

Windsor Public School

Lockout Procedures

LOCKOUT is a procedure to stop unauthorised persons from entering the school.

It is used when:

- a threat is general
- an incident is happening off the school property
- school activities need to continue with the least disruption as possible during the event.

SIGNAL

NO SIGNAL is given

WHAT

The external gates are locked and staff/parents (canteen) informed by page or telephone that the school is in Lockout mode. Access to and from the school is restricted during the Lockout.

- the principal or delegate calls 000 and DoE Incident Response & Support Hotline 1800 811 523;
- executive staff and General Assistant secure all outside gates and fences around the school, placing “Lockout Procedure in Progress” on gates. Signs are stored in executive rooms/offices;
- 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;
- Students purchasing from the canteen will be sent immediately to their rooms.
- once the school has entered the lockout mode, all entry to the school is through the main entrance where it will be closely monitored by the school executive staff;
- teachers who are on RFF, Library, or executive release should return immediately to their class to assist with the lockout; and
- normal indoor classroom activities can continue while the school is in lockout mode.

Senior Executive monitor the situation and, if the perimeter fence is breached, the school then goes to Lock Down mode.

After the Lockout mode has ceased, Executive or Office Staff will inform staff by page or telephone that the Lockout is over.