



# Lockdown Procedures



A lockdown would be used anytime students need to be contained and protected inside school buildings. A chemical spill, for example, could put students and staff at risk of toxic inhalation if allowed outside. An intruder inside the building can also be cause to implement the lock-down procedure, separating the intruder from students. In both these cases the Police would request a lockdown of the school to prevent putting students and staff in danger. In this case a lockdown may also help to prevent confusion and to make it easier for staff to account for all students as it is simpler to determine if a student is missing when the students are at least standing still. When the 'lock down' signal is given, teachers go to their classroom doors, to listen and look for a sign of imminent danger. If it's safe to do so, they pull in any students to their room, then close the door and turn off the lights.

## General Emergency Lockdown Procedures

### **Communication**

1. 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. The Office staff member receiving the incident call will notify the Principal, Head of School, Deputy or Dean of Students.
2. The person-in-charge (PIC) at the time of the incident will determine the need for a 'Lockdown' and make the appropriate announcement.
3. An Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:

***"The president is in the building"***  
*This will be repeated 3 times*

4. The Head or PIC shall immediately contact Police and provide as much information as possible.
5. Fire evacuation alarms are not to be sounded.

### **Procedures**

1. If the 'Lock Down' announcement is made before school, during morning snack or lunch time students are to move directly to their home room as long as it is safe to do so.
  - a. Class teachers are to stay in, or move to their home room.
  - b. Specialist staff are to move promptly to the outside areas and direct students to their home rooms, if it is safe to do so.
  - c. Security is to lock all perimeter gates, if it is safe to do so.
  - d. The Head must stay in, or move to, the office area to facilitate communication.
2. If in lesson time, students are to stay in their classroom.  
Staff need to be mindful children from other classrooms may seek sanctuary in their room.
3. Close classroom and other doors.
4. Close and lock windows.
5. Close curtains/blinds.
6. Turn off lights and computer monitors.
7. Each person should stay away from windows and doors and remain low to the ground.
8. Everyone is to remain quiet.

September 2019

9. Do not allow students to use the classroom phone if there is one available. It must be kept free for communication with the office.
10. Staff with mobile phones should ensure they are turned on and should check them frequently for messages.
11. No one is to answer the door under any circumstances.
12. A staff member should take a head count and obtain the name of each individual in the room. When practical, email the list of children and staff in the room to the PS office. Inform the office via email of any children missing.
13. Should the fire alarm sound, do not evacuate the building unless:
  - a. You have first hand knowledge there is a fire in the building, or
  - b. You have been advised by Police or the Head to evacuate the building.
14. Students and staff should stay where they are until official notification is provided by the Head or an identified police officer that lockdown is over.
15. Where the lockdown lasts over an extended period of time or extends beyond normal school hours, the Head, Deputy or Dean of Students. should notify parents via the sister campus.
16. In conjunction with local police, the Head or Deputy should arrange for parents to pick students up from school at a designated safe area.