



# **LOCK DOWN PROCEDURES**

**AN EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO STUDENTS OR STAFF AT ST PATRICK'S COLLEGE**

A LOCK DOWN IS INDICATED BY THE INTERMITTENT SOUNDING OF THE SCHOOL BELL

LOCK DOWN PROCEDURES ARE INITIATED AND POLICE ARE ADVISED **111**  
**STAY ON THE PHONE WITH EMERGENCY SERVICES IF REQUIRED TO DO SO**

TEACHERS TO CLEAR ALL TOILETS, HALLWAYS AND ANY OTHER ROOMS WITHIN THEIR IMMEDIATE VICINITY

GO INSIDE OR STAY INSIDE - LOCK DOORS AND WINDOWS - **TURN LIGHTS OFF AND ELECTRONIC DEVICES ONTO SILENT**

ENSURE WINDOWS REMAIN UNOBSTRUCTED

LIE FACE DOWN ON THE FLOOR IN THE CENTRE OF THE ROOM, AWAY FROM DOORS AND WINDOWS

MINIMISE NOISE AND MOVEMENT

BE AWARE THAT FURTHER INFORMATION MAY TAKE SOME TIME - BE PATIENT

**ONLY A MEMBER OF THE SENIOR LEADERSHIP TEAM WILL PHYSICALLY ANNOUNCE ALL CLEAR**



# EVACUATION PROCEDURES



**IN THE EVENT OF A THREAT TO THE SAFETY OF STUDENTS OR STAFF  
WITHIN ANY OF THE BUILDINGS AT ST PATRICK'S COLLEGE, THE  
EVACUATION ALARM WILL BE ACTIVATED**

**ON HEARING THE SCHOOL EVACUATION ALARM - EVACUATE ALL SCHOOL  
BUILDINGS IMMEDIATELY - DIAL 111**

**STAFF TO COLLECT CLASS ROLL AND TAKE STUDENTS TO THE EVACUATION  
ASSEMBLY AREA AT THE **TRAINING AREA NEAR THE ARTIFICIAL TURF.**  
**IN AN EARTHQUAKE, THE EVACUATION ASSEMBLY AREA IS KILBIRNIE PARK****

**TEACHERS TO CHECK ROLL AND ADVISE THE WARDEN IMMEDIATELY IF  
STUDENTS ACCOUNTED FOR/NOT ACCOUNTED FOR**

**OFFICE ASSISTANT TO COLLECT THE VISITORS REGISTER AND TAKE TO  
EVACUATION ASSEMBLY AREA - CONFIRMING ALL VISITORS ON-SITE ARE  
PRESENT/UNACCOUNTED FOR**

**A DESIGNATED PERSON SHALL MEET EMERGENCY SERVICES AT THE FRONT  
OF THE SCHOOL**

**BE PREPARED TO MOVE FURTHER AWAY FROM THE SCHOOL IF DIRECTED  
BY A MEMBER OF SENIOR LEADERSHIP TEAM OR THE EMERGENCY  
SERVICES**