

## EMERGENCY LOCK DOWN PROCEDURE

### Signal:

**"Attention. Attention! Take shelter immediately in your nearest safe zone!"**

### DEFINITION

Lock Down procedures involve an emergency where people are moved inside and locked in rather than assembled outside, to protect their safety.

### 1. ACTIVATING THE PROCESS

- The 'alert' can be raised by any member of staff.
- Leadership or administration staff will activate the process by sending the appropriate signal (i.e. Bell System or message).
  - Leadership or administration staff to contact GGLPS to confirm that the lockdown has commenced and to provide relevant details.
  - Leadership or administration staff to call or visit Preschool and E Block to make sure they heard the 'alert.'
  - The 'all clear' will be signaled by an in-person message from Leadership or a member of the administration team. This will be confirmed with GGLPS by phone.

### 2. RESPONSE TEAM

- All available members of the Leadership Team and any staff who are in the Administration Building and/or the Library Resource Centre will form a Response Team.
- The Response Team will be coordinated by a Principal or a member of the Leadership Team.
- The Response Team will establish a 'command post' in either the Front Office (Admin Building) or, should the circumstances warrant it, the Principal's office. Library response team will have a 'command post' in the L.R.C office. The command post should be secured & locked down during the process.
- Front Office manager to remain in command post.

#### The Response Team will:

- i) Deliver the lock down message by walk around (if bell system cannot be utilized)
- ii) Call Preschool and E Block to make sure they heard the 'alert'.
- iii) Confirm the activation of the lock down by phoning GGLPS and the Preschool.
- iv) If possible turn the siren system off, after the alarm has been sounded
- v) Gather information and assess the emergency
- vi) Determine action
- vii) Communicate with Police, Emergency Services, Staff or parents as required
- viii) Remain in constant contact with the Police - **DO NOT HANG UP**
- ix) Notify any groups out of the school not to return
- x) Sound the 'all clear' when the emergency is over by walking to each area to check safety, including OSHC buildings.

Digital technology room  
 Science Room, Computer Suite  
 OSHC  
 Hall  
 Performing Arts Centre

checked by Digital Technology staff  
 checked by Science teacher/IT Tech/SSO's  
 checked by OSHC staff  
 checked by occupying staff member  
 checked by Performing Arts staff

**Preschool**

- Assemble in the staff car park
- Take out preschool mobile
- Ring leadership member when they have checked their roll

**Offsite evacuation**

If staff and students are required to be offsite for an evacuation, staff will lead students to Rose Park (through the tunnel area near Sunnybrook shops). Staff to lead students out of KISS AND DROP gate or JUNIOR PRIMARY front gate. If students require access to toilets, a staff member will walk the student/s to Foodland at the Sunnybrook shops and ask the manager for the key . Permission has been granted from the manager of Foodland.



**Conclusion of Evacuation**

- THE ALL-CLEAR WILL NOT BE GIVEN UNTIL EVERYONE IS ACCOUNTED FOR.
- If evacuation occurs at recess or lunch, all staff and students to make their way to their assembly point and the above steps will be followed.

## EMERGENCY EVACUATION PROCEDURE

### Signal:

**"Attention! Attention! Leave now via your nearest emergency exit!"**

### **RESPONSIBILITIES**

#### **Front Office Staff**

- Ring siren.
- Ring Fire Brigade/Police (Clearly identify themselves).
- Collect Visitors Sign In Book.
- Collect Staff Departures & Arrivals Log Book.
- Collect TRT Sign In Book.
- Take evacuation box (including updated class lists)
- Call emergency services

#### **Leadership**

- Available leadership staff member to stand on oval, wearing fluorescent vest
- Hand out class rolls
- Check off staff list
- Leadership Team will manage the search for any missing students/adults.
- Leadership to communicate with leadership from GGLS before giving the all-clear.
- Leadership to communicate with preschool

#### **Class Teachers (including TRTs)**

- Check your classroom
- Children line up at the nearest door
- Follow the evacuation route on the classroom displayed diagrams
- Proceed with students to the oval
- Take the classroom roll
- If on NIT meet your class on oval and you are required to take the roll

#### **NIT Teachers**

Take class onto oval and hand over to class teacher for checking of roll. Report to person wearing the fluorescent vest.

#### **Library Staff/ Golden Grove Lutheran Primary School (GGLPS)**

Students and staff in the library from Wynn Vale Primary School and GGLPS are to leave the library and walk to the Wynn Vale School Oval. GGLPS students must have a library pass ready to show a leadership member on the oval. Wynn Vale Principal is to walk GGLPS students back to their site.

#### **Any adults who are working with individuals or groups of children**

Take the students to the oval and return them to their teacher. All SSO staff members are to then report to Dympna. If Dympna is absent, report to administration team.

A Block prep room, store room	checked by A Block staff
B Block prep room, store room, B Block toilets	checked by B Block staff
C Block prep room, store room	checked by C Block staff
D Block prep room, store room, D Block toilets	checked by D Block staff
E Block	checked by E Block staff
LRC and Canteen	checked by Library staff, Canteen staff
Preschool kitchen, office, storeroom, toilets	checked by Preschool Staff
Admin offices, staffroom, toilets & sickroom	checked by Front Office Staff

### **3. GUIDELINES FOR STAFF TO FOLLOW DURING LESSON TIME INVACUATION (including preschool)**

On receipt of the signal to activate the process, classroom teachers should: -

- Stop the lesson and stay in the room
- Listen to the bell system instructions
- Lock all external doors, close all windows and lower all blinds check adjoining classroom if unoccupied
- Switch off corridor and classroom lights
- Instruct class to sit in a position which is out of the line of sight from windows (if possible)
- Complete an attendance check
- Inform the front office by phone of any students who have left the room (i.e. to visit the toilet) **and** if a student from another class appears in your room.
- Keep calm and keep the children calm
- Remain alert and await further instructions which will come via a messenger from a member of the Response Team

#### **If teaching outside:**

- Teachers to take class to nearest building (e.g. hall, nearby classroom) and follow the above procedure
- People who are on errands or toilet breaks go to the nearest building & follow the above procedure

#### **S.S.O's, OSCH staff and teachers who are not teaching, other adults and visitors on site**

- If outside go to the nearest classroom
- If inside remain in your office (you could assist teachers in your block) or classroom and await further instruction
- If in the Administration Building, report to the Command Post immediately and await further instructions

### **4. GUIDELINES FOR PRESCHOOL**

- Gates to be locked
- Gather children and move to withdrawal area
- Close folded doors
- Shut blinds
- Wait for messenger

### **5. GUIDELINES FOR A FIRST AND SECOND BREAK TIME EMERGENCY**

- Lock down to be signaled by bell system or messenger/s
- Yard Duty teachers to support immediate movement of students to classes
- Students in Area A will go to A4 through either A3 or A4's classroom door
- Students on blue and green courts will go to B4 through B4's classroom door
- Students on the oval will go to the Performing Arts Centre
- Area A SSO's on duty to check Area A toilets and escort students to A2
- Area B yard duty teacher to walk past toilets and escort students immediately to B4
- Area C yard duty teacher to lock oval gate and go to PAC. Teacher to unlock both doors to PAC.
- Staff not on yard duty are to go/stay in the nearest building
- OSHC staff to remain in OSHC building
- Any Hall activities on at the time, teachers and students are to remain in the building
- Commence procedures as for the lesson time emergency
- Canteen staff to take students to the library (leadership to support where possible)
- Classroom and NIT teachers to check class lists when students return after yard play and notify office staff of student attendance
- **Preschool to follow the same guidelines in section 4**

## **6. GUIDELINES FOR A FIRST OR SECOND BREAK TIME EMERGENCY DURING INSIDE PLAY**

- A Block: Duty staff and students to move to A4
- B Block: Duty staff and students to move to B4
- C, D and E Block: Duty staff to direct students to the classroom with the most children
- Staff not on duty are to go/stay in the nearest building
- Commence procedures as for the lesson time emergency
- Canteen staff to take students to the library (leadership to support where possible)
- Classroom and NIT teachers to check class lists when students return after yard play and notify office staff of student attendance

## **7. FOLLOW UP TO BE ACTIONED BY RESPONSE TEAM**

- Call special staff meeting if required or information for Staff provided
- Notify Education Director if required
- Social workers/personnel councilors arranged for Employees, Students or affected families.
- Support structures within the school arranged for affected people.
- Document event using Crisis Plan checklist.
- Ongoing, regular information given to staff
- Review of above procedures