



# ST ANTHONY'S SCHOOL

96 Innamincka Road, Greenmount WA 6056

PO Box 4057 Swan View WA 6056

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## LOCKDOWN PROCEDURE

### EXTERIOR THREAT

**Event:** Intruder or threat outside of the buildings

Instruct all Admin staff to notify the Principal immediately in regard to all emergency situations.

**Principal:** Principal gives the siren **3 short blasts**.

1. Prepare the office staff to handle a phone call from police or emergency services.
2. Admin staff will check all exterior doors and public areas to ensure that no intruders have entered the building. All students to remain in class and await further instructions.

### PROTECTIVE MEASURES

1. Outside activities are directed to a safe location away from the buildings.
2. Staff are to close and lock exterior doors and windows and draw blinds.
3. Move students to safe corner to reduce visibility
4. Turn off lights (including computer monitors)
5. Verify attendance, including students from other classes.
6. Principal waits for the Admin staff to report their areas have been checked and are clear.
7. Two short blasts of the siren will announce to everyone that there is no immediate danger, but that the lockdown remains in effect.
8. Insist that no one enter the building until the police assure you that the immediate threat has passed.
9. Remain in position until all clear and notified by police, fire, emergency services, or principal. One lengthy siren will announce to everyone that the lockdown is over.
10. Prepare Admin staff to take many phone calls from parents who hear about the lockdown or who arrive at the school and expect to be allowed into the building. (Remind parents who demand to take possession of their child that there can be no exceptions made during a lockdown situation).



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## LOCKDOWN PROCEDURE

### INSIDE THREAT

**Event:** Intruder or threat inside of the buildings.

Instruct all Admin staff to notify the Principal immediately in regard to all emergency situations.

**Principal:** Principal gives the siren **4 short blasts**.

1. Principal instructs office staff to call the police immediately and inform them about the situation.
2. Admin staff will check all exterior doors and public areas to ensure that no intruders have entered the building. All students to remain in class and await further instructions.

### PROTECTIVE MEASURES

1. Students who are in the hallways, toilets, oval or other areas, must enter the nearest classroom.
2. Teachers are to lock their classroom doors from the inside and barricade the door. Instruct all students to go to the back of the room and sit on the floor. Cover the window in the classroom door by taping a piece of paper over it so the occupants are not visible from the hallway.
3. Inform all staff that remaining calm, reassuring the students and always putting the safety of the students first is the best approach.
4. Insist that no one enter the building until the police assure you that the immediate threat has passed.
5. Take attendance and inform the office immediately of any students who are missing or if any additional students from the hallway have joined the class.
6. One long blast of the siren will announce to everyone that the lockdown is over.
7. Prepare to take many phone calls from parents who hear about the lockdown or who arrive at the school and expect to be allowed into the building. Inform parents of your lockdown policy well in advance of any practice lockdown. Remind parents who demand to take possession of their child that there can be no exceptions made during a lockdown situation.