

LAMBTON HIGH SCHOOL EMERGENCY LOCK OUT PROCEDURES

Revised May, 2018

Lockout is a procedure which prevents unauthorised entry to the school and is commonly used when there is a general threat or an incident is occurring off school property. This procedure allows school activities to continue as normal during the external disruption. Lockout generally occurs when there is a risk of intruders coming onto the school premises or a police operation is in progress in the vicinity.

SIGNAL

NO BELL SIGNAL is given, staff are informed by PA and telephone that the school is in Lockout mode.

LOCKOUT SCRIPT:

Your attention please. Lock out. Lock out. Secure building. Additional information to follow.

PROCEDURE

The Senior Executive will ensure that all doors and any perimeter fences are secured and that students are accounted for and safe. It is not necessary to lock windows, doors or buildings during a lockout.

The only entry to the school for the period of lockout should be through the main entrance. The Senior Executive will ensure that access is monitored and that only authorised personnel have access. The location of the entrance point must be conveyed to police or other emergency services if they are required to respond.

If outside, staff should direct students into the nearest classroom or school building. They should consider the proximity of the identified hazard and, if necessary, proceed to an alternative location.

The principal will liaise with police to develop and implement a plan for students to depart at the end of the school day if the incident is ongoing.

If the perimeter fence is breached, the school then goes to Lock Down mode.