

MAHANA SCHOOL PROCEDURE

LOCKDOWNS

Purpose

When dealing with a perceived or actual threat to the school community, the school must ensure the safety of staff and students.

Procedure

A lock-down of the school will be implemented anytime students need to be contained and protected inside school buildings, for example;

- A chemical spill, which could put students and staff at risk of toxic inhalation if allowed outside.
- A person on the school site who could pose the risk of a hostage situation.
- An unarmed intruder inside the building

Inside School Buildings

- In the event of a critical incident requiring 'Lockdown', the person witnessing the incident must notify the principal so that the alarm can be raised.
- If the principal is not on site, then the office administrator will raise the alarm.
- The principal or office administrator at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm.
- An Emergency Lockdown will be announced by a series of 3 blasts on the gas hooter.
- These blasts will be followed text message to staff cell phones. The message will state the following:
 - "This is a LOCK DOWN"
- Word of mouth is to be used if possible
- The person in charge will immediately contact the Police.
- Fire evacuation alarms are not to be sounded.

Outside School Buildings

- If the 'Lockdown Alarm' is sounded before school, during morning tea or lunchtime students are to move directly to the nearest classroom as long as it is safe to do so.
- Teaching staff must stay in, or move to, their classrooms immediately if it is safe to do so.
- Ensure an appropriate person promptly moves to the playground areas and directs students to their classrooms, if it is safe to do so.
- The person in charge should stay in, or move to, the office area to facilitate the communication process.
- Staff must be mindful that students from other classrooms may seek sanctuary in their classroom.

Once Students are Secured Inside

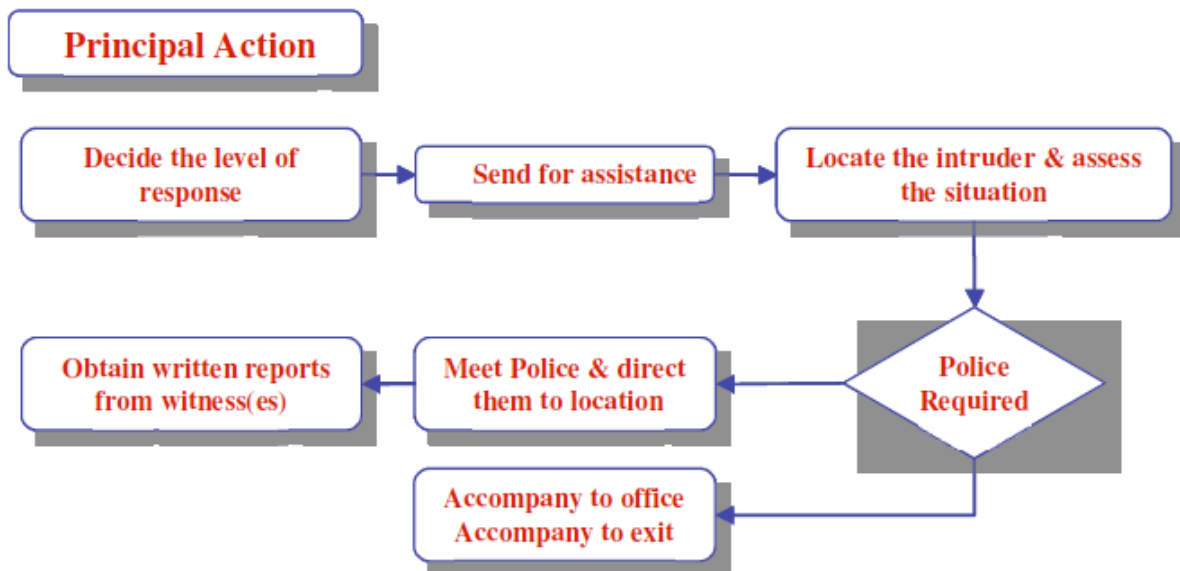
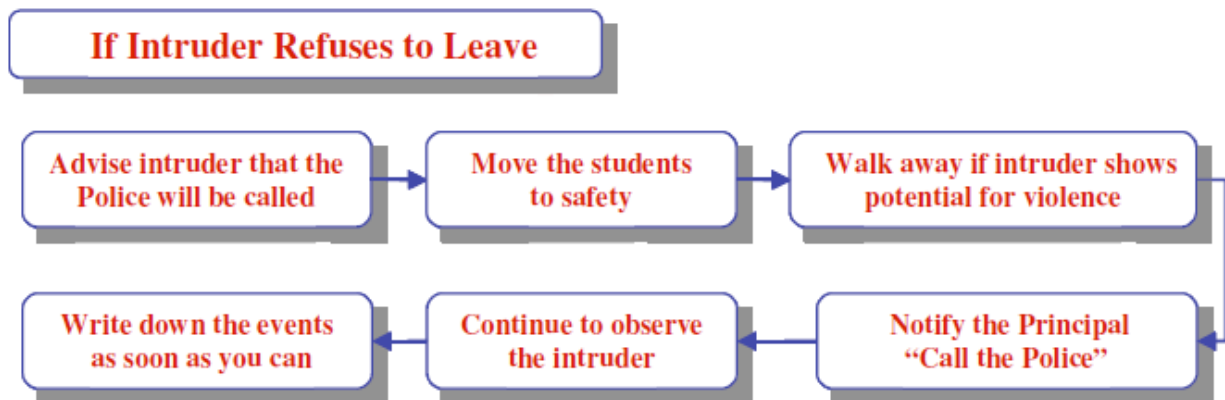
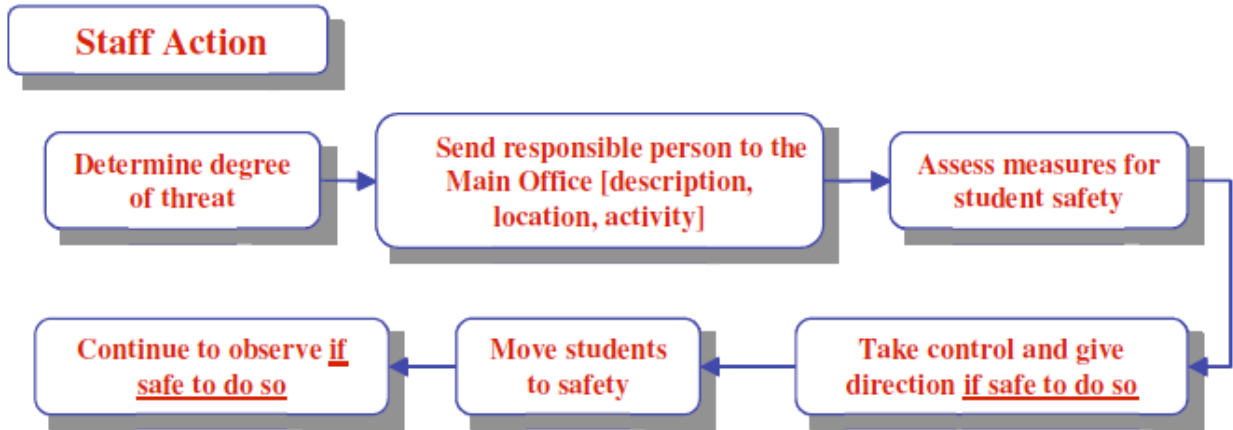
- Close and lock all doors and windows
- Pull curtains
- Turn off lights
- Turn off any equipment emitting noise, eg. television, computer, music player.
- All people must stay away from windows and doors and remain low to the ground.
- Remain quiet.
- Ensure mobile phones are on and check them frequently.
- Staff must take a head count and obtain the name of each individual in the room.
- As soon as possible, email the list of all students, staff and any one else in the room to the office. This list should include names of any missing students.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by police or the person in charge to evacuate the building.
- Students and staff should stay where they are until official notification is provided by the person in charge or by an identified police officer that the lockdown is over.
- Remain in position until police notify all clear.
 - The 'ALL CLEAR' announcement will be communicated by the person in charge
 - The 'ALL CLEAR' announcement will state the following:
 - "The LOCK DOWN has now ended."
 - "Everyone is to move in an orderly manner to the emergency assembly area"
- Where the lockdown lasts an extended period of time or extends beyond normal school hours:
 - The person in charge must notify parents via text messaging through the school management system.
 - The person in charge follow police advice in relation to informing parents.
 - Local media, with the assistance of the police should also be used to notify the community.
- In conjunction with local police, the person in charge must arrange for parents to pick students up from school at a designated safe area.

All personnel will be informed as soon as practicable if a lockdown is likely to persist for a prolonged period.

Adopted: 20/07/10

Reviewed: 24/06/14

Emergency Response Diagram – Intruder Outside Buildings



Emergency Response Diagram – Intruder Inside Buildings

Staff Action

Notify the principal or other staff [description, location, activity]

Keep the classroom / students secure

Politely greet the intruder & identify yourself

If visit is not legitimate ask the intruder to leave

Ask the intruder the purpose of his/her visit

If Intruder Refuses to Leave

Advise intruder that the Police will be called

Keep the classroom / students secure

Walk away if intruder show potential for violence

Write down the events as soon as you can

Continue to observe the intruder

Notify the Principal "Call the Police"

Principal Action

Decide the level of response

Send for assistance

Locate the intruder & assess the situation

Obtain written reports from witness(es)

Meet Police & direct them to location

Police Required

Accompany to office
Accompany to exit