LOCKDOWN PROCEDURE POLICY
2014

Date issued: March 2014
Date to be reviewed: 2015

DEFINITION: LOCKDOWN is a procedure whereby all staff, upon a set signal, lock themselves and their students in their classrooms or work areas. This is a temporary precautionary measure when there is a perceived threat to the personal safety of students or staff.

WARNING: A staff member who becomes aware of a perceived danger will advise the administration immediately. Administration will then implement the following procedure.

SIGNAL: The signal for lockdown will be a direction for all children to begin ‘silent reading’.

LOCKDOWN PROCEDURE WHEN IN CLASS: Upon the signal, teachers will ensure all students, aides and volunteer parents are inside the classrooms and all doors and windows are locked. The door should be monitored, in case any students are returning from the toilets. The door is to remain locked until the all clear message is given by admin. It is essential that all staff remain calm so that students are not distressed. Teachers should conduct a roll check to account for all students. Children are directed to sit on the floor.

LOCKDOWN PROCEDURE FOR STUDENTS AWAY FROM CLASS: Students who may be in the library, with the Additional Needs teacher or in another room at the time of the signal should remain in that room, under the care of the staff member present. Students need to understand the need to proceed to the nearest classroom or room with staff members present.
LOCKDOWN PROCEDURE AT LUNCH TIME: If the signal is given before school, at lunch, or afternoon tea time, all staff are expected to gather students calmly and quickly, and direct them to safe rooms, which may not necessarily be their home room. Under these circumstances a roll check would not be possible.

PROCEDURE FOR ADMIN STAFF: Admin staff will initially ensure the signal is given, then lock the admin building before contacting the relevant authorities.

ALL CLEAR: The all clear will be given by the Principal or Admin Staff.