks A and B to account for students and staff taking classes and will notify the Principal when this is completed..
- The Assistant Principal will ring staff taking classes in the TTC, Stadium, the Music room and the Farm to account for students and staff taking classes and will notify the Principal when this is completed.
- If a class has been taken outside, the teacher will take the class to the nearest room eg TTC, Woodwork room or the shearing shed.
- Staff not taking classes and non teaching staff will report to the Sick Bay. Depending on his location at the start of the lockdown, the Farm Manager may need to go to the shearing shed. The Canteen Manager will remain in the canteen
- A member of the front office staff will account for non teaching staff and staff who are not taking classes and will notify the Principal when this is completed.

The Principal will make an announcement to signify the completion of the lockdown.

The Principal will ring ISOC on 1800 126 126 and the region manager of Operations & Emergency management on 5337 8429 or 0407 861 841.