

A lockdown of the school will be implemented anytime students need to be contained and protected inside school buildings, for example;

- A chemical spill or contamination that could put students and staff at risk
- An intruder on the school site who poses a risk
- An incident or event in the community that could put students and staff at risk
- An incident involving a Bathgate Park student posing a risk to others.

1. In the event of a critical incident requiring 'Lockdown', the person witnessing the incident must alert the school office so that the alarm can be raised. The staff member receiving the incident call will notify the Principal, Deputy Principal or most senior staff member on-site.
2. The person-in-charge (Senior Management Team) at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm. The person in charge should stay in, or move to, the office area to facilitate the communication process. (If safe) **This is contextual, i.e., a man walking into the school with a gun would mean SMT would not wait, but alarm sounded**
If the DP (or next most senior staff member) is required to act in place of the Principal, their first priority is to their class. If unable to organise a teacher to be with their class they take control of the incident from their classroom using cell phones and email to communicate with the office personnel and other agencies as required.
3. **Emergency Lockdown Signal: The lockdown signal will be the deliberate setting off of the Panic Bell in the office. (Sounds like a Woop-Woop noise)**
4. The person-in-charge or delegated person shall immediately contact the Police and provide as much information as possible. **(If applicable)**
5. Fire evacuation alarms are not to be sounded.
6. If the 'Lockdown Alarm' is sounded before school, during morning tea or lunch time (or children are outside) students are to move directly to the nearest classroom.
7. Teaching staff are to stay in, or move to, their classrooms immediately, if safe to do so; otherwise, find the closest safe location and scoop in others.
8. Teacher laptops should be open and on to receive emails. **(If possible)**
9. Staff with mobile phones should ensure they are turned on and should check them frequently for messages. **Phones should be on silent, and texting should be used instead of speaking unless the situation is known to be safe to have sound i.e swam of bees vs unknown person on school grounds. cou.... aro..**
10. As soon as possible, close the classroom windows and doors, locking where possible before closing curtains **(where possible)**.
11. Turn off lights and classroom computer / TV monitors.
12. Staff and students should stay away from windows and doors, and remain low to the ground. Sound / look invisible.
13. Staff should take the roll and add the name of each individual in the room. Staff are to notify the class teacher and office of any extra individuals they have in their care, including support staff. **STAFF REPORT INTO THE SCHOOL CELL PHONE OR EMAIL (OR LEADERSHIP PHONE if no response)**
14. Support staff not in a class are to report in separately. (If possible)
15. The person-in-charge will provide relevant information using all available media forms.
16. No one is to answer the door to anybody who cannot identify themselves as a police officer or member of staff, **ALL of whom will also use the safe word.**
17. Should the fire alarm sound, do not evacuate the building unless:
 - i. You have first-hand knowledge that there is a fire in the building, or
 - ii. You have been advised by Police or the person in charge to evacuate the building.
18. Students and staff should stay where they are until official notification is provided by the person in charge or a uniformed police officer that the lockdown is over. Communications for this will use the safe word too.
19. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the person in charge, with the assistance of local police, will notify and communicate with parents via local media, email, text and other systems.
20. In conjunction with local police, the person in charge will arrange for parents to pick students up from the school hall or a designated safe area. **(If applicable)**

21. At the end of the event everyone will move to the hall for reassurance, collection and / or debrief.
22. As soon as possible after the lockdown incident, a debrief will be organised for all staff (and students if considered appropriate). For staff, this debrief will include how to respond to any media interest.

- *This procedure will be reviewed and discussed at an early Term 1 Staff Only day and / or Staff meeting.*
- *This procedure will be identified in the Bathgate Park Handbook.*
- *A practice Lockdown Drill will be run in Term 1 and / or 4 of each year.*
- *This practise will be part of the induction process including staff members being familiar with the sound the lock down bell makes.*

A visual representation will be included on a bell signal chart, which will reside by the exit door. Lockdown procedure to be either attached to the roll by the exit door or printed on the back.

A copy should also be in the class “go bag”.