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LOCKDOWN PROCEDURE

Authorised by: Stephen Montgomery – Principal in consultation with the Leadership Team

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Phone Numbers		
PREP – GRADE 6 Ring:	Office / Reception:	Ext 2049, 2059
Support Classes Ring:	Finance Officer:	Helen Ext 2099
Support Classes Ring:	Finance Secretary:	Rachel Ext 2039

PROCEDURE – CLASS TIME

- Intermittent Siren will be played along with an announcement of “LOCKDOWN” over the PA system to indicate the beginning of the Lockdown Procedure.
- Any **Student, Teacher** or **Visitor** outside at the time of the siren is to move to the closest classroom block.
- ALL** external key card doors including to the staffroom will be locked immediately by the available **Front Office staff**. This will make the doors inaccessible from the outside.
- Classrooms** - Upon hearing the siren, the classroom **Teacher** must secure all windows and doors and switch off lights. **Students** must be away from the doorway and windows, seated under desks where possible. The **Teacher** is to mark off the roll and make contact with the **Front Office (see Ext above)**. **Contact must be made** even if all students are accounted for. At the time of contact, the **Teacher** is to notify the **Front Office** of any unaccounted for students. **Note:** Students that are absent for the day or off site at an appointment are **NOT** considered unaccounted for.
- Support Classes and Others** – Upon hearing the siren, people in the **Learning Support** building are to secure all windows and doors, turn off lights and move away from windows, seated under desks where possible. Classes working upstairs in the **Kombumerri Centre** are to lock doors and windows, turn off lights and remain in their rooms, seated under desks where possible. Classes working downstairs in the **Kombumerri Centre** are to go to the **Junior Library**. If the PE class or other class is in the **Assembly Hall**, they move to the **Music Room**. If the PE class is on the **Oval**, they move to the **3W classroom**. If classes are at the **Pool**, they move to the closest available senior classroom. Once locked down, all **Support Classes and Others** are to **make contact with the Front Office (see Ext. above)**. **Contact must be made even if all students are accounted for**. If the Support Classes and Others do not make contact with the Front Office, it will be assumed there is no one locked down in those spaces.
- School Officers** are to remain in rooms where they are working.
- Do not leave your room until directed to do so, this includes to go to the toilet. **Teachers** will be notified in person or over the phone when the lockdown is over. **Students** are to remain seated and silent until the lockdown is over.

PROCEDURE – BREAK TIME

- Intermittent Siren will be played to indicate the beginning of the Lockdown Procedure.
- Students** and **Teachers** are to move quickly and quietly back to their classrooms unless otherwise notified to assemble in another area.
- Where students and teachers are in the **Resource Centre, Library, Kombumerri Centre** or **Other Rooms** they are to remain in these rooms.
- Follow the lockdown procedure above – lock all doors, windows and turn off lights. Move away from windows, stay seated under desks where possible. All **Teachers** are to mark off their rolls and make contact with the **Front Office**.

ROLES AND RESPONSIBILITIES

Front Office Staff

- Sound the Siren and make an announcement of “LOCKDOWN” over the PA system.
- Close all external doors in staffroom. Secure all windows and lock Admin building.
- Take the phone calls from **Teachers** and mark off each class as they make contact.
- Notify Police/Emergency/Fire Officers/ Aquinas Collage/ OHSC.
- Record on the master class list any unaccounted for students. **Notify Principal immediately of any unaccounted for students.**

Teachers

- Lock all doors and windows. Turn off lights. Have students seated under desks where possible.
- Mark off roll and **make contact with the front office**. Stay locked down until given the all clear.

Groundsman

- Check ovals, basketball courts, cricket nets and general outdoor areas near Groundsman’s shed.

Principal

- Check Senior toilets.
- Contact Brisbane Catholic Education officials as stated by the Critical Incident Protocol (copy found on staff portal).

APA /APRE

- Check Junior Area & toilets.