



SCHOOL LOCK DOWN

Intent

If there is a potential threat of harm or injury to staff, students, visitors or contractors, it is imperative that all persons are secure within a building on the school campus until the threat has passed.

Summary

Potential threats may come from:

- A dangerous person
- A toxic spill (chemical truck accident in vicinity of school)
- Livestock running loose
- Severe weather

Upon identification of a threat on or near the campus, a lockdown alarm will be sounded (alarm is a continuous emergency services siren, similar to ambulance; help is on the way, stay where you are). All personnel will remain in a secure place until the emergency has passed.

- Students move to floor, away from windows and doors, out of sight where possible, and remain silent.
- Students outside classrooms to move to the nearest room/block and lockdown with the staff member present.
- All doors and windows in the block are to be locked.
- Mobile phones are to be turned off.
- Persons in toilets to lock cubicle door and sit on toilet with feet raised from the floor.
- *All Clear* will be given by Principal or administration member.

Full details of the Policy can be found on the school's website: www.merrimacshs.eq.edu.au

Policy

Alarm Activation

- Upon identification of threat on or near the campus, a member of administration will activate an alarm using the lockdown siren.
- In the event of a drill the receptionist/student administration officer will send an SMS to parents advising that drill is in progress.

Notify Police

An administration staff member will immediately contact Police/Emergency Services providing as much information as possible regarding:

- Time of incident
- Nature of incident
- Details of offender, and whether the person is armed
- Type of weapon



All students, staff, visitors and contractors will be kept in a safe place until the Police/Emergency Services have dealt with the emergency and have declared the campus safe for the return to normal activities.

Procedures

Staff Action (for lesson time)

- Teaching staff are to take control of their students ensuring all windows and doors are locked. Both students and teachers must keep a low profile and remain out of sight of the windows e.g. under desks, until the *all clear* is given. Mobile phones are to be switched off.
- Teaching staff and students who are outside must return to their respective classrooms in a calm and orderly manner.
- If staff and students are engaged in an activity in another area e.g. library, pool, gymnasium, they are to participate in the containment procedure for that building.
- Staff are expected to scan for students who are out of class and not being actively supervised by a teacher, e.g. photography or returning from the lake. These students should be included in the containment procedure for the nearest building.
- If staff and students are on the oval, they are to proceed to the nearest building and participate in the containment procedure for that building.
- If a student or staff member is in the toilet, that person is to remain there, sitting on the toilet with feet up and the door locked.
- All other staff members must secure themselves inside, with doors and windows locked.
- Staff members are required to include and take charge of any visitors/contractors who are in their vicinity at the time of the alarm activation.

Arrival of Emergency Services

- Police/Emergency Services are to be directed to the Principals office to establish an emergency response room. Administration members are to provide a brief of the situation and relinquish control of the critical incident to Police/Emergency Service Personnel.

All Clear

- When the threat is over, the Principal or a Senior Staff member acting of behalf of the Principal (known by staff) will announce the *ALL CLEAR* by walking around the school and calling out *All Clear*.

STAFF ACTION (non-lesson time)

If a potential threat is detected during **non-lesson time**:



- The alarm would be raised by either the office staff or by staff on playground duty who would notify the office staff that a containment procedure is required.
- The same alarm activation process would occur as above and administration staff are to follow the class containment procedure for the Administration Block.
- Any student who is inside using the Library, Music, Performing Arts and Computer Rooms will remain where they are, under the supervision of HODs and staff and follow normal containment procedures.
- Teachers on Playground Duty will be responsible for directing students to the nearest building in their area. Students will assemble, in the nearest building, staff/student are to secure all windows/doors and go to a low profile position under teacher direction. Normal containment is then to be followed.

The school will then wait for the Police and Emergency Services to deal with the situation and normal activity will resume once the *all clear* has been given.