



LOCK DOWN PROCEDURES

AN EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO STUDENTS OR STAFF AT ST IGNATIUS CATHOLIC SCHOOL

A LOCK DOWN IS INDICATED BY THE REPETITIVE INTERMITTENT SOUNDING OF THE SCHOOL LOCK DOWN ALARM

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

TEACHERS TO CLEAR ALL TOILETS, HALLWAYS AND OTHER ROOMS THAT CANNOT BE SECURED

GO INSIDE OR STAY INSIDE - KEEP STUDENTS CALM, ON THE FLOOR AND AWAY FROM DOORS AND WINDOWS - TURN LIGHTS OFF

LOCK EXTERIOR DOORS AND DO NOT OPEN UNTIL THE LOCK DOWN IS DECLARED OVER

MINIMISE NOISE AND MOVEMENT

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

THE PRINCIPAL, ASSOCIATE PRINCIPAL OR MEMBER OF THE EMERGENCY SERVICES WILL ANNOUNCE ALL CLEAR