



St. Mary's Primary School, Casino

SCHOOL LOCKDOWN POLICY

Reviewed March, 2012 to be reviewed 2014

Policy No 40/07

RATIONALE

As we live in an age of uncertainty and rapid growth of domestic, local and international aggression/violence, St Mary's Primary school community aims to provide a friendly, caring, safe, learning environment for students, staff, parents, parish and the local community

POLICY

St Mary's Primary School Lockdown 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

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 eg a road accident involving volatile materials in the school vicinity
- 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

INITIAL NOTIFICATION

In the event of a critical incident requiring 'Lockdown', 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 66622 566).

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, either the CoMin or CoRE 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 'Lockdown' and sound the appropriate alarm

LOCK DOWN ALARM PROCEDURE

1. The School Bell System will sound with intermittent 5 second (on/off) bursts for a continuous one minute period – followed by an announcement over the PA system.
2. The **Principal** will make the announcement
3. The announcement will state the following:

"This is a LOCKDOWN"

"This is not a fire drill"

"Everyone is to stay in the room, remain seated/get under table and to keep calm and quiet."

STUDENT & STAFF MOVEMENT

Students and Staff will remain in their classroom / Library / Parish Church and make safe efforts to close and lock the door and windows that could permit access into the room. All classroom lights are to be turned off. Students are to remain at/under their desks / down low, out of sight during this lockdown period.

Staff needs to be mindful that children from other classrooms may seek sanctuary in their room.

If the 'Lockdown 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 (as directed by staff). All staff is to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.

RESPONSIBILITIES

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

School Secretary to notify the Parish Presbytery and answer telephone communications

Any staff not on class at this time are to assist in securing the Library/Administration Area and Staffroom and then head to the front of the school to control pedestrian access and vehicular movement, direct any parents who may be in the vicinity 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 will need to be reported to the School office staff if it is safe to do so.

Teachers are to close and lock the classroom doors and 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 be required to always have their opened doors on the locked position.

Students are to remain at/ under their desks / down low out of sight during their 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 or personally by the Principal or Assistant Principal.

All staff / students / visitors are to remain in the locked room until the 'ALL CLEAR' is given

Children who are outside the classroom at the time of the alarm should seek shelter in the library under the direction of the Reading Recovery teacher. The Reading Recovery teacher will check the toilets and direct students to the library and they will remain there until directed to another area. Children in the undercover area also need to go to library

ALL CLEAR SIGNAL

The 'ALL CLEAR' announcement will be communicated by the **Principal or Assistant Principal** only via the PA system, followed by the sounding of the School Bell System with intermittent 5 second (on/off) bursts for a continuous one minute period.

The 'ALL CLEAR' announcement will state the following:

“The LOCKDOWN has now ended.”

“Everyone is to move in an orderly manner to the concrete morning assembly area.”

“Line up in classes and sit silently.”

LOCK DOWN' FOLLOW-UP

The 'School Executive Team' will investigate the incident and implement an evaluation in accordance with the Critical Incident Policy.

ASSOCIATED. POLICIES

- Critical Incident Policy & Intervention Checklist
- Evacuation Plan & Evacuation Procedures
- Media Guidelines Policy

CONSULTATION PROCESS

✓ CONSULTATION HAS OCCURRED WITH THE FOLLOWING PERSONNEL:

- | | | |
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| <input type="checkbox"/> Principal | <input type="checkbox"/> OHS Coordinator | <input type="checkbox"/> OHS Committee |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Police | <input type="checkbox"/> Executive |

Year Adopted:	2007	Year to be revised:2014	As required	Area:	O H & S – Critical Incidents
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