

Lockdown Guidelines 2024



Coolbinia Primary School
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Actions (to activate, and during, a lockdown)	Completed
Assess the threat	
Contact 000 – advise WA Police Force and other appropriate emergency service agencies of the type of emergency.	
Activate lockdown using the predetermined activation signal.	
Establish the school response team, if necessary.	
Ascertain if all students, staff and visitors are accounted for (as far as possible)	
Divert returning staff and students, parents and community members away from the school site.	
Keep a telephone line free.	
Keep public address system free.	
Silence all mobile phones.	
If possible, stop the usual school siren.	
Secure external doors and entrances.	
Keep main entrance as the only school entry point. This entrance must be constantly <u>monitored</u> and no unauthorised people have access.	
Have a delegated staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so.	
Inform school staff, education regional office, nearby schools and other agencies when initiating a lockdown.	
Record some details of actions undertaken and times.	

Actions (to de-activate, and immediately following, a lockdown)	Completed
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Confirm with emergency service personnel that it is safe to de-activate lockdown.	
De-activate lockdown using the predetermined de-activation signal.	
Determine whether to activate the school parent re-unification process.	
Advise staff, students and visitors of any specific information they need to know.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Provide appropriate information on the lockdown to staff and students.	
Liaise with Department's Media unit (9264 5821) regarding various communication methods (such as letters, social media, school newsletter) to provide information to parents and students.	
Advise the education regional office and central services staff that the lockdown is over and the outcomes.	
Seek support from the education regional office, as required.	
Conduct <u>debrief</u> .	