



# LOCK DOWN POLICY

## Rationale

As we live in an age of uncertainty and rapid growth of domestic, local and international aggression/violence, St Patrick's Primary School aims to provide a friendly, caring, safe, learning environment for students, staff, parents, parish and the local community.

## Scriptural Context

*"Be strong and courageous. Do not be afraid or terrified because of them for the Lord your God goes with you. He will never leave you."*

*Deuteronomy 31:6*

## Aims

St Patrick's Primary School Lock Down Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat or critical incident and that exposure to danger and possible risk of harm are minimized.

## Examples

Examples of such critical incidents could include:

- Death of a person on school property during school hours
- Students and/or staff being taken hostage
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds
- Any other behaviour which could indicate a potential Lock Down situation

## Initial Notification

In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the school office to raise the alarm.

The office staff member receiving the incident call will notify the Principal or Assistant Principal. The Principal and/or person in charge at the time of the incident will determine the need for a 'Lock Down' and sound the appropriate alarm.

## Drill Procedure

The Principal or delegate will schedule a Lock Down drill at least once a year to practice procedures to ensure the safety of all staff and students in the event of a critical incident.

## Lock Down Alarm Procedure

1. The alarm will sound – followed by an announcement over the PA.
2. The secretary (Assistant Principal if secretary is absent) will sound the alarm and an announcement will be broadcast.
3. The announcement will state the following:

**"This is a LOCK DOWN"**

**"This is not a fire drill"**

**"Everyone is to stay in the room,  
Out of view and keep calm and quiet."**

## Student and Staff Movement

Students and staff will remain in their pod/building and make safe efforts to close and lock the doors and windows that could permit access into the room. All lights are to be turned off and blinds pulled down. Students are to remain down low and out of sight during this lockdown period. (It is recommended that when unlocking doors each day that they be left on lock for quick locking in an emergency.)

Staff need to be mindful that students from other classes may seek sanctuary in their room. The office staff will need to be notified. They will then contact the student's teacher.

If the 'Lock Down Alarm' is sounded **before school, during lunch or afternoon tea**, students are to move directly into their homeroom or the closest, safest building as announced by the teachers on duty. All staff are to move promptly to the playground areas and direct their students to their homeroom or the closest, safest building.

If the students are in the toilets they are to move to the closest, safest pod and the teacher will advise the office staff.

## Responsibilities

**Principal** to telephone Police and/or appropriate authorities, follow instructions as directed and communicate relevant instructions to the staff via PA.

**Assistant Principal** to ensure all staff and students are informed and are in a safe area and liaise with emergency services.

**Secretary** is to telephone the Parish Priest and CSO and answer telephone and PA inquiries.

**Teachers** are to remain with their class and mark the roll immediately. Any absences will need to be reported to the school office staff. Teachers are to close and lock the homeroom doors and windows, turn lights off and pull blinds down. Students are directed to move out of sight and remain silent during this period. Teachers on release are to move back to their own class if possible.

**All Staff/students/visitors** are to remain in the locked room until the 'ALL CLEAR' is given.

## All Clear Signal

The 'ALL CLEAR' announcement will be communicated by the Principal or Assistant Principal via the PA. The outcome of the incident reported to all staff, students and visitors at the assembly. The 'ALL CLEAR' announcement will state the following:

**“The LOCK DOWN has now ended.”**  
**“Everyone is to move in an orderly manner to the COLA.”**  
**“Line up in classes and sit silently.”**

## Reflective Materials

- Emergency Evacuation Policy
- Visitor and Volunteer Policy

This policy was last ratified by St. Patrick's School Board in..	September
Reviewed in..	2007
	October 2012

## **Attachment 1**

### **LOCK DOWN PROCEDURES**

#### **If inside:**

- On sound of alarm and PA announcement, students and staff are to remain in their Pod / work area and teachers make all efforts to turn off lights, close blinds and lock doors and windows that could permit access into the room.
- Students are to remain down low, quiet and out of sight until the all clear is signalled.

#### **If outside:**

- If alarm is sounded before / after school, during lunch or afternoon tea, students are to move directly to the nearest, safest building as announced by the teachers on duty.
- All staff are to move promptly to the playground areas and direct their students to their classroom or the closest, safest building.
- Teachers are to make all safe efforts to turn off lights, close blinds and lock doors and windows that could permit access into the room.
- Students are to remain down low, quiet and out of sight until the all clear is signalled.