



# LOCK-DOWN POLICY & PROCEDURE

---

## 1. INTENT

St Margaret's is implementing this policy 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 their own safety.

## 2. SCOPE

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

## 3. GUIDELINES

The St Margaret's Lock-down Policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for students, staff and visitors to be outside.

Copies of this policy will be disseminated via the school and staff handbooks and via notices in the library and other appropriate areas around the school.

The Deputy Principal, or another member of school staff designated by the Principal, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Teachers will remind students of the lock-down procedure during the first Year Level Assembly each semester.

## 4. PROCEDURE

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 needs to be locked-down.

If the decision is made to lockdown:

- A public address system will be activated and the following announcement will be given by the Deputy Principal:

*Activate lock-down procedures immediately.*

*All students, staff, 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 and are en-route.*

*REPEAT: Activate lock down procedures immediately. All students, staff, 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 are to move into the closest occupied room.
2. Staff members who are not teaching at the start of lock-down should go to the nearest building.
3. Staff should check hallways for students and visitors not matching the intruder description and direct them to the nearest room.
4. No persons, students or otherwise, are to be allowed to enter a classroom after the Lockdown Signal has ceased. Note that a student may be the cause of the lockdown.
5. **Teachers closest to main doors are to ensure they are closed and locked.**
6. Close windows and blinds in the classroom and lock the door, if possible.
7. Position students against the door-wall in the most non-visible corner, seated.
8. Do not allow students to use the classroom phone if there is one available.
9. Remind students and adults to remain quiet and turn off all electronic devices, including mobile phones.
10. Remain in this position until "all clear" is announced.
11. Once the 'all clear' is announced students are to report to the Phillip Harris Sports Centre where Form Teachers and Academic Advisors will mark the roll. They are to inform the Deputy Principal's Executive Assistant once this is done as well as the status of all students.
12. Contact parents about the time and place to pick up their child, if appropriate, (see below).

### **For Parents**

Information about the school's lock-down procedures will be disseminated to all parents via the student and/or parent handbooks and on the website, in the following form:

Usually a lock-down situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lock-down. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they 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. If your child needs to be collected early or if your child's stay at school is extended beyond the regular time, you will receive information about the time and place to pick up your child via SMS and email.

## **Intruder Procedures**

From time to time, staff may be confronted by an intruder on the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on campus. In such a case, you should use the following procedure:

1. When confronting an intruder, take another staff member with you.
2. Ask a third staff member who is not involved to call the office.
3. Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
4. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
5. If the intruder refuses to cooperate, do not escalate the situation. Leave and call the police.
6. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
  - a. Back away slowly and leave the area.
  - b. Both of your hands should be up with your palms facing the intruder while slowly backing.
7. As soon as it is safe to do so, report the situation to the Principal.

**Review Date:** April 2021

### **RELATED POLICIES AND DOCUMENTS**

Anglican School's Student Protection Policy

Critical Incident Policy

Evacuation Policy

St Margaret's Child and Youth Risk Management Policy