MOUNT ALBERT GRAMMAR SCHOOL / **CODE RED**

LOCK DOWN PROCEDURE

1.	An event occurs which poses an immediate threat to school students or staff.
2.	A lock down is indicated by the continuous ringing of the school bell.
3.	If outside, you must go inside nearest building/classroom. Follow any instructions from staff.
4.	If inside - stay in the room - allow others to enter if necessary – lock the door and all windows.
5.	Stay on the floor and away from doors and windows. Remain out of sight. In rooms with floor to ceiling glass, go to the centre of the room and hide behind an upturned desk.
6.	Turn off all lights and electronic devices. All cell phones of students are to be turned off.
7.	Staff are to keep cellphones (on silent mode) on them at all times.
8.	Stay in lock down – even if the school bell stops ringing – until the all clear has been given by the authorised personnel e.g. SMT or Police.
9.	All clear will be confirmed by arrival of a Senior Manager or Police at your classroom.
10.	Once the all clear has been announced remain in classroom until you have received the email from the HM to the students.