



## Procedure      Glendowie School

### SCHOOL LOCK-DOWN PROCEDURE/ LOCKED OUT (Also called intruder alert)

#### **RATIONALE**

##### **Lock- Down Procedure**

To protect children from an identified danger when they are at morning tea or lunch-break and move them inside as quickly as possible. (eg gas leak, adult intending to do harm etc). We recognize that it may not be possible to speak on the speaker system to the school so teachers need to contain the children in-doors.

##### **Locked- Out Procedure**

To protect children from any identified danger within the school buildings e.g. bomb threat and to move the children to a safe area either within the school grounds, the neighbouring park or to St Andrews

#### **ACTION SEQUENCE LOCK DOWN**

- Action Emergency signal (pulsing the School bell)
- If children are outside they need to seek shelter/protection in the nearest classroom if possible. .  
.WALKING ONLY!
- Within the classroom initially put in place **stop, drop and cover**.
- Duty teachers locks the doors and windows, blinds and ensure children are under cover and quiet.
- All other school doors and windows are closed/locked
- Emergency services are alerted
- Senior staff members check all buildings are secured
- When the school is secure and the incident has been contained implement evacuation drill, continuous bell (students line-up on field same as fire-drill etc)

#### **PROCEDURE**

- Continuous pulsing beeps - it may/may not say SCHOOL LOCK-DOWN on intercom.
- Office to give instruction over intercom: eg School Lock-Down: close windows, close doors, crouch down below windows and under desks, no noise etc. Wait for further instruction.

**Evacuation Points:** *Students walk to the nearest classroom and drop and cover.*

Bottom field:	go to Rm 27 Rm 28
Senior playground:	go to Rm 27, Rm 28
Top field:	go to Rms 20, library or office
Court:	go to MiniHall / office
Juniors in junior playground:	go to Rms 1-3, 7-11
Juniors on court:	go to office foyer
Juniors on field:	go to Rms 28, Rm 27
Hall:	stay in hall and shut down
Library:	stay in library
Swimming pool:	Rms 30/ 29 or mini hall

**Duty Teachers:** *Go to the nearest classroom and close all doors, windows, blinds.*

Senior adventure playground:	Montessori classrooms
Senior court	Mini Hall, Room 29/30
Fields:	Montessori, library, room 20
Junior court:	Room 1-3, Rooms 7-11

**Teachers in staff room/office:**

Areas not covered and possibly teachers need to get to: Mini hall through corridor areas

**Office staff:**

Wait for students to enter and close doors and window access.

**PRACTICE DRILL**

At staff meeting decide where to place students around school (where they might typically play). Teachers set up in classrooms to observe behaviour and procedures (to feedback at a staff meeting).

**ACTION SEQUENCE LOCKED OUT ( e.g. Bomb Threat to School Buildings or School Site )**

- Evacuation Bell will ring
- School evacuation procedures will take place including calling the police, and calling our security company
- Children may be directed to assemble on the field away from buildings depending on the safety of the school site and depending on the weather conditions
- Children may be directed to assemble on the park over the road from the school if the school site is not safe and depending on the weather conditions
- Children may be escorted to St Andrews where they can be evacuated under cover if the weather is extreme
- The management will take direction from the police as to when the children may be returned to the school buildings or school site as well as any safety directions we need to implement or adhere to
- The school will use the school APP and SMS messaging system to advise parents if children need to be picked up due to the danger as well as any procedures regarding our relocation etc
- A Letter will go home, if possible, to advise parents of the the reason we had gone into lock - out procedures

**Approved: Board of Trustees Meeting 17/05/2016**



**Signature of Chairperson**

**Reviewed** \_\_/\_\_/\_\_\_\_