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LOCKDOWN POLICY FOR YANGINANOOK SCHOOL

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1. Objective

To ensure that all students, staff and other members of the school community are gathered together safely and securely when in immediate danger from an animal, person or persons (e.g. mentally unstable or violent person, terrorist, or intruder). These guidelines have been developed to assist staff in developing lockdown and lockout procedures as part of the school's serious incident management plan.

2. Definitions

Lockdown

Lockdown is a procedure used when there is an immediate threat to the school, e.g. school intruders. Lockdown minimises access to the school and secures staff and students inside. As part of this procedure, everyone must remain inside until the situation has been declared safe by an authorised person e.g. Teacher or Police Officer.

Examples

- Death of a person on school property during school hours
- Students and/or staff being taken hostage
- Siege of school property and/or buildings
- A disaster in the local community, e.g. a road accident involving volatile materials in the school vicinity, electrical wires down, etc.
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds
- Any other behaviour which could indicate a potential Lockdown situation

3. Lockdown Procedure

1. The person who becomes aware of the danger is to contact the Teacher or Responsible Person who will determine if a Lockdown procedure should be activated.

If yes -

2. When **the danger is from within the school's building of useage**, the Teacher or Responsible Person is required to follow the *Church's Emergency Evacuation Procedures* (located at each doorway) to ensure all students are evacuated safely.
3. When **the danger is outside the school's building of useage**, the Teacher or Responsible Person is to call all children and adults into the School building. **"LOCK DOWN' should be called continuously (and a whistle blown if needed).**
4. Police will be called on 000 by whoever is directed by the Teacher or Responsible Person.
5. All children will be accounted for by a head count/roll call.
6. Shut/lock all doors and windows. Draw all blinds.
7. Children are to lie on the floor, inside the kitchen area - away from all windows and doors.
8. All talking is to cease and the Responsible Adult is to keep students quiet and comfortable.
9. Under no circumstances is anyone to move from Lockdown or Lockout until personally instructed by the Teacher, Responsible Person or Police.
10. Where the lockdown lasts for an extended period of time or extends beyond normal school hours, the Teacher or Responsible Person should notify parents with the assistance of local police.
11. In conjunction with local police, the Principal or Responsible Person should arrange for parents to collect students from Church, at a designated safe area, when the all-clear is officially given.

Note: To ensure all students are aware of this procedure, a Lockdown drill will be conducted regularly, or at any time that this policy is updated or changed.