



# Lock down: Lock Out Procedures

## 2019 Review

In the event of an incident requiring a lock down or a lock out, an announcement of high priority will be signalled through the use of the internal telephone and verbally by a staff member.

### Procedure

1. Internal ringing over the telephone signals a lock-down. This will be followed by verbal instructions by a staff member.
2. Staff and students are to lock doors shut windows and pull down the blinds then go to the photocopier room and sit on floor.
3. Students are to keep out of the line of sight from windows.
4. The roll must be taken and marked once inside the designated rooms. Rolls must be marked by the teachers.
5. Principal will contact the necessary authorities.
6. Wait for the all clear signal before leaving the designated 'safe' zones. The signal will be a verbal announcement of the words "All Green".