MHS Emergency Plan

Emergency Plan

Lock Down – Playground Time

The overarching 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.

A single extended ‘60 second’ bell ring or horn blast announces a lock down condition.

All personnel are to move to the closest secure location if outdoors – or remain indoors.

Teachers will:

1) Proceed to a room to supervise.
   i) PE/H/PE – supervise Lower B Block
   ii) Maths - supervise Lower C Block
   iii) English - supervise Library
   iv) TAS - supervise Upper TAS Block
   v) Science - supervise Science Labs
   vi) CAPA - supervise Art rooms

   If a teacher is in a room already with students do not leave.

2) Secure doors and windows

3) 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.

4) Take a roll of the students in the room

5) Reassure worried students

6) 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.

Wait for the all clear. Do not open the door to any one not known to you.

Teachers on playground duty:

Direct students as follows:

   a) If on the top oval make your way to Lower B Block/Science Labs.
   b) If in the Quad make your way to Lower C Block.
   c) If in ‘Scab Alley’ and Science stairs make your way to the Art Rooms/Science Labs
   d) If in the canteen / TAS area make your way to upstairs TAS Block
   e) If in the Library or another classroom remain there.

The all Clear is signified by 3 short bell rings or horn blasts – the “assembly bell”
MHS Emergency Plan

At ‘all clear’ all teachers will escort students to the COLA for a debriefing assembly

After the assembly students will be given time, if necessary, to contact parents or carers.

**Senior Executive Staff and SASS:**

1) Secure lower A Block.

**Areas of responsibility:**

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.

SASS – make an ‘all stations’ lock down announcement

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

Visitors – Go to A Block or another safe location (staff rooms)

**Parents/Caregivers**

1. During extended lock downs will be advised by the school through the local media.
2. Are discouraged from contacting the school to ensure phone lines are free.
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.

**FAQ:**

Q. Should anyone take a risk to follow this policy?

A. No, everyone’s safety is important and it is therefore important to be vigilant before moving from one location to another.

Q. Must a teacher let me into the room I arrive at?

A. Teachers will let students in to the room they are supervising if you are in danger, however, they may tell you to move to the next room if it safe to do so and their room is ‘full’.

Q. If I hear the ‘Lockdown alarm’ how fast should I move?

A. Fast, but everyone needs to be safe, so don’t or run (unless its from danger!), push or shove.

Q. Should I go and see what the trouble is?

A. NO, you wont know why the lockdown has been called until after the ‘all-clear assembly’. It may be very dangerous to go looking for the trouble.

Q. If there is danger between me and the rooms I’m meant to go to, what do I do?

A. NEVER put yourself in danger to follow this policy, go to one of the other identified locations for safety (this applies to everyone).

Q. If I see someone come on to school grounds with a weapon or other serious danger what do I do?

A. Immediately find a staff member to raise the alarm.

Q. What if we stay ‘locked down’ until after school finishes?

A. The School will ensure you are all able to get home safely.

Version 1 - 24/03/2011 to be revised 7/2011 “Lock Down in the playground”