



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