

Lockdown

POLICY

Rationale:

Lockdown procedures are used where there is an actual or potential external threat to staff, students and visitors at the school. All persons are required to remain inside buildings until released by the principal.

Aims:

To enhance the safety of the school environment.

Lockdown procedures should be implemented in the case of:

- A person or persons threatening staff or students in or near the school grounds
- A hostage situation
- Fire or toxic release nearby to the school
- At the request of emergency services while they manage an emergency or event at the school or nearby
- Any situation where staff and students would be safer inside a building

Implementation:

Lockdown procedures can be started by being announced over the PA system (either verbally and/or siren) or by telephone or in person

A lockdown situation may occur when:

- 1) Students and staff are already in class. This situation would require staff to keep students inside until the signal that the event is over has been relayed.
- 2) That the lockdown situation is not urgent. This would be clarified by a PA announcement instructing all staff and students to move quickly to their mentor rooms and that lockdown procedures be implemented.
- 3) In an urgent situation when staff and students are not already in class. At this time students should move indoors at the nearest entry point. Staff on yard duty would be required to unlock an access door for students to enter. These points would be as follows:
 - **Office area** – staff in the social staff room and the office area should assist in locking down all the doors accessing the area and supervise any students who are in this area.
 - **Library area** – staff in the library should lock the doors and supervise the students in this area.
 - **Canteen:** Staff on duty are to lock canteen doors and supervise students inside the canteen.
 - **ECA Centre:** Staff on duty are to bring any students close by indoors and then locks down.
 - **A/Phoenix and O/J quadrangle:** Staff in staff rooms to unlock a door to allow students in and then locks down. Staff on duty in the quadrangle to unlock P3 or Science room.
 - **Omega block (oval side)** – staff member allocated to oval duty to unlock an omega door, bring all students inside and then locks down.

- **A block (oval side)** - staff member allocated to rear A/O block duty to unlock A2 door, bring all students inside and then locks down.
- **J Block (rear)** - staff member allocated to rear P/J block duty to unlock an J block door (not the kitchen), bring all students inside and then locks down.
- **Phoenix/science block (rear)** – Phoenix staff member/SSO member to open a Phoenix door, bring all students in doors and then locks down

Lockdown instructions:

Bring any staff, students or visitors who are outside, inside and check and lock corridors and toilets. Staff who are already inside should not go outside.

Staff are to lock all doors and windows and close curtains

Staff are to keep students away from windows, down low, moving students to the safest part of the room if appropriate. All movement is to be kept to a minimum

Do not allow students to use mobile phones

Where appropriate ensure that all staff, students and visitors have been accounted for

The situation will be updated where appropriate

Staff are not to release students or visitors from lockdown until the signal of safe or matter resolved is given by the Chief Warden.

Evaluation:

This policy will be reviewed as part of our school's regular four-year review cycle.

This policy was last ratified by School Council in....

August 2007