SIGNAL TO LOCKDOWN:

The signal for lockdown will be a **consistent sharp rings of the school bell for 1 minute.** Secretary if possible rings POLICE.

**LOCKDOWN PROCEDURES WHEN IN CLASS:** Upon the signal, teachers will ensure all students, aides and volunteer parents are inside the classroom and all doors and windows are locked. The door should be monitored, in case any students are returning from the toilets. The door is to remain locked until the all clear message is given by administration. It is essential that all staff remain calm so that students are not distressed. Teachers should conduct a roll check to account for all students. Children are directed to sit on the floor.

**LOCKDOWN PROCEDURE FOR STUDENTS AWAY FROM CLASS:** Students who may be in the library or in another room at the time of the signal should remain in that room, under the care of the staff member present. Students need to understand the need to proceed to the nearest classroom or room with staff members present. Students in the toilets should quickly proceed to the Library and into the Kindergarten corridor.

**LOCKDOWN PROCEDURE AT LUNCH TIME:** If the signal is given before school, at lunch, or afternoon recess time, all staff are expected to gather students calmly and quickly, and direct them to safe rooms, which may not necessarily be their class room. Under these circumstances a roll check would not be possible. Mrs Jeffrey’s room would be logically for the back playground. Stage 1 classroom for the Shelter shed. Being aware that the threat might come from another direction the lockdown location depends on the threat and all staff would be asked to act in a professional manner and secure the children in the closest safe location.

**PROCEDURE FOR ADMINISTRATION STAFF:** Administration staff will initially ensure the signal is given, and then lock the administration building before contacting the relevant authorities.

**ALL CLEAR:** The all clear will be given by the Principal, delegate or Administration staff.

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**Principal, Assistant Principal or next in charge**

**PROCEDURES:** after LOCKDOWN is complete

1. Liaise with essential services.
2. Check on each class for injury and missing persons..
3. Contact CSO, and Parish Priest