



Helensburgh Public School
Emergency

Lockdown Procedure

Warning Signal

Continuous **short beeps** of the
school bell

All Clear Signal:

PA Announcement

Principal

- Lock external doors in office building.
- Notify police 4294 1013 and 000, Safety and Security Unit 1300 363 778 and School Director 4267 6100.
- Direct office staff to liaise with emergency services.
- Use internal phone system where possible to check that Lock Down has occurred in each building.

IN CLASS - All Teachers

- Immediately Stop Work. Classes stay in Library or Hall.
- Check Toilets – teachers of classes in M Block and lock toilet doors.
- Lock external building doors and doors of classrooms.
- Blinds are to be drawn.
- All children must be under the supervision of an adult who will keep students calm.
- Children move to centre of room, away from windows. You may like to sit under the tables.
- Office to be contacted via class phone to report lockdown status and any students out of rooms.
- **(Stay on the line until you are answered).**
- Ensure no students leave buildings – buckets to be used for emergency toileting.
- No one should leave the room or approach any window until the all clear is given.

DURING PLAYTIME:

- Playground teachers to direct students to the nearest lock down location.
- Teachers near these locations to assist:
 - Top Oval → O Block
 - A Playground → D Block
 - B Playground → M Block
 - Bottom Oval → G Block
- Principal communicates with the hall, library and canteen via phone.
- Principal stays in contact with Police
- Buildings are to remain locked until notified by the Principal.

All Clear: PA Announcement -Classes can continue as normal.