

SCHOOL LOCK – DOWN

PROCEDURE

**RATIONALE**

To ensure the safety of students, staff and others during an emergency **“lock-down”** of the school.

**PURPOSE:**

In the unlikely event of there being a known or perceived danger to people at school, the Principal and designated DP will make the decision for the school to go into a **Lock-Down status.**

**PROCEDURE:**

* ***ALL STAFF MUST REMAIN AT THE SCHOOL TO ENSURE ALL STUDENTS ARE CALM AND SAFE***
* A “Lock-down” will be ***signaled by the intermittent (on-off-on-off-on-off) ringing of the school bell,*** probably by the Office Manager or Principal.
* All students and teaching staff are to then remain in, or return to their ‘home room’. All doors and windows are to be closed and locked immediately, the lights turned off and the students are to ‘hide’. A class in the library should remain, a class in the hall should move to the supper room. The office should be advised (by telephone if possible) of the classes location.
* Support Staff working with students away from their home room should stay in their room with the student if it is safe to do so.
* Any parents on sight should remain in the classroom they are in, or if outside, return to their child’s Home Room.
* The Office Manager will contact all classes by telephone to verify their status.
* Communication will be by way of internal landline and for this reason phones should not be used unless absolutely necessary.
* If landline communication fails, then communication will be personal cell phone.
* Under no circumstances should a door be opened unless the ‘visitor’ can be clearly identified and their purpose for wanting entry clearly understood.
* If it becomes necessary to evacuate the school the procedure for this will be explained in detail at the time. This could involve all classes moving to the hall or it could involve students being collected from their ‘Home Rooms’.
* **STUDENTS SHOULD NOT BE RELEASED TO ANY ADULT** other than their custodial parent or another adult who has been clearly identified and/or authorised by the custodial parent.
* In preparation for such a ‘release’ all teachers need to have an up to date class list which can then be dated/timed and signed by the person removing a child.
* If there is an area of the school where an incident may have occurred and it is needed to be kept clear staff will be advised.
* The ALL CLEAR will be signaled by a single ringing of the bell and all classes would then return to their normal activity. If during the lunch hour the students would move outside.

**Review Responsibility: *Board H/S Person , Staff H/S Co-ordinator ,OM , DP & Principal***

**Date Confirmed: 14 February 2017**

**Principal: ……………………………………………………...**