AGPS EMERGENCY INVACUATION POLICY

LOCKDOWN

a siren will sound on and off for approximately one minute

Classroom Teachers & Staff

Follow AGPS Emergency Lockdown Procedures.

Instruct children to sit on floor, out of sight of windows and doors.

Ensure all access into classrooms & buildings are secure.

Check & Lock all external doors to buildings (co-ordinate among staff.)

Check and note any students absent / not in room, take note of all staff members & adults in the room with you.

Answer the school **phone & switch your mobile phone** on.

Someone will contact you and ask 3 questions:

Q1: Do you have your class or are you on NIT (where is your class?)

Q2: are all students accounted for. If not who are missing (do you know where they are?)

Q3: are there any other staff members or adults in the room with you?

Wait for a single 10 second continuous siren to indicate all clear and to return to normal duties.