



Good Shepherd Catholic School

— Lockridge —

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LOCKDOWN PROCEDURE

In the event that a danger is imminent that requires the students to remain in their classrooms, the following procedures will take effect:

1. The bell chime will ring continuously over the PA to inform staff that a LOCKDOWN is to occur immediately. If necessary, the police will then be called immediately by the school admin officer.
2. The teacher that is with the particular class locks the door to the room he / she is in. No child is to leave the classroom until the all clear has been given by Admin.
3. Students are told to remain calm and still and if possible sit under their desks, as far away from view of windows as possible.
4. Students outside should be ushered to the nearest room and asked to follow the above steps.
 - a. The staff member of that room is to email if possible or alternatively call the student's class teacher to confirm their students' location.
5. Staff need to log onto their emails as this will be the main form of communication to and from the classrooms.
 - a. Staff need to email ALL STAFF to inform that all students are present.

If all students are accounted for an email must be sent to :
Email address: allstaffgoodshepherdcatholicsschoollockridge@cewa.edu.au
Subject line: **GOOD**
Content:

 - If necessary - include the names of any students that have been collected in your room that are not in your teaching class, if present.
 - Also include the names of any children that are not in your room but you know their whereabouts (eg with the social worker or in the office etc)
 - To account for staff, the display of the staff members name sending the email will account for them, however include the name of any other staff members present in your room
 - b. If any students are missing or unaccounted for an email is to be sent to the above address with the names of these students
 - c. Do not include the names of absent children who are not at school on that day
 - d. If there is a Relief teacher in the classroom adjacent, see them to make sure they have the above information and send this email for them
 - e. If emails are not available please phone the teacher in the closest classroom and have them account for you and any other children / adults in your care via email
6. The upper/lower primary toilets will be checked by the Administration staff. The Administration staff will lock gates around the school, if the problem is not within the confines of the school. They will also make sure that classes that are outside eg. Physical Education, are aware of what is happening and are also ushered to safety in the nearest classroom.

7. Staff are to remain in this position and continue to check emails until a direction is made over the PA / email that the Lockdown has ceased and 'All Clear' has been given.
8. If a Lockdown occurs during recess or lunch, then the chime will ring repeatedly and class teachers need to return to their classes where their students will be ushered to. Students on the oval will be directed back to their classes unless directed otherwise and will remain there. If a teacher on duty needs to call a Lockdown, they can alert the office staff through the use of the mobile phone in the Duty folder.
9. If a staff member needs to enforce a lockdown they are to
 - a. Attempt to move the children to the nearest classroom if safe to do so
 - b. Attempt to notify the nearest staff member, verbally or written, who will then notify the admin officer that a lockdown needs to take place and the above steps are to occur.

The safety of the students in your care must be given the first priority in every instance.