In the event of an emergency situation such as an unauthorised entry to the school grounds by an armed or menacing outsider, then the school office should be notified immediately who will then inform a member of the administration team.

The member of the administration team will immediately sound the lockdown emergency alarm and then ring the police. The number for the Sandgate Police Station is 36317000.

1. LOCKDOWN DURING CLASS TIME:
   a. Classroom teachers to:
      i. Check quickly the immediate vicinity of the classroom for students not in class. Direct any outside students inside room (even those not normally in your class – make a quick scan to determine they are not part of the hazard).
      ii. Lock room doors and have students assume positions as appropriate to reduce detection from outside room (e.g. on floor, under desks / benches etc).
   b. All classes outside rooms (e.g. HM classes on oval, etc), teachers and students move directly to nearest room available and lock doors.
   c. Students outside classrooms, but not accompanied by a teacher (e.g. on errand, to/from toilet, office etc), move to nearest available room that has a staff member within.
   d. Staff with students to calm and reassure students.
   e. Staff not in classrooms: move to, or remain in nearest available room. Check quickly the immediate vicinity of room for students not in class. Direct any students into room. Lock doors. Position to reduce detection (e.g. on floor, under desks, etc).
   f. Remain in position until all clear is sounded. The school bell will be rung by the relevant deputy principal to sound the all clear.

2. LOCKDOWN OUTSIDE CLASS TIME:
   a. All students to move immediately to access rooms. If door is open, enter room and sit on floor and remain quiet. If door is locked, follow directions issued by nearest staff member (e.g. to move into adjacent room).
   b. If hazard appears en-route to access room, move instead to the office or the Performance Hall, depending on which is the safest path.
   c. Teachers to move to access rooms. Follow steps as above (1a).
   d. All other staff to move to or remain in rooms, doors locked and in discreet position.
   e. Remain in position until all clear is sounded. As per section (1f).