

LANGFORD ISLAMIC COLLEGE

LOCK DOWN PROCEDURE

1. THE PRINCIPAL: upon recognizing a situation that calls for lockdown, the principal is to activate a siren that is ongoing for one minute to signal to teachers that a LOCK DOWN procedure is to be immediately implemented. The principal is to ring police to alert them to the emergency. Principal and office staff are to assume lockdown position themselves in the office while maintaining phone contact with police.

2. TEACHERS IN CLASSROOMS: Upon hearing the ongoing (1 minute) siren for LOCK DOWN, it is mandatory for all students and teachers to remain in the classroom and do the following immediately:

- **LOCK ALL DOORS AND WINDOWS**
- **Close curtains/shutters** in room, if available. Position students on the floor against the door wall or in the most non-visible positions.
- **ENSURE STUDENTS KEEP QUIET.**
- **DO NOT ANSWER/OPEN THE DOOR** under any circumstance.
- Remain in this position until "all clear" is announced in the school PA system or until the office staff comes and informs you.
- **Do not allow students to use a phone** if there is one available.

3. TEACHER/STUDENTS AT THE OVAL : Students and their teachers at the oval or outside a classroom must immediately find the nearest accessible classroom and follow the procedures above.

4. TEACHERS ON D.O.T.T : Teachers on DOTT should check outside areas and direct students to go to the nearest classroom along with them and implement the above procedures.

- After the all clear is sounded, the principal can authorise the contacting of parents.