



## EMERGENCY MANAGEMENT PLAN SUMMARY

The schools' *Emergency Management Plan* includes:

- Protocols for Securing the School During School Hours
- Procedures for:
  - School Lockout
  - School Lockdown
  - School Evacuation

### Procedures for Securing the School During School Hours

To prevent unauthorised access of the school, the following procedures are in place:

- School perimeter gates are locked during school hours
- Parents and visitors must report to the office to sign in, confirm the purpose of their visit, be issued with a visitor's badge and gain entrance to the school
- Parents and visitors must also report to the office on departure, to return their visitors badge and sign out
- Suppliers are asked to make deliveries between 10:00 am and 2:00 pm whenever possible via the Targo Road entrance. If another entrance is necessary, suppliers must first report to the office to make arrangements to enter the school site.

### Lockout

The lockout procedure is used when an external situation requires the school to prevent access to its site. Outdoor activity is restricted.

### Lockdown

The lockdown procedure is used when there is an immediate threat to the safety of those on the school site. Students and staff are placed in a secure situation so as to minimise harm.

### Evacuation

The evacuation procedure is used in the event of a situation where students and staff would be placed at risk if they remained in the school buildings.