

# **Windsor Public School Lockdown Procedures**

**LOCKDOWN is a procedure to be used when there is an immediate threat to the school and to secure students and staff in rooms.**

It is used when:

- a threat is specific
- an incident is happening directly threatening the school
- school activities cannot continue until the threat is over.

Principal or designated officer will make the decision to go to lockdown if advised of a serious threat on premises, or threat to enter the premises.

## **Alarm**

**The signal for a lockdown emergency will be five (5) cycles of the red evacuation button, via electronic public address system. Classes will also be informed via intercom/phone due to soundproofing of some rooms**

## **Responding to the Alarm**

- the principal or delegate calls 000 and DoE Incident Response & Support Hotline – 1800 811 523);
- the administration staff checks for children outside their building, brings them in and secures the administration block. “Lockdown Procedure in Progress” sign to be placed on Administration door;
- teachers on RFF, Library and executive release return to classrooms immediately;
- teachers quickly check outside classrooms for students and bring them into their class;
- some students who are outside may attempt to enter your room following the alarm - if you believe it is safe to do so, allow these students to enter;
- all doors and windows are to be locked and blinds pulled down in the classrooms;
- students should be moved away from line of sight of doors and windows and kept close to the teacher on the floor;
- teachers must complete a roll check to ascertain if any child is missing;
- notify office of missing students (and extra students in your room) by intercom or phone –  
“111” for internal line or 4577 3168;
- if you are engaged in an outside activity the teacher is to take their students to the nearest school building and commence lockdown procedures;
- once you have entered the lockdown mode, no-one is permitted to enter your classroom unless directed to do so by a member of the school administration or a clearly identified Emergency Service worker (Police, Fire, Ambulance or SES); and

- outgoing phone calls must only be made once approved by the Emergency Service authorities and only made from a mobile phone.

### **After the Lockdown**

**Everyone must remain in lockdown mode until the “All Clear” bell is sounded. This will be two (2) cycles of the red evacuation button, via the electronic public address system. Classes will also be informed via intercom/phone due to soundproofing of some rooms**

- **Rolls should be marked at the conclusion of the lockdown.**
- **Teachers stay with children and reassure them before returning to normal routine.**

**TEACHING STAFF NOT ON CLASS or in work rooms are to:**

- check for students in the immediate vicinity, take them into the room.
- Remain in the room and lock the door.
- Advise front office by phone of staff/students who are present.

**SASS** to keep records of staff whereabouts and check staff list. Report to Principal and AP any possible missing staff. Check timetables and sign out book.

**If during recess or lunch** all staff are to assist in directing students immediately to safe areas:

**Any students purchasing from the canteen will be escorted inside the canteen by parents, who will:**

**\*Close both canteen door & shutter, locking both.**

**\*Ring office to inform of students in their care.**

The **ONLY entrance and exit** from the school is to be through the front office.

Exit to be managed by senior executive in liaison with local emergency personnel.

AP and Principal to liaise with emergency personnel to devise egress from school for students if the situation still exists at time of buses' dismissal.

Parents will be advised and emergency personnel will assist in managing the pick up of students.