St. Mary's Primary School

LOCKDOWN POLICY

RATIONALE
St Mary’s seeks to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for safety.

SCOPE
This policy applies to employees, volunteers, parents, students and people visiting all school sites. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

POLICY
St Mary’s Lockdown Policy and Procedures apply when students and staff need to be locked within buildings for their own safety. This will occur if there is an emergency situation including a hostile intruder, terrorist attack, criminal activity, chemical spill or extreme weather event. All people on site must adhere to the Policy and Procedures for safety.

CONSEQUENCES
• Copies of this policy will be disseminated through staff handbook, parent handbook and posters in all General Learning Areas.
• There will be at least one practice lockdown drill per semester.
• All staff members must ensure they are clear about lockdown procedures before a practice drill or lockdown occurs.
• Teachers will remind students of the lock-down procedure at the start of each semester.
• All people on the school campus will participate in St Mary’s Lockdown procedures.
• In the event of an emergency, the Principal will make the decision, in consultation with police when deemed necessary, with regard to whether the campus sites need to be locked-down.
• Students will not be released to parents during lockdown. Parents are not to call the school as this may tie up emergency lines that must remain open. Parents should not call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

ADMINISTRATION RESPONSIBILITIES (when possible)
1. Immediately activate Lockdown procedures (Intercom or 3 blasts of air horn if needed).
2. Telephone the Kindergarten and advise of St Mary’s Lockdown Procedure (0488665525 / 0746671075)
3. Contact Police (000) and advise emergency.
4. Check toilets and close Lower Campus Grills.
5. Assigned personnel to wait outside main entrance to direct emergency services.
6. Contact classrooms by class phone or staff mobiles for list of names to match against names of students and registered personnel on campus.
7. Liaise with Director of Catholic Education for Critical Incident Response Team to be activated for crisis counselling / debriefing of community.
8. Principal, APRE or Acting Principal are the only staff authorised to give the ‘all clear signal’ when the emergency has passed through the intercom or by telephone calls.
9. Arrange for parents to be informed via local media with assistance of police and Catholic Education Office.
LOCKDOWN PROCEDURES

Lower Campus Dial *80359
Upper Campus Dial *7925
Lower & Upper Campus Dial *80360
Kindergarten 0488665525 / 0746671075
Executive Mobiles: 0437611872 / 0418611872

The School Intercom will be activated and the following announcement will be given by Principal / APRE:

“Activate lock-down procedures immediately.
All students, staff, parents and registered guests please proceed to the nearest classroom.
Staff, secure your rooms and students.
An intruder is located (location given) and is wearing (description).
OR the reason for the lock-down is... (where it is appropriate to give such information).
Authorities have been notified”

REPEAT:

“Activate lock down procedures immediately. All students, staff, parents and registered guests
Please proceed to the nearest classroom”.

LOCK-DOWN PROCEDURES
1. In the event of a building lock-down, it is mandatory that all students and adults remain in the classroom. Students and adults who are in the hallway or in the playground are to move into the closest classroom.
2. Staff should check hallways for students and direct them to the nearest classroom and visitors not matching the intruder description.
3. Close windows and blinds in the classroom and lock the door, if possible.
4. Turn off the lights, fans and electrical devices.
5. Position students against the door wall or behind desks in the most non-visible corner, seated.
6. Do not allow anyone to use the classroom phone or mobile phone if there is one available.
7. Staff may only use mobile phone to give police further information about the emergency.
8. Take a complete roll of everyone in the room.
9. The office will ring the class phone or staff mobiles for this list.
10. Do not ring the office during the lockdown.
11. Remind everyone to remain quiet.
12. No one is to leave the room during the Lockdown.
13. Remain in this position until the “All clear” is announced over the Intercom or telephone call by Principal/APRE/Acting Principal.