

	Topic:	Crisis Management Planning In Catholic Schools
	Policy No:	2-D2
	Policy Area:	Community
	Standing Committee:	School Personnel Committee
	Date Promulgated:	2010
	Date for Review:	2017

Originally Released: 2010  
 Reformatted: 2010  
 Reviewed: 2013  
 Reviewed: 2016

## LOCKDOWN PLAN

### RATIONALE

St Mary's School has the plan in place to ensure all members of the school community (students, staff and families) are adequately supported to minimise the stress associated with crises and traumatic events. While experiencing or witnessing highly traumatic events is still uncommon, it is clear that the frequency of such events is growing. Consequently, the risks faced by students, staff and the broader school community are also growing. Such events can impact considerably on the psychological well-being of students, teachers and families having an adverse influence in areas such as learning, occupational performance and family interactions.

This school is committed to reduce the traumatic effects of crisis situations both in the short and longer terms and accordingly shall ensure that adequate and appropriate measures are in place to manage the response to traumatic events.

### REASONS FOR LOCKDOWN

Any emergency in which a lockdown of the buildings is deemed necessary to ensure the safety of students and staff including;

- Bomb threat
- Threat of attack from wild or domestic animal/s
- Hazardous fumes or gas outside
- Threat of eye damage from solar eclipse event
- Person/s on school property without authorisation who pose potential threat to the safety of the children or staff
- Civil disturbance/rioting on or near school grounds
- Person/s loitering near school grounds that may pose potential risk to the safety of staff or children

## **SIGNAL FOR LOCKDOWN**

Continuous siren alarm bell which is activated through the school security system keypad (Press 1 four times then ON)

## **PROCEDURE FOR LOCKDOWN**

### **Prior to Lockdown**

- All staff are to read and know responsibilities.

### **Procedure**

- Once a situation for a lockdown is identified, Principal or authorised person, sounds the lock down signal.
- Principal calls the Police (000) and alerts them to the emergency.
- Principal assumes the lock down position in the Office, maintaining phone contact with the Police.

### **On signal**

- All students and staff stop work immediately.
- Teacher checks to ensure that any children outside at bags or on verandah are called into class immediately.
- Once satisfied that all students are inside, the teacher locks the class door and closes it.
- Lockdown should be in place within 30 seconds of the signal bell.
- Teacher supervises the shutting and locking of any classroom windows that may be open.
- Teacher turns off lights.
- Lower or draw close any curtains, blinds or roller shutters.
- Students and staff to stay out of sight as much as possible, sitting on the floor out of line sight from doors and windows.
- Students and staff to remain quiet.
- Any student who is not in class at the time of the alarm is to proceed immediately to the nearest classroom and report to the teacher present there.
- Any staff member who notices a student still outside during lockdown should endeavour to get student into classroom without endangering anyone.
- Any student who is in the toilets, and cannot get to a classroom safely, is to remain locked in the cubicle until they are assisted by staff or emergency services.

### **During Lockdown**

- All staff and students are to remain in lockdown until the “All Clear” signal is given.
- Under no circumstances, other than an emergency evacuation situation such as a fire etc. is any staff member to unlock or open a classroom during lockdown.
- Staff are to ensure mobile phones are on hand and on silent.
- No phone calls or texting, keeping lines of communication open.
- Staff should record the names of staff, students and visitors who are in the room. Any missing and/or extra people should be noted. If possible, staff should provide details to the Principal as requested via text.
- Staff are not to open the door in response to any verbal request from anyone outside the door, other than the Principal, or in his/her absence, the Administration or Senior Teacher.

## **“ALL CLEAR” SIGNAL**

The “All Clear” signal will be the continuous blowing of a whistle.

### **PROCEDURE FOR PLAYTIME LOCKDOWN**

- Students to muster by the gate leading to the Church, BP, or by the rainwater tank as determined and directed by the duty teacher.
- Students to be taken to the closest building (Church or BP) or classroom, whichever location is deemed the safest.
- Staff to follow, as much as possible, applicable procedures for a classroom lockdown.
- An air horn is located in the sports shed should this be required to signal a lockdown during playtime.

### **FREQUENCY**

Emergency evacuations are to be practised once a term with/without notice.  
Security Company, HSS, should be notified prior to a drill commencing.

### **REVIEW**

At the conclusion of an Emergency Evacuation Drill, staff will meet to conduct a review of the process, updating the Emergency Evacuation Plan as required.