



“Protect in Place” (Lockdown) Procedure

“Protect in Place” (Lockdown) is a decision or action taken by the principal to physically secure all students and staff inside buildings to reduce the exposure to a real or suspected threat to their safety and well-being. Examples of possible lockdown situations may include intruders on the premises, chemical spills in Malaga or severe storm approaching.

It is important that staff and students fully understand actions and the meaning of the “Protect in Place” direction.

The first notification of a potential emergency must be to the principal (or member of Administration team).

The principal or his/her representative is the only officer authorised to order a Protect in Place.

Communicating a Protect in Place Order

Communication is to be by six short sharp bursts of the siren by a member of the Administration team.

Followed by the Voice Command

“Attention all staff. Attention all staff. Protect in Place”

(If necessary, the location to be avoided will be stated.)

This will be issued over the P.A. by the same Administration person who has rung the siren.

NB: This script is posted on the wall by the P.A. microphone

EMERGENCY RESPONSE

ADMINISTRATION

- 1 Administration staff to communicate Protect in Place is occurring and phone appropriate authorities.
- 2 Administration staff to secure all administration doors, as required.
- 3 Administration staff to record names of all missing students as reported via landline. After making a risk assessment, the Administration staff will try to locate the missing students.
- 4 If required after making risk assessment, Administration staff will lock boundary gates. Keys and mobiles to be taken with them and assist any students located outside to return to class.
- 5 Administration to ring the staffroom to redirect staff and/or provide additional information.
- 6 Administration will, when needed, inform parents of the incident.

STAFF

Class Time:

- All staff (and students) move to or stay inside classrooms.
- All external classroom doors **and windows** to be locked.
- Classroom teachers to take attendance and report any missing students to administration via phone.
- Phys Ed teacher to take class to Block One wet area.
- Wet area doors to be secured by class teachers and checked by the ZONE WARDENS.

Recess/Lunch:

- Duty teachers and Education Assistants are to direct students to homeroom classes (if safe to do so) or locate them in another safe room and notify administration.
- Students to go to homeroom.
- Staff at lunch are to return to their homeroom
- Classroom teachers on duty are to meet up with their class at the homeroom.
- Any specialist staff without duties or classes are to go to the Administration Office.
- Gardener is to report to Administration.
- All external classroom doors and windows to be locked and checked by the ZONE WARDENS.
- Standby for any phone communication/updates e.g. requests for students to be seated on floor away from windows.

ZONE WARDENS

Areas	Zone Wardens
ES & Early Intervention[EI]	Education Support staff member (Denise Lamb)
Pre-primary 1 and Pre-primary 2	Pre-primary 2 Assistant (Leonie Heise)
K1/2 K3	Kindy Assistant (Eve Thoroughgood)*
Teaching Block 1	Pre-Primary Assistant (Danni Maher)
Teaching Block 2	ESC - EA
Teaching Block 3	EA (Julianne Taverniti) *
Teaching Block 4	EA (Jo Bryant)
Teaching Block 5	Jodie Psaila or EA
Office Block	School Officer
Library	Library Officer (Lynley Crump)

* NOTE: Staff names are current as at Term 2 2014. However, staff in relieving positions are obliged to fulfil these roles; teachers in rooms need to inform these staff members.

** Deputy to fill in for absent Zone Wardens.

STUDENTS**Class Time:**

- All students are to move or to stay inside classrooms as directed by staff.
- All students that are inside buildings (including Administration buildings) are to stay inside that building.

Recess/Lunch:

- Students go to their homeroom.

CANTEEN AND VISITORS

- Canteen staff and visitors to the school are to remain in a safe place and report location to Administration via the phone.

ALL CLEAR

- When the principal receives the all clear, the communication will be relayed to staff.
- Normal time table resumes.
- Administration will provide a debrief after the incident.

(Revised June 2014)