LOCK DOWN PROCEDURE
AS AT 10 AUGUST 2010

LOCK DOWN ALARM PROCEDURE –

The repetitive beep from the PA system will sound for a continuous period – followed by an announcement over the intercom.

1 a NOTE – If children are at Bain Park (2010) a whistle will sound to bring the children in immediately. All teachers on duty should carry a whistle.

A staff member will press the Yellow button ‘ALERT’ on the PA system

The announcement will state the following:

“This is a LOCK DOWN”
“This is not a fire drill”
“Everyone is to stay in the room, remain seated and keep calm and quiet.”

STUDENT AND STAFF MOVEMENT

STUDENTS AND STAFF will remain in their classroom, hall or Library and make an effort to close and lock the doors and windows that could permit access into the room. All classroom lights are to be turned off. Students are to remain under their desks / down low and out of sight during this lockdown period.

STAFF – need to be mindful that children from other classrooms may seek sanctuary in their room.

If the ‘Lock Down Alarm’ is sounded before school or during recess or lunchtime, students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.

RESPONSIBILITIES:

PRINCIPAL OR ASSISTANT PRINCIPAL will ensure that all access gates to the school are locked

PRINCIPAL to telephone Police or relevant support services and CEO and liaise/follow instructions as directed by these essential service organisations.

SCHOOL SECRETARY to telephone Parish Presbytery and answer telephone communications.

ASSISTANT PRINCIPAL and released staff are to head to the front of the school and appropriate access gate to control pedestrian access and vehicular movement and to liaise with emergency services, only if it is safe to do so.
TEACHERS are to remain with their class and mark the roll immediately. Any absences/missing children will need to be reported to the School office if it is safe to do so.

TEACHERS are to close and lock the classroom door and instruct students to close and lock windows that could permit access to the room. Classroom lights are to be turned off. Students are to be directed to move under their desks / down low out of sight during this period. To this purpose, staff will require their keys at all times.

STUDENTS are to remain under their desks / down low out of sight during the period and silent at all times. Should it be necessary to move out of rooms or away from the school, instructions will be communicated via the loud hailer and personally by the Principal or Assistant Principal or designated person.

ALL STAFF / STUDENTS / VISITORS are to remain in the locked room until the ‘ALL CLEAR’ is given.

CHILDREN who are outside the classroom or in the toilets at the time of the alarm should seek shelter in the nearest classroom.

CHILDREN at Bain Park. If children are a considerable distance from the classroom e.g. the far playground, the teacher needs to direct the students back to the classroom or to a safe area.

PARENTS / VISITORS will ONLY be given access to the school if it is safe to do so.

N.B. ACT ONLY UNDER THE INSTRUCTIONS OF THE CONTROLLING AUTHORITY e.g. Police, SES, Fire….

AFTER SCHOOL CARE – Students will ONLY be dismissed after school if it is safe to do so and ONLY under the instructions of the emergency controlling authority.

TOILETS – Students / staff may attend toilets ONLY if it is safe to do so.

The ‘ALL CLEAR’ announcement will be communicated by the Principal or Assistant Principal only via the Loud Hailer, followed by the sounding of the siren for a continuous period.

The ‘ALL CLEAR’ announcement will state the following:
“The LOCK DOWN has now ended.”
“Everyone is to move in an orderly manner to the morning assembly area.”
“Line up n classes and sit silently.”

YEAR TO BE REVISED – 2013
SCHOOL LOCKDOWN POLICY / PROCEDURE  
(Updated August 2010)

St Joseph’s Catholic Primary School Lock Down Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal / school threat or critical incident and that exposure to danger and possible risk of harm are minimised.

Examples of such critical incidents could include:

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  
Unusual or unwarranted media attention  
Aggressive and / or malicious trespass of people on school grounds  
Any other behaviour which could indicate a potential Lock Down situation

In the event of a critical incident requiring ‘Lock Down’, the person witnessing the incident must try to notify the school office to raise the alarm. Staff may use mobile phones to contact the school office – (02) 6585 1745.

The office staff member receiving the incident call will notify the Principal or Assistant Principal. In the event that they are both out of the school, the REC’s are to be informed of the incident immediately.

The Principal and / or the person-in-charge at the time of the incident will determine the need for a ‘Lock Down’ and sound the appropriate alarm.