

LOCKDOWN EMP

Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harm at the school site, by confining people to classrooms or other school buildings. The decision to initiate lockdown can be informed by advice from other agencies or from information gathered onsite.

The Education Facilitator or Business Manager may initiate a lockdown. If an aggressive intruder is present, any teacher may also initiate lockdown.

Lockdown will be communicated to staff by a whistle blown in one repeated long blow or verbally by a member of the EMT or by text message as appropriate, depending on the circumstances requiring a Lockdown.

Staff with Students:

- o Take attendance (know who is with you)
- o Calmly lead students into action:
 - Lock
(If outdoors, move immediately into the nearest indoor area and lock doors and windows).
 - Lights Out
 - Out of Sight
(Sit on floor or hide under furniture).
- o Maintain Silence (Listen for further instructions or hazards)
- o Assist children in need
- o Do not open the door (Wait for instructions from EMT or Emergency Services)

Aggressive Intruder/Hold Up

- Assess the situation and make observations
- Seek protective cover if possible
- Avoid sounding the whistle
- Alert others verbally if possible

If you cannot:

- Do not try to control the situation
- If confronted, obey the commands of the intruder, never try to overpower an armed intruder.

- Observe carefully:
 - o Any items touched by the intruder
 - o Physical details and clothing
 - o Mannerisms and weapons
 - o Direction that intruder left the area
 - o As soon as possible contact the EMC/EMT

LOCKDOWN CHECKLIST for EMC/EMT
o Liaise with school staff, emergency services and AISWA when considering a lockdown
o Activate lockdown using the predetermined activation signal
o Advise WA Police and other appropriate emergency service agencies
o Establish an incident management team (to plan further actions and enact the response plan)
o Allocate specific responsibilities
o Divert parents and returning groups from the school
o Ensure a telephone line is kept free
o Secure external doors and entrances
o Delegate a staff member to monitor main entry and guide emergency services personnel, if safe to do so
o Ascertain (as possible) if students, staff and visitors are accounted for
o Record details of actions undertaken and times
o Await de-activation advice from emergency services personnel
o Report Critical Incident to DOE
o Activate follow up support ASAP

LOCKDOWN CHECKLIST FOR TEACHERS
o if in class, stay in the classroom
o if outside, move into the closest classroom or safe area
o direct students who are out of class into the closest classroom
o do not leave classroom to get students
o close the classroom door and lock it if possible
o close windows, blinds and shutters
o turn lights off
o keep all people close to the ground and away from windows and doors or hidden
o Silence mobile phones
o Take note of all people in the classroom
o stay calm and establish silence
o do not allow any unauthorised people into the room
o remain in the room until emergency services arrive
o if emergency medication is required use discretion; contact office if possible.
o if a child needs to toilet, use a vessel in the room. Do not leave.
o follow specific instructions from the EMC/EMT or emergency services