LOCKDOWN PROCEDURES 2024

The following lockdown procedures will be used when an external and immediate danger is identified and it is determined that the College Community should be secure, inside the building for their own safety.

Incidents requiring a lockdown are unpredictable and develop rapidly. Due to the changeable nature of how these incidents may unfold, it is not possible to establish a single set of response procedures. The procedures outlined below are indicative only and are provided as a guide to assist staff.

EMERGENCY ANNOUNCEMENT/ALARM

The following will be repeated over the PA system upon calling a lockdown;

The College is in LOCKDOWN, please seek shelter inside the building, if outside please move to the closest building. The College is now in LOCKDOWN.

ON HEARING THE SIGNAL:

a. Ask the class to stop - listen carefully to announcements.
b. If safe to do so, quickly glance outside the room to direct any persons in the hallway/grounds inside immediately
c. Lock the doors, close the curtains or blinds (if available), and turn off the lights and electronics. Position students on the floor against the wall adjacent to the door or in the most non-visible positions.
d. Do not allow students to use their mobile phones, insist that the room remains silent
e. Teachers are to mark their class role and prepare a list of missing and extra persons in the room, this will aid in accounting for all persons should an evacuation become necessary
f. Await further instructions from School Management or Emergency Services personnel

ADDITIONAL INFORMATION

- Classes being held outside are to approach the nearest building and shelter inside
- If in the bathroom, move to a stall and lock the door
- Staff who are not teaching should lock the space they are in or if in the grounds, go to the nearest building. In doing so, staff should check outside areas for any persons and direct them to the nearest building.
- If practicable communication will be sent to College staff during the lockdown via Compass
- Parents will be notified by School management as soon as practicable to do so
- The College's Incident Management Team will contact Emergency Services and monitor the situation should changes to the response be required