

Wheeler Heights Public School  
**LOCKDOWN PROCEDURE**

***Date: March 2020***

***Review Date: March 2021***

This procedure is to be used in the event of an immediate and imminent threat within the school, e.g. intruder, savage dog, swarm of bees, where staff and students need to be secured in rooms for safety.

1. An announcement to “lockdown” will be given, followed by an **intermittent evacuation tone**.
2. Principal will call 000, then School Safety and Response Unit (1800 811 523).
3. If incident occurs **during classtime**, teachers are to:
  - lock external doors,
  - close & lock windows, pull blinds down
  - move students out of sight of doors and windows

**Executive to check with all teachers in their stage to see if any students are missing or any students from other blocks are present. Children who are out of class (e.g. at the toilet) are to go to the nearest room.**

**Executive staff advise the office by phone that all their stage classes and students are accounted for. Mobile phones may need to be used to call the office.**

**Library, L&ST, Reading Recovery, Counsellor and RFF Teachers should call the class teacher or stage executive to account for the children they have.**

**Canteen, Uniform, OOSH, Band and any other non teaching staff must call the office to confirm that they are locked down.**

**If any Executive staff are absent the Principal/Assistant Principals will assume their responsibilities.**

If incident occurs **whilst students are outside**, teachers on duty are to accompany students to the following rooms, or the nearest safe room/location.

Kinder, Years 1 and 2: Block D (below)

Years 3-6: Hall

- lock external doors,
  - close windows, pull blinds down
  - move students out of sight of doors and windows
4. Staff and students are to remain in the room they are in until the “all clear” signal is given.
  5. The “all clear” will be given once the site is declared safe by the police and/or School Safety and Response Unit.

**LOCKOUT PROCEDURE**

This procedure is to be used when the threat is general or the incident is occurring off the school property (e.g. bank holdup at local shops).

1. The school gates will be locked by the GA (or his delegate) to prevent access to unauthorised persons entering the school.
2. An announcement that “lockout” is in place will be given over the P.A.
3. Lockdown procedure to be followed (see above)
4. School activities will be restricted to indoors until the “all clear” is given.