MHS Emergency Plan

Emergency Plan

Lock Down – During Class Time

The over arching goal of a lock down is to have everyone indoors and secured from a potential threat. All procedures must be read with ‘keeping students and staff safe from harm’ in mind.

1. **Single extended ‘60 second’ bell ring or horn blast announces a lock down condition.**
2. **All personnel to remain indoors** – or move to the closest secure location if out doors.

Teachers and Students in all areas:

1. Teachers to:
   a. If safe, quickly check outside the room for any students.
   b. Secure doors and windows
   c. Direct students to parts of the classroom not easily viewed from out side (this may include sitting on the floor against walls). Close blinds if available.
   d. Mark the roll – note any additional students or students missing (eg: on an errand etc.)
   e. Reassure worried students
   f. Remind students not to use mobile phone to contact parents etc. Opportunity will be given to students for this after the ‘all clear assembly’. Explain this is to ensure easy communication with emergency services during the lock down.
   g. Wait for all clear do not open the door to any one not know to you. Science Teachers may need to admit PE students from the bottom oval.

2. Students and teachers of PE:
   a. If in the stadium, secure the stadium *(can this be locked from inside?)*
   b. If on the top oval make your way to K2 then follow point 1.
   c. If on the bottom oval make your way to the science labs then follow point 1.

3. **All Clear is signified by 3 short bell rings or horn blasts** – the “assembly bell”
   a. At ‘all clear’ teachers escort students to the COLA for a debriefing assembly
   b. After the assembly students will be given time, if necessary, to contact parents or carers.

Senior Executive Staff and SAS:

1. Secure lower A Block.

Areas of responsibility:

   a. **Senior executive** – declare lock down and all clear, ensure immediate contact with emergency services is made. Run ‘debriefing assembly’ and if safe remain out side to direct emergency services.

   b. **SAS** – make an ‘all stations’ lock down announcement

   c. **SAS** – at the direction of senior executive sound the bell for lock down and all clear.

Parents/Caregivers

1. During extended lockdowns will be advised by the school through the local media.
2. Are discouraged from contacting the school to ensure free phone lines.
3. Are discouraged from attending the school during a lock down for their own safety.
4. Any pickups after the all clear are to be from Park Street.

Version 2.1 - 24/03/2011 to be revised 3/2011 “Lock Down in class time”