	Ashburton Drive Primary School	Lockdown procedure		**Emergency Numbers:** Police: 131 444 Police/ Fire: 000 Gosnells Police Station: 9398 0000 Education Security: 1800 177 777

ADPS Lock-down procedure
A lock-down is called to maximise student and staff safety in the event of an incident where harm could come to students and or staff. It is the act of isolating students, staff and visitors from a perceived threat of physical harm. The responsibility for calling a lock-down rests with the Principal; or in the absence of the Principal, the Principal's nominee (typically a deputy).

Alert: Repeated short bursts of the siren. If no power, then one long sound with hand whistle. If break time, the siren will sound.
Principal, Deputies, Registrar, School Officer and Block Teachers: Turn on mobile phones for internal use ONLY

Person	Action
Principal	• Activates and coordinates lockdown, and liaises with emergency services • Allocates admin staff to priority gates to be locked first. • Maintains control of communication both internally and externally. Staff will be notified of the nature of the lockdown when deemed appropriate • Identify students, staff or visitors that are not accounted for. Action as needed • Divert parents and returning groups from the school as necessary • Keep main entrance as the only school entry point; monitor access • Delegate staff members to responsibilities including someone to guide emergency services • Deactivates lockdown from emergency personnel advice • Following the lockdown: lodge a critical incident, record actions undertaken in Critical Incident Diary and implement risk management processes. Determine information needed by students, staff and visitors on site. Ensure medical needs are met. Prepare parent letters for students to take home. Ensure all personnel are aware of Employee Assistance Program.

Deputies	• Instigate notification to staff of lockdown procedures • Lock external gates, if safe. Starting with the area considered most at risk • Check the oval and covered assembly area for classes Move classes inside the fence and determine if it is safe for people to return to class • Ensure that the library and toilets are secure • Check external doors of blocks are locked • Account for students, staff and visitors on site – report to Principal • Collect first aid kit (Frist aid bag at Desk) • Attend to any medical requirements
Manager Corporate Services and School Officer	• Ring emergency phone numbers as directed by Principal • Lock administration building • Print the attendance roll and check visitor books (Passtab) • Check staff toilets • Lock gates near staff toilets • Call canteen to ensure staff doors are locked • Call gardener to ensure awareness of lock-down event • Turn off siren • Phone through to any visitors on site (Passtab) • Lock outside of Unit 4 • Phone Library

Teachers	• Notify admin of any potential lockdown alerts • Ensure all classroom doors and windows are locked • Turn lights off • Direct students to their own class, if necessary • Collect emergency roll • Reassure students to maximise student composure • Consider seating students on the floor away from the windows to speed up movement to the wet area if required • Where two classes are adjoining open the sliding doors to allow teachers to check the wet area doors • Room 11 teacher to lock computer room outside door • Room 15/16, Room 6/7 and Room 3/4 teachers to check wet area doors and relief teacher compliance to this procedure • Room 18 to lock Room 19 • Call roll and notify block coordinator if any students are missing • Students requiring first-aid must remain in the building and a deputy notified • If notified, move all students to the wet area of each building • If students need to use the toilet – contact admin for safest course of action
Teachers assistants/ Ministerial Staff	• Notify admin of any potential lockdown alerts • Return students to class if in the same block; if not, return to nearest supervising teacher and report via phone to School Officer
Block Leader Lisa Julie R Helen	• Notify deputy of any students who are unaccounted for and all visitors within the block • Liaise with block staff to ensure all doors have been locked and procedures complied with • Check compliance of any relief teachers
Computer, Science, Music rooms and Library	• Notify admin of any potential lockdown alerts • Remain in the room with doors locked • Take the roll and notify deputy • Students requiring first-aid must remain in the building and a deputy notified • Reassure students and seat them on the floor

Area of risk inside school boundary	• Immediate evacuation of students, staff and visitors to safest block • Block coordinators affected to notify Principal and coordinate lockdown to cater for those evacuated • DO NOT take any action to apprehend
At risk	• Remain calm and only do what you are told to do – NO MORE NO LESS • DO NOT argue with, threaten or stare at the offender • Raise the alarm only if it is safe to do so • Avoid sudden movements • If students are present, try to shift the offender's attention from them • Observe as many details of the offender as possible • Note any items touched by the offender
Canteen Personnel	• Notify admin of any potential lockdown alerts • If in the canteen, remain in the area with doors locked. Canteen Manager to notify Registrar or School Officer of persons in the area
Visitors or outside agencies	• Remain with the class teacher and follow instructions • If in the undercover area follow the directions of the deputy or immediately evacuate to Draffen block
Outside group	• Proceed to nearest block and follow instructions of Block Coordinator
Recess or Lunch	• Once alert signal is sounded students report immediately to class • Teachers and staff to return to classes and immediately proceed as per plan • If any mitigating factors to returning to class, students and adults will be directed to go to the nearest block as per PA or Deputy instructions. Block coordinators to organise roll taking
Block closure	This is to maximise safety of students within a particular block, by managing internal school risks. • Principal/ deputy to manage disruptive student outside of block • Other staff member (second deputy, available teacher) to announce 'class to class' that external doors need locking • Second deputy to remain in class being most disrupted • Once the issue is resolved a deputy will announce to each class that doors may be unlocked.