



# Holbrook Public School Lockdown Procedures

Long continuous bell and/or notified over loud speaker

**In extreme danger 000 is to be called  
and emergency operators notified.**

**Purpose:** To prevent possible injuries to students and staff as a result of an outdoor hazard. An outdoor hazard is a situation where potential to harm students, staff or visitors is evident.

Examples:

- Armed person with intent to harm or abduct
- Potential explosive object
- Vehicular movement when operated dangerously or unlawfully
- Storm or tempest situation

## **PROCEDURAL REQUIREMENTS: In the event of a lockdown situation**

**Procedure** – Long continuous bell and/or notified over loud speaker

**During class time** – messages will be sent to classrooms to remain inside, stay down and draw blinds if necessary.

**During playtimes** – All teaching staff will move to their classrooms or hall, directing students they encounter to their classroom or closest building. Upon arrival teachers will reassemble students in their classrooms and into neighbouring classroom if teacher is not present.

Depending on the circumstances the **bell may/may not ring continuously**. The Principal or Administrative Manager will contact police or necessary emergency service.

**Roles and Responsibilities** – All phone communication is to be kept as brief as possible.

### **Principal:**

- Contact Albury Office of the DET and the Director informed – Ph. 6051 4331
- Move to check classrooms are securely locked down, if no personal threat is present.
- Check with block supervisors (executive) as per checklist to identify any missing students.

### **Teachers:**

- The teachers on duty will remain on duty until the playground area is completely evacuated.
- Teaching staff will reassemble students in their classrooms and take a roll call. If a child is missing contact the office or executive immediately. If it is not lunchtime, the supervising teacher will carry out the drill in the room they are in.
- Get children to lie on the floor and lock doors. In a firearm situation students are to be sat on the floor below window height and kept calm.

### **Admin Manager: (refer to procedures listed in the Incident Notification and Response Policy)**

- List any missing children when reported.
- Respond to incoming parent calls –be calm, discourage parents from coming to school grounds. This communication is critical.
- Forward any media or request for details to the Principal. No information is to be released from the school site, ahead of the 'official release' by the Department or Albury Network DET office.
- When emergency teams or Principal communicates updates to the office, this communication should be forwarded to teachers if possible.
- Prepare letters and make copies for all children to take home to parents to explain the situation.
- Staff debriefing as soon as possible with necessary support personnel if requested. Offer further support/counselling/debriefing to any staff or volunteers in the school at the time of the incident.
- Organise feedback/comment sheet in the staffroom or individually following the incident.

**Principal will indicate when the lock down has finished.**