

# Guardian Angels Primary School

Edmund Rice Drive  
Ashmore Qld 4214



Policy Name: *Lockdown Policy 2018*

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## Related Policies:

*Student Welfare and Management, Evacuation*

*Qualities of Angels: Safe*

## Procedures:

### **Lock and Drop procedures are required in the event of:**

- Severe storm
- Siege/hostage situation
- Gas leaks, chemical spills/toxic spillages (in some cases)
- Explosions
- Intruder
- Accident
- Storm damage

### **Procedure:**

- Intermittent Siren played to indicate the beginning of the Lockdown Procedure. Phone speaker system will be used to inform staff of the nature of the emergency.
- **ALL** external keycard doors will be locked immediately (**ROB /JOSH**) and be inaccessible from the outside. You will still be able to let students in if they are caught outside.
- The **teacher** secures all classroom windows, locks doors and switches off lights. Children must be well away from both the doorway and any glass/windows area. Under the desks if possible.
- **CLASS ATTENDANCE LIST WILL BE IN FRONT OFFICE AND WITH FINANCE SECRETARY.**
- The **teacher** checks the roll- **IF ANY STUDENTS ARE UNACCOUNTED FOR (NOT ABSENT FOR THE DAY OR AT SPECIALISTS)ADVISE BLUE CLASSROOM TEACHER WHO WILL THEN CONTACT FRONT OFFICE OR FINANCE STAFF TO ADVISE, OTHERWISE PROCEED WITH LOCKDOWN. PREP WHITE ARE TO CALL THROUGH THEIR OWN MISSING STUDENTS IF ANY.**
- No student or staff member is to leave the classroom until directed by an authority that the lockdown is over. Class teachers will be notified in person by police / ambulance / fire officers or over the phone by the school's administration.
- Children remain seated / lying down and silent.
- If in toilets move to the closest classroom block.

- **Finance Secretary** will close all outside doors in staffroom then contact Learning Support & Mackillop Centre Foyer, Kombumerri Centre Kitchen for upstairs and Junior Library for downstairs, Resource Centre, canteen, uniform shop & groundsmen , marking any children present there on class attendance list.
- **School Officers** to remain in rooms where they are working.
- Where adjoining rooms exist, teachers can open the door and communicate to the next class their current status.
- **Everyone in the Mackillop Centre and the Learning Support building are to go directly to the hallway where you will be out of sight.**
- **Any classes** working upstairs in the Kombumerri Centre are to go straight to the **kitchen**. **Any classes** working downstairs in the Kombumerri Centre are to go straight to the **Junior Library**. This includes Speech & Drama teacher Kellie Rossiter.
- Where students are working in the Libraries/Performing Arts/Music rooms, they remain in these rooms and follow the procedure. (need for master roll in Performing Arts, Music, Drama, Kombumerri and Libraries)
- If the PE class is in the Assembly Hall they are to move quietly and orderly to the Music Room. If they are on the oval, they move to the **3W** classroom. When the roll has been ascertained, they can be distributed across the year **3** classrooms.
- No exit to toilets or water bubblers until full clearance is indicated from authorities.

The Brisbane Catholic Education Procedures for responding to Critical Incidents is immediately followed.

Refer to:

\*Guide book for Critical Incidents – located on Principal's shelf. Stages of a Critical Incident Poster in all school rooms/classrooms.

## SPECIFIC DUTIES

### School Administration Officers

#### Finance Secretary

- Contacts Specialists and records on a class attendance list the absences as reported by teachers.
- Closes all external doors in staffroom.

#### Front Office Staff

- To notify Police/Emergency/Fire Officers
- Record on a master class list the absences as reported by teachers.
- Secures all windows and locks doors of Admin.building.

#### Groundsman

- To check ovals, basketball courts, cricket nets and general outdoor areas near Groundsman's shed.

*Pool Staff*

- To call Finance Secretary on mobile 0401272350 to advise which children/classes are at the pool.

**Principal**

- Check Senior toilets and area with Business Manager
- Contact Brisbane Catholic Education officials by the Critical Incident Protocol.
- Liase with Media.

**APA /APRE**

- Check Junior Area & toilets together.

**BUSINESS MANAGER**

- Lockdown Doors
- Check Senior Area & toilets with Principal

**LOCK & DROP** – During the first or second breaks:

Upon hearing the intermittent siren

- **Secretary** to phone emergency services and state EMERGENCY.....(be specific as to cause)
- Students to move back to classrooms unless otherwise notified to assemble in another area.
- Students move quickly and quietly.
- **Teachers** to move back to classroom. Check / call roll. Any missing children will be identified. Blue classroom teacher to advise office of any missing students.
- **Teachers** to lock and secure all doors and windows.
- **APA & APRE** or delegated staff members check Junior Toilets
- **PRINCIPAL & BUSINESS MANAGER** or delegated staff members check Senior Toilets
- **GROUNDSMAN** to check ovals, basketball courts, cricket nets and general outside areas near Goundsmans' shed.
- When students are working in the Resource Centre or other rooms with teachers they remain in these rooms and follow the Drop and Lock procedure. The number and names of all students are reported to finance secretary when they call.

- *The Principal is immediately notified of 'unaccounted for students'.*
- *Brisbane Catholic Education officials are notified as is required by the Critical Incident Protocol.*
- *Students and staff remain in the Lock and Drop position until notified officially as above.*
- *No exit to toilets or water until full clearance is indicated from authorities.*

<i>Approved by:</i>	<i>The Principal</i>
<i>Issuing Group:</i>	<i>Guardian Angels Leadership Team</i>
<i>Implementation Date:</i>	<i>January 2015</i>
<i>Revision Date:</i>	<i>25 January 2018</i>
<i>School Contact Officer:</i>	<i>The Principal</i>