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| **Lockdown procedures guidelines**  |
| * Chief Warden authorises the sounding of the alarm or notification through the PA. Should an intruder be identified, the staff member who identifies the intruder should contact the Chief Warden who will determine if lockdown procedures should be initiated.
* Chief Warden or Communications Officer should call 000.
* Chief Warden is responsible for locking and securing all exterior doors and entrances, if safe to do so.
* If safe to do so, Chief Warden will wait outside the main entrance of the school to direct emergency services or will delegate another member of staff to do this. Only authorised personnel should be allowed access to the school premises.
* All outside activities should cease immediately. If appropriate the Chief Warden should direct students who are in the playground or outside school fences to immediately return to the nearest school building and classroom or evacuate to a predetermined off-site location.
* Staff should follow prearranged and rehearsed instructions to secure doors and move students out of line of sight of doors and windows. Pull down blinds. Staff should ensure students remain calm and quiet.
* Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Staff should not leave the classroom to get students. The door should then be closed.
* Rolls marked. Any missing or extra students should be noted. If possible, staff should advise the Chief Warden.
* Staff should maintain room security and should not open doors for anyone under any circumstances. Students and staff should stay where they are until official notification is provided by the Chief Warden.
* Where the lockdown lasts for an extended period of time or extends beyond normal school hours, the Chief Warden should notify parents via local media and with the assistance of the local police.
* In conjunction with local police, the Chief Warden should arrange for parents to pick students up from school at a designated safe area.
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