



## Emergency Lockdown Procedure

### **LOUDSPEAKER ANNOUNCEMENT ADVISING LOCKDOWN**

**STAY CALM.** All teachers, students, LA's remain in the classroom. If outside, return to your own classroom, or nearest classroom if necessary.

Teacher to lock all windows and doors, turn off lights, TV, and students shut chromebooks. Students sit calmly on the mat away from any windows, **TAKE ROLL.**

**DO NOT LEAVE THE CLASSROOM FOR ANY REASON.  
DO NOT OPEN YOUR DOOR TO ANYONE.**

If a student is missing, **EMAIL THE OFFICE**, all cell phones to be turned on silent. Any message to or from the office will be via **EMAIL**, unless there is a health risk for a student then ring the office (e.g. diabetes, asthma etc).

**UNDER NO CIRCUMSTANCE SHOULD YOU MAKE CONTACT WITH ANYONE OUTSIDE THE SCHOOL VIA TXT, PHONE CALL, EMAIL OR SOCIAL MEDIA.**

Teachers, students, LA's are to remain in rooms until an **ALL CLEAR/ANNOUNCEMENT or VISIT** is made by the Police, Emergency Services or SLT stating lockdown is over.

Principal will follow the response plan advised by Emergency Services.

If you are offsite on a school trip, **REMAIN OFFSITE** in the bus until further instruction is given by SLT.