



BALMACEWEN INTERMEDIATE

Lockdown Procedure

- **If a staff member becomes aware of an intruder or student that is major threat to students and staff safety they should immediately contact the office.**
- Lockdown is signalled by the continuous ringing of an alarm over the school intercom system. This will be followed by an announcement on the school intercom “this is a lockdown, please go to your room and secure windows and doors”.
- **KEEP CALM**
- Upon hearing that signal, teachers and support staff should ensure all their students are safely within the classroom, the door should be locked and windows secured. Where possible curtains should be drawn if this is easy to do and students to sit on the floor under desks if possible. Any loud equipment should be turned down.
- All classrooms are different. Teachers should have a plan for their own class environment and the best place to assemble students.
- Physical Education classes outside on the courts or field should proceed immediately to their class (or the most suitable) and go inside and secure the doors.
- Teachers on non-contact time, and support staff should ensure they are safely inside somewhere and lock themselves in.
- If the incident occurs during interval or lunchtime then students inside rooms should stay there. Any students outside, should proceed immediately to their home room **unless otherwise advised by a staff member**. All personnel should **remain in this secure state**, keeping a distance from windows despite the temptation to look out to see what is going on.
- Teachers should use common sense when deciding which room/building to return to if their own classroom is not accessible.
- An email will be sent to all staff updating staff of the situation. A ‘reply all’ can be sent by staff advising where the intruder is in the school. **Don’t reply to emails or texts unless you are asked to**. If your computer is down or you don’t have a phone, you need to wait for the all clear signal.
- If safe to do so external doors to blocks could be secured to enable students’ use of toilets etc.

Learning is forever

- The 'all clear' signal will be the sounding of the alarm over the intercom system and the announcement, "all clear"

- **A debrief for all staff on the event will occur as soon as possible.**

Learning is forever