



Lock-Down / Fire / Evacuation Procedure and Responsibilities

Wanguri Primary School & Preschool

An announcement over the PA will sound appropriate to the level of lock-down required.

Call 000 if necessary

Category One	Category Two
A threat is possible – may not be on school grounds or advised by police	A threat is imminent – on school grounds or advised by police
Announcement: LOCKDOWN CATEGORY ONE LOCKDOWN CATEGORY ONE LOCKDOWN CATEGORY ONE **PRESS THE WARNING SIREN**	Announcement: LOCKDOWN CATEGORY TWO LOCKDOWN CATEGORY TWO LOCKDOWN CATEGORY TWO **PRESS THE WARNING SIREN**
Teachers and support staff will ensure all students are inside. LOCK EXTERNAL DOORS	Teachers and support staff will ensure all students are inside. LOCK EXTERNAL DOORS <u>Students are to be out of sight (either under tables or in withdrawal rooms)</u> Turn off lights Turn off all screens / Smartboards Close curtains / blinds if possible
Any classes / students outside are to move quickly to the nearest entrance Teachers to mark the rolls and account for all students Staff to contact the school mobile (0477 330 057 held by AP Operations) / office (ext 101, 102, 103) only for students who are unaccounted for	
Remain in lockdown until you hear the announcement: LOCKDOWN IS OVER LOCKDOWN IS OVER	

Leadership Team	Maintenance Officer
Call 000 if necessary Check all external doors are locked Monitor school mobile phone (AP Operations) Ensure students are accounted for Check external toilets if necessary	Ensure peripheral gates are locked if threat is outside school grounds

BOMB THREATS- Warning signal – as for fire. Procedures- as for fire

Officer	Evacuation	Cat. 2 Lockdown	Cat. 1 Lockdown
Administration Officer (First Aid / SAMS)	Take first-aid kit Ensure student/s in Sick Bay are evacuated (Office Side) Check Conference Room Proceed to Office Side Muster Area	Ensure students in Sick Bay are out of sight – close Sick Bay Doors Turn off lights in offices and close doors if possible	Ensure students in Sick Bay are out of sight – close Sick Bay Doors Turn off lights in offices and close doors if possible
Administration Officer (ICTO)	Designate Sign-in/out iPad Check Admin Storeroom/ toilet Check staffroom, unisex and ladies toilets Confirm Well-Being office heard alarm Check Reading support and storeroom, Check Canteen Proceed to Canteen Side Muster Area	Lock external doors in Admin Turn off Admin Lights	Lock external doors in Admin Turn off Admin Lights
Business Manager	Phone 000 to confirm fire alarm activated Check Conference Room and Dental Clinic Ensure OSHC are aware	Lock Staff Room door Turn off lights in Staff Room	Lock Staff Room door Turn off lights in Staff Room
Maintenance Officer	Check plant room, contractors	Check plant room, contractors	Check plant room, contractors
Class Teachers	Take printed roll/ checklist, red folder, students and visitors to nearest muster area. Check office, withdrawal room Check off roll. Inform Leadership person if all accounted for or not by holding up tick or cross sign. If a cross get a teacher to supervise your class & go to the leadership person to clarify.	Lock doors, turn off lights, get students under tables or in storerooms	Lock doors, turn off lights
Preschool teachers	Leave classroom by safest route muster area Canteen side If students are outside, proceed to the Office Side muster area.	Lock doors, turn off lights, get students under tables or in storerooms	Lock doors, turn off lights
Preschool assistants	Check and confirm all storerooms, office and toilets.	Support the above	Support the above
SET	Check library Support Transition / Preschool (Canteen Side)	Check library Support Transition students	Check library Support Transition students
SET Support Officer	Support Y1 & 2 (Office Side)	Support Year 1 students	Support Year 1 students
Dental Staff	Proceed to Office Side Muster Area	Lock door and Turn off Lights	Lock door
Principal	Check board for location of fire Check preschool Meet with Emergency Services Authorise return to building when 'all clear' is given	Check preschool, Staff Room external doors	Check preschool, Staff Room external doors
Assistant Principal – Curriculum	Check Office Side classrooms and toilets Take iPad to Office Side Check all students are accounted for Contact School Phone to confirm all are accounted for Get message from each class (per below) indicating that all students are accounted for	Check Office Side external doors Check Office Side playground and toilets for students	Check Office Side external doors Check Office Side playground and toilets for students
Assistant Principal – Operations	Check Canteen Side classrooms and toilets Take iPad to Canteen Side Check all students are accounted for Take School Phone Get message from each class (per below) indicating that all students are accounted for	Check Canteen Side external doors Check Canteen Side playground and toilets for students	Check Canteen Side external doors Check Canteen Side playground and toilets for students
Senior Teacher	Check Year 3 toilets	Check Year 3 toilets	Check Year 3 toilets
PE/ The Arts	Move students to the nearest Muster area	If outside, move to nearest entrance	If outside, move to the nearest entrance
OSHC staff	Check rooms and evacuate to Office side Muster area	Lock doors, turn off lights, get students under tables or in storerooms	Lock doors, turn off lights
During Recess/Lunch	Teachers on duty move students to the nearest muster area.	Teachers on duty move students to the nearest entrance	Teachers on duty move students to the nearest entrance
Sign to indicate that all students are accounted for:		Sign to indicate that some student/s missing:	

People checking on groups follow up with teacher if a cross is held up and call other side of school to chase up missing students.