



Lockdown Procedure

Date reviewed: September, 2024

Date to be reviewed: September, 2025

Aim:

St Joseph's Catholic Primary School Lockdown Policy aims to:

- ❖ Ensure all students, staff, parents, and visitors remain safe and secure.
- ❖ Ensure that exposure to danger and possible risk of harm is minimised.

Examples of such critical incidents could include:

- Death of a person on school property during school hours
- A disaster in the local community.
- Students and/or staff being taken hostage
- Siege of school property and/or buildings
- 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

1. In the event of a critical incident, the person witnessing the incident must use mobile phone if on playground supervision or use the internal telephone system and dial **200** stating the nature of the incident. If unable to access either of these, report the incident via runner or in person to the office to raise the alarm immediately..
2. The administration staff member receiving the incident message will notify the Principal or delegated authority.
3. The Principal and/or the delegated authority will determine the need for a lock down and initiate the procedure should it be warranted.

“Lock Down” Announcement

- ❖ **Principal** or designated authority to telephone Police or relevant emergency services and follow instructions as directed by these essential service organisations. The principal will guide Assistant Principals to the directions advised by emergency services.
- ❖ An **Assistant Principal** will telephone the Parish Office and answer all telephone communications.
- ❖ **Administration staff** will sound the Lock Down signal (Alert Bell), followed by one of the following announcements through the school's external communication system.
- ❖ **Administration staff** will contact each classroom after the first 5 minutes beginning with Year 6 and moving progressively through the classes using the second administration phone.
- ❖ **Principal** and **Assistant Principals** will lock all school gates if it is safe to do so.

One of the following announcements will be used pending situation as determined by Principal/designated authority:

OPTION 1:

"This is a Lockdown.

This is not a drill.

Everyone is to stay in the room, remain seated, and remain quiet"

Roles & Responsibilities

- Staff instruct students to remain seated and quiet.
- Staff, students, and visitors must remain in the room and **lock the doors and windows**.
- Mark the roll and check for students present at school but absent from class.
- Admin will contact each class via the classroom phone for any necessary information about missing students. This will begin with Year 6 and move progressively through classes.
- If a staff member is concerned about a specific child missing from the room contact the Principal (400) or Assistant Principals (401/402) asap.

OPTION 2:

"This is a lockdown.

This is not a drill.

Everyone is to stay in the room, move away from windows,

Staff secure rooms and move students to safe zone."

Roles & Responsibilities

- Staff move students into the **safe zone** of the room you are in.
- Staff, students, and visitors remain in the room, **lock doors, and windows** that could allow access into the room. **Close blinds** if you have them. If possible, vacant adjacent rooms are to be locked also.
- Classroom teacher calls through to learning room if students in small group situation to ensure the teacher remains in the room.
- Staff assist students in keeping calm and quiet at all times.
- Mark the roll and check for students present at school but absent from class.
- Admin will contact each class by the class phones for any necessary information about missing students. This will begin with Year 6 and move progressively through classes.
- Principal and Assistant Principals will communicate with external authorities throughout the Lock down period.

Lock Down Complete

1. The **Administration staff** will activate the "All Clear" announcement on the communication system. The announcement is as follows:

The words '**All Clear, All Clear**' followed by a distinct tone.

Lock Down Follow Up

The Leadership team will investigate the incident and implement an evaluation in accordance with the school's "Critical Incidents" Policy

Note:

- ★ Teachers on "RFF", are to remain in the room that they are working in.
- ★ Students who are outside the classroom at the time of the alarm should seek shelter in the nearest classroom. **If in the toilets, children should remain in the toilets and close doors if it is safe to do so (advised to do this however we will discuss post next Lockdown).**
- ★ Basement/toilets & adjoining rooms in this area will be checked by Assistant Principals if safe to do so.
- ★ If classes are on the playground staff need to direct students to lie flat on the ground and to remain quiet, if it is not safe to move to the nearest classroom.
- ★ Should it be necessary to move out of rooms or away from the school, instructions will be communicated via the school internal communication system, personally by the Principal or Assistant Principals.

Office Recording Sheet

Follow Lock Down procedure as instructed by the Principal or delegated authority

1. ☐ Principal advises option 1 or option 2 announcement
2. ☐ Press Blue Lockdown button (will chime 6 times) then make appropriate announcement

<p>1. "This is a Lockdown. This is not a drill. Everyone is to stay in the room, remain seated, and remain quiet"</p>	<p>2. "This is a lockdown. This is not a drill. Everyone is to stay in the room, move away from windows, Staff secure rooms and move students to safe zone."</p>
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3. ☐ Lock office doors
4. ☐ Close blinds (option 2 only)
5. ☐ Using back office phone, follow list below to call each room 5 minutes after announcement (notify leadership team immediately of missing students)

SCRIPT:

Are there any students, staff or visitors in a different location that you know of?
Where are they?

<input checked="" type="checkbox"/>	Room	Details
	Yr 6 (506)	
	Yr 5 (505)	
	Yr 4 (504)	
	Yr 3 (503)	
	Yr 2 (502)	
	Yr 1 (501)	
	Kinder (500)	
	Assembly (430)	
	Multi-purpose (507)	
	Library (410)	
	Learning Room 1 (Kinder) (460)	
	Learning Room 2 (bus)	
	Canteen (420)	
	TLC (461)	
	Staff Room (400)	
	Visitorsregister	

5. Confirm missing students accounted for with leadership team.
6. Call teacher to confirm location of missing students.
7. At end of LOCK DOWN press ALL CLEAR on internal communication system

Signature: _____ Date: _____



LOCK DOWN REPORT

Date: _____

Time: _____

	Circle appropriate response		
● Principal / Designated Authority notified of incident.	Yes	No	n/a
● Principal / Designated Authority determines the need for lockdown.	Yes	No	n/a
● Administration announce the Lock Down through the external communication system.	Yes	No	n/a
● Principal contacted the police and/or relevant support services.	Yes	No	n/a
● Assistant Principal contacted Parish office and answered all necessary communication	Yes	No	n/a
● Administration followed all necessary steps and all urgent situations were communicated with Principal/designated authority promptly.	Yes	No	n/a
● Staff followed all necessary prompting in appropriate manner keeping all safe and secure.	Yes	No	n/a
● Administration sounded the ALL CLEAR signal at the conclusion of Lock Down.	Yes	No	n/a
● Post Lock Down - Assistant Principal shared feedback request with staff.	Yes	No	n/a

Time taken: _____

Principal: _____