

FACT SHEET - LOCKDOWNS/OUT/SHELTER

What is a Lockdown?



LOCKDOWN

Lockdown is the process of controlling the movement and access, both entry and exit, of people (staff, student and visitors) around a site or specific building/area. It is activated in response to an identified risk, threat, hazard or crime scene preservation that may impact upon the security and safety of staff, students, visitors and assets or, the capacity of that site to continue to operate. A lockdown is achieved through a combination of physical security measures and the deployment of personnel.

What is the purpose of a Lockdown?

The purpose of the lockdown is to minimise access to a site and to secure staff, students and visitors to positions of relative safety.

When should a Lockdown be activated?

The activation of a lockdown should only be initiated when there is an imminent and serious danger to the safety of staff, students or visitors.

How will I be alerted of a Lockdown?

The alert signal for a lockdown is **"Lockdown, Lockdown, Lockdown, Out of Sight"**. This alert may be communicated via Public Announcement, SMS, Email or Safezone app.

What to do in the event of a Lockdown?

The following steps provide the initial actions to take when a Lockdown alert has been received:

ESCAPE

- If outdoors, it may be safer for you go into a building. If this is not possible then try to evacuate the area trying to keep out of sight

HIDE

- Assist those with special needs
- Lock all doors and windows immediately. Barricade the doors with furniture
- Turn off all lights, close blinds and curtains
- Stay low and away from windows and doors
- Silence televisions, mobile phones and other electronics

TELL

- Call 000
- **KEEP QUIET AND REMAIN CALM**

What is a Lockout?



LOCKOUT

A Lockout brings all staff, students and visitors inside the site, secures all doors and the external perimeter. Lockout is a procedure to maintain business as usual operations until an exterior threat is removed. Lockouts can be activated when there is criminal activity or dangerous events in the community.

What is the purpose of a Lockout?

Lockouts are activated to prevent unauthorised persons or threats from entering the site. It is commonly used when the threat is moderate or the incident is occurring near the site. The lockout allows the sites activities to continue as normal during the outside disruption.

How will I be alerted of a Lockout?

The alert signal for a lockdown is **"Lockout, Lockout, Secure the Perimeter"**. This alert may be communicated via Public Announcement, SMS, Email or Safezone app.

What is Shelter in Place?



SHELTER

Shelter in Place is activated when the need for personal protection is necessary. Shelter in place means finding a safe location indoors and staying there until an "all clear" or evacuate command is given. Dangerous weather or a chemical spill will cause Shelter in Place to be activated.

What is the purpose of Shelter in Place?

The purpose of the Shelter in Place is to keep you safe while remaining indoors when emergency situations do not warrant or allow for normal evacuation procedures.

How will I be alerted of a Shelter in Place?

The alert signal for a lockdown is **"Shelter, Shelter, Shelter for name of hazard"**. This alert may be communicated via Public Announcement, SMS, Email or Safezone app.

TAFE NSW Security Manager
security@tafensw.edu.au