

## **JOHN TONKIN COLLEGE LOCKDOWN PROCEDURES**

In the event that students and staff need to be locked into classrooms etc due to a violent intruder or critical incident the following procedures should be adhered to. Please note that the communication procedures are different for each site.

At the earliest time, an email will be sent to all staff alerting them to the reason for the lockdown.

### **TINDALE**

#### **During class time:**

The siren will sound in short bursts 10 or more times. This is very distinct from an evacuation procedure which will be 3 longer blasts in succession. At this point you should ensure that all external doors are locked. You should have a record of any students who have left the classroom to get a drink/go to toilet etc. These students should move quickly to their classroom or an office or lock themselves into toilet. If it is a student whom you believe may be the reason for the lockdown, do not allow entry, but contact the reception for direction. It may be advisable to move students into internal areas so that they do not witness whatever is occurring outside.

Lockdown will remain in place until a member of administration walks around the campus and informs staff of this.

#### **Outside of classtime:**

The siren will sound in short bursts 10 or more times. This is very distinct from an evacuation procedure which will be 3 longer blasts in succession. Students will need to move quickly to the nearest classrooms. Staff will need to immediately go to classrooms and allow entry to students for the period of the lockdown. One person in each block should check that there are no students waiting at any doors as soon as possible – this should be done by checking each room's entries from the inside if no one else is in the room. It may be advisable to move students into internal areas so that they do not witness whatever is occurring outside.

Lockdown will remain in place until a member of administration walks around the campus and informs staff of this.

## **MET Campus**

### **During class time:**

A member of administration will use the loud haler siren to indicate the need to lockdown. (Yes someone currently has to place themselves at risk.) This siren will be very distinct from the evacuation alarms. At this point you should ensure that all external doors are locked. You should have a record of any students who have left the classroom to get a drink/go to toilet etc. These students should move quickly to their classroom or an office or lock themselves into toilet. If it is a student whom you believe may be the reason for the lockdown, do not allow entry, but contact the reception for direction if you are able to. It may be advisable to move students into internal areas so that they do not witness whatever is occurring outside (where possible.)

Students on site with no timetabled class are to go the cafeteria or library as quickly as possible.

Lockdown will remain in place until a member of administration walks around the campus and informs staff of this.

### **Outside of classtime:**

The loud haler will be used to direct all students to enter the Cafeteria/Library depending on what is closest. This is very distinct from an evacuation alarm. Duty Staff will assist in the cafeteria and library. Staff in offices need to check that office doors are locked. Ensure all external doors are locked, move students into Staffroom and library area away from view where possible.

Lockdown will remain in place until a member of administration walks around the campus and informs staff of this.

### **Future Changes:**

- Tindale Campus PA system will be fixed as soon as possible. This will improve emergency management.
- MET Campus – I siren system separate to the current fire alarm system will be installed. This will replace the loud haler procedure.