

Invacuations are implemented for safety of students and staff.

Process

1. Leadership team will survey the situation and call for a lock in (invacuation)
2. Front office staff ring the bell signalled by continual short blasts ****short blasts = short walk (stay inside)**
3. Staff and students move to nearest safe space eg classroom, building
4. Text message sent to staff and phone announcement. **Communication to include:**
 - Name of student (if student related) ***Only in text**
 - Location and description of incident/intruder
 - Severity of incident HIGH or LOW (see below for more info)
 - Leadership point of contact phone extension
 - **Updates will come in 15 minute intervals**

High = do not leave class unless told safe to do so

- Stay in the room
- Lock door, close windows/blinds
- Move away from windows
- Adults lock corridor/external doors
- Call the roll
- Instruct class to sit on the floor and wait for more instruction
- Report any missing or extra students to leadership point of contact
- Ring leadership contact in case of secondary emergency i.e. medical, behavioural or pressing question

Low = students can move inside buildings, be accompanied/supervised to access toilet/bags

- Stay in the building
- Lock the door, close windows/blinds
- Lock external doors
- Call the roll
- Continue with learning and wait for further instruction
- Report any missing or extra students to leadership point of contact
- Ring leadership contact in case of secondary emergency i.e. medical, behavioural or pressing question

After lockdown debrief with class, notify office of people that need further communication, reinforce no media contact, refer students needing support to the front office

Responsibilities

Principal or site manager if Principal off site – Deputy, Assistant Principal, Coordinator *(name in One Note)*

- Manage invacuation, make final decisions, direct leaders roles, assign leadership contact person
- Notify ED if needed and Principal if off site
- Email staff a summary at conclusion of event and organise community notification if necessary

Leadership Responsibilities

- Contact parent of student if necessary
- Call emergency services if required
- Enter IRMS Critical Incident (most relevant person)

Front Office Responsibilities

- Signal lockdown beginning and end via continual siren blasts
- Liaise with site manager and leadership contact person
- Communicate with teachers and staff under leadership direction

Teacher Responsibilities

- Listen for announcements and read text messages as they are sent
- Communicate with others in building to ensure messages aren't missed, TRTs are aware
- Communicate pressing concerns with leadership contact
- Follow HIGH/ LOW protocols

Leadership Contact Person

- Organise 15 minute updates via intercom/ SMS
- Be point of contact for teachers

Ratified by Governing Council 17/05/2022

