Emergency Lock-In Procedures

Stay in Room – No Movement
Dangerous Substance / Siege / Intruder Danger

SIGNAL:
When the siren associated with lock-in sounds the following actions should occur:

INITIAL RESPONSE:
If an explosion or shots are heard instruct students to hide under desks, lock doors, close curtains and follow LOCK-IN Procedures.

ACTION (ALL PERSONNEL)
1. All classes stay inside and away from windows and doors.
2. If outside – teachers are expected to direct students to the nearest building.
3. Do not send students to investigate reasons.
4. Do not investigate reasons yourself.

REMAIN UNTIL:
• ANOTHER SIREN SOUNDS

OR
• A MESSAGE IS BROUGHT TO THE ROOM BY A MEMBER OF THE PRINCIPAL TEAM
  (Principal, Deputy Principal, Assistant Principal, Business Manager) IN PERSON OR BY PHONE.

EXPECTATIONS:
Teachers and students are expected to remain calm. Lessons and activities should not continue while the emergency situation is in place.

IN Vacuation
STAY IN ROOM (LOCK-IN)