

St Paul's Catholic Primary School

Albion Park



LOCKDOWN PROCEDURES

Definition

In some emergency situations, an evacuation of a building or area is not advisable

A lockdown is when students / staff / visitors are to remain in their current location and not move around the school premises for any reason until notified.

A lockdown would occur in an instance where students, staff and visitors would be put at risk of personal safety due to:

- a) security: armed hold up / intruder
 sniper
 hostage situation
 violent person on site
 terrorist attack
 criminal activity

- b) hazard: chemical explosion
 environmental hazard
 bushfire
 severe weather conditions – refer to Flood Emergency procedures

Procedures

1. The person who identifies a situation requiring an emergency lockdown will consult with the Principal / Assistant Principal / Senior School Support Officer. The Principal will:
 - a) Activate lockdown alarm – **siren sound**
 - b) Make an announcement: *“Teachers please begin lockdown procedures.”*
 - c) Immediately contact police / security and advise emergency.

2. The class teacher or teacher in charge will:
 - a) Inform students to remain in the current location
 - b) Any students that are outside should return to their classroom or remain in specialist area (hall, library, reading recovery, church)
 - c) Seat children away from windows and doors (sit under tables and chairs)
 - d) Close curtains or blinds
 - e) Maintain a sense of calm
 - f) Call the class roll
 - g) Lock all windows and doors
 - h) Listen for instructions

3. If at recess or lunch, the teachers on duty will direct everyone into the hall to follow the points above.

4. Volunteers in the Canteen will also follow the same points.

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5. Office Personnel will:
 - a) Consult the visitors book for location of any visitors (alert if necessary)
 - b) Lisa Burton, SSO or teacher on Leadership Team Release to check toilets and bring children to office

6. Designated Personnel (Principal or Senior School Support Officer)
 - a) Contact classrooms (feedback, list of names)
 - b) Contact classrooms with instructions
 - c) Match list of names from Visitor's Sign In Register against personnel on site that day.
 - d) Announcement made over pa once it is deemed to be safe and lockdown procedures can cease.
 - e) Initiate follow up response

Flood Emergency Procedures

Rationale:

In the event of excessive rain and water flooding areas of the school buildings and / or nearby roads being inaccessible for staff, students and parents to enter or leave the school premises the following procedures will be implemented:

Procedures

1. Keep telephone lines clear – calls / information to be short and assuring
2. Inform CEO personnel and radio stations of the situation.
3. Class teachers to keep students calm and busy within the confines of the classroom.
4. Supervise all students who leave the room.
5. Be vigilant with the conditions of water entering the room.
6. Inform Principal, Assistant Principal and Senior School Support Officer of changing conditions, by phone not student message mode.
7. Wait for all directions from Principal.
8. If it is safe to proceed with allowing students to leave with parents / carers:
 - a) Mark students names on class lists or accept yellow early leave slip, ask for a signature of the person taking the student on your class list.