



## Blackall Range Independent School

### Lockdown Policy

#### PURPOSE OF THE POLICY

The Blackall Range Independent School is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

#### **Scope**

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

#### **Responsibility**

Principal

#### **Point of Contact**

Principal

#### POLICY

The lockdown policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside.

Copies of this policy will be disseminated via the school and staff handbooks and via notices in the library and other appropriate areas around the school.

The Principal, will schedule at least one practice lockdown drill per semester and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Teachers will remind students of the lockdown procedure during the first week each semester.

#### **Procedure**

##### Authorized Person's Role

Upon recognizing that a situation calls for lockdown, the Principal or authorized person (office staff/Chaplain) locks the office(pulls curtains),sounds a uniquely and instantly recognizable alarm, and rings police (000), alerts them as to the emergency. They then assume lockdown position themselves in the office while maintaining phone contact with police. When police arrive they will make contact with the principal or authorized person when the threat has been averted. Upon this, the all clear is to be sounded.

*Disclaimer: The information contained in this policy is to the best of our knowledge and belief correct at the date of publication. However, no warranty or guarantee is or can be given by Blackall Range Independent School or any member of its staff, and no liability is or can be accepted for any loss or damage resulting from any person relying on or using the information contained in this policy.*



## Lock-down procedures

1. In the event of a building lockdown, it is mandatory that all students and adults remain in the classroom. Students and adults who are outside but near buildings are to move into the closest occupied classroom.
2. Staff who are not teaching at the start of lockdown should go to the nearest classroom. Staff, should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. If children, a class or an adult is caught outside a classroom when the alarm is sounded they must immediately get in the closest room/building they can before that room is locked down and join whoever is in that room.  
Oval- If people are down at the oval, they needs approach the nearest building and copy as best as they can the procedure outlined for classrooms. (If care taker is at home, their dwelling may be appropriate.)
3. Close curtains in room, if available. Position students on the floor against the door wall or in the most non-visible positions (predetermined) NB: This procedure must be tailored for the individual rooms being used. E.g. All high school students may need to walk into learning support room and lay down there if their classroom is too exposed.
4. This procedure should be worked out for each room by someone using it regularly and given to the rest of the staff.
5. Do **not** allow students to use the classroom phone if there is one available.
6. Insist students and adults remain quiet.
7. No one is to answer the door under any circumstance.
8. Remain in this position until "all clear" is announced(- A second uniquely and instantly recognizable alarm)
9. After the all clear is sounded the principal can authorize the contacting of parents.

## For Parents

Information about the school's lock down procedures will be disseminated to all parents via the student and/or parent handbooks and on the website, in the following form:

On the very rare (if ever) occasion that a lockdown is called at Blackall Range Independent School it will be carried out as set out in the policy available on the school website. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as **students will not be released to parents during lock down**. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lock down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.

Please be assured in the event of lock down that **the overriding consideration for the school is the safety and well-being of your child.**

## Intruder Procedures

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on campus. In such a case, you should use the following procedure:

1. When confronting an intruder, take another staff member with you.
2. Ask a third staff member who is not involved to call the office.



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3. Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
4. Use a system of nonverbal communications or hand signals using just one hand. For example:
  - a. 1 finger = back-up staff member may leave
  - b. 2 fingers = back-up staff member should stay on the scene
  - c. 3 fingers = both staff members should break off contact and leave when safe to do so
  - d. fist = presence of a potential weapon. Both staff members should break off contact and leave when it is safe to do so.
5. Attempt to direct the intruder to the car park. Use casual conversation or body language to calmly direct the situation.
6. If the intruder refuses to cooperate, do not escalate the situation. Leave and call the police.
7. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
  - a. Back away slowly and leave the area.
  - b. Both of your hands should be up with your palms facing the intruder while slowly backing away.
8. As soon as it is safe to do so, report the situation to the Principal.

### ***Date of Policy***

January 2009

### ***Approved by***

January 2009

### ***Review Date***

Annually, in consultation with police

## **RELATED POLICIES AND DOCUMENTS**

Child Protection Policy  
Critical Incident Policy  
Evacuation Policy