TEACHER INFORMATION
1. LOCK DOWN (invacuation) procedures are for armed intrusion, when a person comes onto the campus demonstrating their possession of a threatening weapon, eg knife, gun or for a hostage situation.

2. It is associated with needing to keep, and get, people inside to keep people away from perceived danger.

3. The aim at all times is to;
   PROTECT LIVES, MINIMISE RISK

4. A person who instigates getting a message to the front office, eg phoning, regarding an armed intruder is someone who sees the armed intruder, or whose attention is drawn to that person by another adult or student or an unsafe situation eg bee swarm. A Lock down card will be included in all duty bags in identifying areas.

5. There is a siren sound, ONE CONTINUOUS SIREN BLAST, distinctive from an evacuation sound, eg series of short bursts.

6. There is a poster of the “Lock Down” procedures in every room / area of the school.

ADMINISTRATION RESPONSIBILITIES
a) The CODE message, which is “LOCK DOWN”, will be broadcast before the continuous siren blast on the school intercom by a principal / delegate
b) The message will be REPEATED at least twice to all stations.
c) Principal / Delegate will contact the POLICE on 131444.
d) Invacuation wardens/teachers will lock main doors to buildings and nominate an adult to stay near the door.

TEACHER RESPONSIBILITIES
1. To supervise the safety of the children who arrive in your classroom/class area. Teachers do not need to account for their specific class.

2. Where possible in each building a staff member should be posted next to the telephone to relay messages. Landline phones to be used to a minimum during close down. Obey only messages prefixed by “LOCK DOWN”.

3. Teachers once inside need to check that an adult is supervising all children. Some teachers may be on duty in another area of the school.

4. Teachers are responsible for making sure that the students stay in the room. Keep students inside buildings, away from windows and sitting down on the floor. There should be least movement around the school.

5. Turn off lights and equipment.

6. Teachers should encourage the students to remain calm (so as to avoid a rush).

7. If students are out on the oval for sport or in an open space they are to move to their classrooms if possible or nearest indoor teaching area.

8. If teachers are on yard duty they are to move students to their classrooms if possible or to the nearest indoor teaching area.

9. If a continuous siren blast occurs during a break / change over all staff and students should move inside to their classroom if possible or to the nearest indoor teaching area.
LOCK DOWN (INVACUATION) PROCEDURE

CLASS ROOM POSTER

WHEN STAFF RECEIVE THE CODE MESSAGE “LOCK DOWN” on the intercom, followed by a CONTINUOUS SIREN BLAST, STAFF and STUDENTS will;

- Remain calm – If outside move to the nearest room or building.
- Stay in the room.
- Stay down on the floor and away from windows.
- Turn lights and equipment off
- Do not leave the room to investigate
- Ensure external doors are locked by warden or identified staff
- Record any visitors and wait until contacted by the office for your details.

Staff are responsible for ensuring that the students who arrive in their classroom/area stay in the room.

Remain in position until you receive an all clear signal or message.
- Explicit phrase to precede all instructions is “LOCK DOWN”

LOCK DOWN (INVACUATION) PROCEDURES

PROGRAMS and FRONT OFFICE TEAM

WHEN CONDITIONS OUTSIDE ARE UNSAFE, THE PRINCIPAL / DELEGATE HAVE RESPONSIBILITIES IN ACTIVATING THE “LOCK DOWN” PROCEDURES.

Principal / delegate will BROADCAST THE “LOCK DOWN” MESSAGE on the intercom followed by a CONTINUOUS SIREN BLAST.

The message will be repeated at least twice

The Principal / delegate will contact the POLICE on 131444.

Invacuation wardens and identified staff will lock external doors and monitor the main entrances into buildings and unlock doors when the invacuation has ended.

Principal / delegate will notify all staff that the “LOCK DOWN” has finished.

Critical Incident Report will be sent to Regional Office by Principals