Helensburgh Public School
Emergency

Lockdown Procedure

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

**All Teachers**
- Immediately Stop Work. Classes stay in Library or Hall.
- Check Toilets – teachers of classes in M Block (4L and 4M 2012) and lock external doors.
- Lock External doors and doors of classrooms.
- All children must be under the supervision of an adult.
- Children move to centre of room. Away from windows. You may even like to sit under the tables.
- Blinds are to be drawn.
- Office to be contacted via class phone to report lockdown status & 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 nor approach any window until the all clear is given.

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

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**Warning Signal**
Continuous short beeps
of the school bell

**All Clear Signal:**
PA Announcement

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**During Playtime:**
# Playground teachers to direct students to the nearest lock down location (either in the library, KB/KF, Year 4 or Year 6 rooms)
# Teachers near these locations to assist.
# Playground duty teachers to quickly check the toilets and head to safe lock down location
# K-2 Oval to the Year 6 rooms, all other Infants to D Block, 3-6 & bottom oval to Year 4 rooms, hall area into the hall
# 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