Policy Name | Lockdown Policy
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Related Policies and Legislation | Risk Management Policy
 | Emergency & Critical Incident Management Plan
 | Emergency Evacuation Plan
Policy Category | Student Wellbeing & Safety
 | Staff Wellbeing & Safety
Relevant Audience | All Treetops Community
Date of Issue / Last Revision | 28 September 2012
 | 29 October 2015
 | 08 September 2016
Date Set for Review | September 2019
Person/s Responsible for Review | Treetops Administration

**Lockdown Policy**

**Purpose**
To ensure that Treetops has an adequate process in place in the event of a threat to the school from intruders or environmental hazards.

**Policy**
Lockdown is a procedure used when there is an immediate perceived threat of physical harm from intruders or a sudden environmental hazard (e.g. swarm of wasps, toxic smoke plume, snake sighting). Lockdown secures students, staff and visitors in school buildings.

The Principal will ensure that:
- There is a clearly documented procedure for Lockdown included in the *Emergency and Critical Incident Management Plan*;
- A Lockdown drill is conducted every six months (Refer to *Drills & First Aid Training Schedule Emergency and Critical Incident Management Plan*).
- Parents are informed in advance of the drill;
- Communication is sent to parents following a Lockdown;

Records and documentation associated with a lockdown or drill are maintained *(Refer to Emergency and Critical Incident Diary in Appendices of the Emergency and Critical Incident Management Plan)*.