

Florey Primary/Preschool

Lockout and Lockdown Procedures

Lockdown and Lockout

Lockout is a procedure that prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal during the outside disruption.

Lockdown is a procedure used when there is an immediate threat to the school e.g. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person e.g. principal or police officer.

Lockout Procedures

Steps to implement lockout:

1. A specific bell signal or communication system will sound which alerts designated staff to implement the lockout. (One long hooter followed by communication over the PA or telephone)
2. If necessary, the principal, or supervising staff should direct students who are in the playground or outside school fences (e.g. ovals) to immediately return to the nearest school building and classroom.
3. The principal or supervising staff should ensure that all doors and perimeter fences, if appropriate, are secured and that students are accounted for and safe.

GATES: (Attach advice signs to gates once locked)

BSO

to lock rear car park entry gates on Krefft Cres

to lock hall toilets

to escort any children from toilet area to front office for supervision

to remain in admin building until ALL CLEAR is given

SUMMERVILLE COTTAGE

To lock gates alongside RH side of unit facing Krefft Cres

TWELVETREES COTTAGE

To lock all gates in semi-circle area

WORRELL COTTAGE

To lock gates facing oval near withdrawal room

BIBBY COTTAGE

To lock gates facing oval near withdrawal room / equipment area

ADMIN / EXEC

To lock all main entry gates and gates on basketball courts

PRESCHOOL

Preschool Support staff are to ensure all gates at preschool are locked

MAIN TOILET BLOCK

To be checked by Teaching support staff (Available EALD/ Release providers)

4. The only entry to the school for the period of lockout should be through the main entrance. The BSO needs to ensure main entry door is secured and supervises restricted entry. The principal ensures that only authorised personnel have access.

5. The principal liaises with Australian Federal Police or other emergency services if necessary, to develop and implement a plan for students to depart at the end of the school day if the incident is still continuing.

Lockdown Procedures

Yellow Alert (School bell's sound)

- Normal operations mode. Executive to monitor and advise if alert changes.
- BSO to Lock ALL gates
- LSAs with high level students (medical) are to return to those students in this mode.

Orange Alert (Duck Quack Quack sound)

- Standby/alert mode. Remain in-situ.
- Executive / Business Manager to notify each teaching area of the situation via phone call.
- Students to remain in the classroom.
- Roll to be checked and Front Office to be notified. Staff should phone through details of students present / absent / unaccounted to Business Manager on School phone number 62058011 / 62058004 for all students in the unit / portable
- Lock all external doors.
- If starting lockdown / lockout from ORANGE ALERT shut / lock gates. Attach gate signage if safe to do so.

GATES: (Locate gate signs from teacher office. Attach advice sign to gates once shut)

- **BSO**
 - to lock rear car park entry gates on Krefft Cres
 - to lock hall toilets
 - to escort any children from toilet area to front office for supervision
 - to remain in admin building until ALL CLEAR is given
- **SUMMERVILLE COTTAGE**
 - To shut gates alongside RH side of unit facing Krefft Cres
- **TWELVETREES COTTAGE**
 - To shut all gates in semi-circle area
- **WORRELL COTTAGE**
 - To shut gates facing oval near withdrawal room
- **BIBBY COTTAGE**
 - To shut gates facing oval near withdrawal room / equipment area
- **ADMIN / EXEC**
 - To lock all main entry gates and gates on basketball courts
- **PRESCHOOL**
 - **Preschool Support staff are to ensure all gates at preschool are locked**
- **MAIN TOILET BLOCK**
 - **To be checked by teaching support staff (Available EALD/ Release Providers)**

Red Alert (Firedrill 'neewoop' sound)

- Action mode. Lockdown immediately.
- Executive to announce over PA "We are now following lockdown procedure until further notice."
- Phone call to preschool advising of the lockdown – 57957
- Phone call to portables advising of the lockdown - 58017 (*17) & 58023 (*23)

Steps to implement lockdown:

1. Lockdown signal/code is given – A specific bell signal or communication system will sound which alerts designated staff to implement the lockdown. (One long hooter followed by communication over the PA or telephone) . Should an intruder be identified, the staff member who identifies the intruder should contact the principal or most senior staff member who will determine if lockdown procedures should be initiated. See above for response to yellow, orange or red alert
2. External unit doors are to be locked. Staff are to remain with students at all times. GATES ARE NOT TO BE SECURED DURING RED ALERT.
3. Principal or most senior staff member calls 000 (Red Alert)
4. **If safe to do so**, the principal or most senior staff member will wait outside the main entrance of the school to direct emergency services or will delegate another member of staff to do this. Only authorised personnel should be allowed access to the school premises.
5. All outside activities should cease immediately. If appropriate the principal, most senior staff member or supervising staff should direct students who are in the playground or outside school fences (e.g. ovals), to immediately return to the nearest school building and classroom or evacuate to a predetermined off-site location. Off site evacuation would be to St John the Apostle School hall. Contact to St John the Apostle School would be *initiated* by Principal or delegate and *facilitated* by Business Manager. Contact no: 6258 3592.
- 5 Staff should follow prearranged and rehearsed instructions to move students out of line of sight of doors and windows. Staff should ensure students remain calm and quiet.
6. Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Staff should not leave the classroom to get students. The door should then be closed and students located out of line of sight of doors and windows.
Students in hall are to be located towards rear away from glass entry doors.
Students in Science / Community rooms are to be located in rear corridor enabling access to facilities.
7. Staff should record the names of students who are in the room. Any missing and/or extra students should be noted. Staff should phone through details of students present / absent / unaccounted to Business Manager on School phone number 62058011 / 62058004 for all students in the unit / portable
Please only make one telephone call per unit to minimise telephone traffic. At least 1 teacher is to take responsibility for managing incoming telephone correspondence.
8. Staff should maintain room security and should not open doors for anyone under any circumstances. Students and staff should stay where they are until official notification is provided by the principal or an identified police officer that the lockdown has ceased.

In cases where RED ALERT mode is operational, students are to be situated in the area of the building which is least visible. All curtains and blinds are to be drawn, lights off. Noise is to be kept to a minimum. During extended periods of lock down, teachers are advised to implement 'quiet' activities e.g. quiet reading. Students with medical alerts are to be situated in close proximity to staff and require close monitoring. Any change of condition / instability should be communicated to front office.

9. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the principal or most senior staff member should notify parents via local media and with the assistance of local police. Teachers are to make provisions for children to toilet (if need be) using buckets provided and antibacterial wipes. Drinking water can be obtained from wet areas in units, canteen or toilets in hall, toilet area in science and community rooms and from store room in portables.
10. In conjunction with local police, the principal or most senior staff member should arrange for parents to pick students up from school at a designated safe area.
11. Lockdown procedures remain in place until staff in units are contacted by telephone and/ or PS system with Lockdown has now ceased, normal operations mode will resume.

All Clear (Celebratory Music sound)

Return to normal activities.