



# ALEXANDRA HILLS STATE SCHOOL

## LOCK DOWN PROCEDURE

*The Lock Down Procedures will be used in cases where the safety of school personnel is at risk.*

### Understanding these Procedures

- At the beginning of each year, staff will be asked to sign a form as an indication that they have read and understood the procedures.

### Number of Drills

- There will be one drill per term – each one at a different day and time.

### Signal

- The signal for Lock Down shall be a “beep...beep” sound (similar to the sound of a reversing truck.)
- The signal shall be relayed via the P.A. System

### Procedure

- Immediately the sound is heard, “Lock Down” monitors assist the teacher to close and lock doors, close windows and turn off fans and lights.
- All other persons sit down on the floor as close to their desks/tables as possible. No Noise from this point on is permissible.
- No permission is to be given for students to go to the toilet or to get a drink.
- The all clear will not be given until it is deemed safe to do so. In the case of a drill, this will be after approximately 10 minutes.
- The all-clear signal shall be a person from Admin going to each block and announcing all is safe.
- All staff will complete an evaluation form after each drill.

### Other Points

- Students in toilets are to go to the nearest classroom (Infant toilets to G4), Intermediate Toilets to C4, Senior Toilets to D1.
- Physical Education classes are to move directly to *the Library or the Lester Centre* and follow the procedure above.
- Students at the Tuck-shop are to move directly to the G Block and follow the procedures above.
- Students in the Computer Lab and Sat Lab are to remain there.
- Students in the Administration Building, Outside School Hours Care,
  - B Block (Speech, Learning Support, to remain in those buildings and follow the procedures above.

- If the signal sounds during the morning tea or lunch breaks, students are to immediately go to either the Library or the Lester Centre (whichever is closest). The procedures above are then to be followed. If the teacher is absent from the school, other teachers are to take responsibility for that teacher's students.
- If groups of students are absent from school because of an excursion, camp or sports and recreation activity, the school will attempt to contact the relevant group and advise them of the danger.
- The Janitor-Grounds person and Ground care Staff are to immediately go to the nearest room.
- Classroom parent helpers and other non-teaching staff are to remain in the room they are in or move to the nearest room if they are outside.

