



ST JOSEPH'S PRIMARY SCHOOL LAURIETON DIOCESE OF LISMORE

Evacuation and Lock Down Policy

Policy Number:	ELP.1.2
Status:	Ratified
Date Issued:	March 2014
Evaluation and Review:	March 2018
Policy Contact Officer:	School Principal – David Hughes
Related Documentation:	

Rationale:

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

Scope:

St Joseph's Catholic 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 minimised.

Principles:**IMPLEMENTATION**

A Lock Down situation is hopefully a very rare event in a school but such critical incidents can occur, thus we do need to be prepared.

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. Normally by using the internal phone system dial the Principal, Deputy Principal or Office in that order. Staff may use mobile phones to contact the school office (65599466).

The Office staff member receiving the incident call will notify the Principal or Assistant Principal. In the event that they are both out of the school, contact the REC or whoever has been left in charge by the principal are to be informed of the incident immediately.

The Principal and/or the person-in-charge at the time of the incident will determine the need for a 'Lock Down' and sound the appropriate warning.

LOCK DOWN ALARM PROCEDURE

- The school will be notified of a lockdown via the school phone paging system and external speakers. This can be activated from the main office, Principal's Office or Assistant Principal's Office. If the need for a lockdown is identified elsewhere in the school staff will need to call the office via the inter-room phone system so the alarm can be announced.
- ***To activate the phone announcement system in the office requires the person to: Lift the receiver and press the "Page" button located third from the left on the top row. NB this will allow a warning to be made to all rooms via phone speaker and to outside areas. (Do not press the "Page EXT" button (second from left) as this only pages using the outside speakers).***

Once a Lockdown announcement has been made the teacher should say to the children in a

calm voice

“This is a LOCK DOWN”
“This is not a fire drill”
“Everyone is to stay in the room, remain calm and quiet.”

STUDENT & STAFF MOVEMENT

Students and Staff will remain in their classroom / Computer Lab / Hall / Library and make safe efforts to close and lock the door and windows that could permit access into the room. All classroom lights are to be turned off and blinds pulled down. Students are to remain under their desks / down low, out of sight during this lockdown period.

Staff need to be mindful that children from other classrooms may seek sanctuary in their room.

If the ‘Lock Down Alarm’ is sounded **before school or during recess or lunchtime**, students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.

RESPONSIBILITIES

Principal to telephone Police or relevant support services and Lismore CEO and liaise/follow instructions as directed by these essential service organisations

School Secretary to telephone the Parish Presbytery and answer telephone communications

Assistant Principal and any released staff are to head to the front of the school to control pedestrian access and vehicular movement and to liaise with emergency services, only if it is safe to do so.

Teachers are to remain with their class and mark the roll immediately on a class list or take a digital device to mark the roll on Schoolworx. If students from another class seek refuge in any area other than their own classroom, staff should use the inter room phone system to notify their teacher of their location. Any absences will need to be reported to the School office staff if it is safe to do so.

Teachers are to close and lock the classroom door and instruct students to close and lock windows that could permit access to the room. Classroom lights are to be turned off and blinds pulled down. Students are to be directed to move under their desks / down low out of sight during this period. To this purpose, staff will require their keys at all times.

Students are to remain under their desks / down low out of sight during their period and silent at all times. Should it be necessary to move out of rooms or away from the school, instructions will be communicated personally by the Principal or Assistant Principal.

All staff / students / visitors are to remain in the locked room until the ‘ALL CLEAR’ is given

Children who are outside the classroom at the time of the alarm should seek shelter in the nearest classroom. Children in the Hall need to go to the nearest classrooms, if it is safe to do so.

ALL CLEAR SIGNAL

- The ‘ALL CLEAR’ announcement will be communicated personally by the **Principal or Assistant Principal** only via the phone system
- Once the all clear signal is given everyone is to move in an orderly manner to the Hall. Line up in classes and sit silently.
- Teachers will mark digital rolls/class lists to see that everyone is accounted for and notify the Principal of any child who is missing.

LOCK DOWN’ FOLLOW-UP

The 'Critical Incident Management Team' will investigate the incident and implement an evaluation in accordance with the Critical Incident Policy.

SCHOOL EMERGENCY

FIRE EVACUATION

PROCEDURE

1. Person who sights fire evacuates area immediately (close doors if safe to do so) and notifies office. Do not leave class –use class phone or send messenger if necessary.

Principal or his designate to ring fire brigade/emergency services.

2. Principal (or Executive staff on release) will announce evacuation over inter-classroom phone speaker, then ring school bell continuously.

3. On hearing this signal, teachers will collect the class roll and close all doors and windows in the classroom. The teacher will proceed with the class in an orderly manner to the School Hall, or in the event of fire in this area, to the designated area on the playground.

4. On arrival at the hall (or playground) the teacher must call the roll and report to Principal, Assistant principal or duty officer any children who are unaccounted for. Specialist Teachers and Teacher Assistants who work with small groups of children must return those children to their class teacher on arrival at the hall or playground.

The Year 6 teacher will check the student toilets nearest the sports room.

The Year 2 teacher will check the toilets near the canteen and ask the canteen workers to move to the hall or playground.

The Kinder teacher will check the library.

The school secretary will check the staff toilets and sick bay and collect visitor sign-on sheets, back-up file server tapes and mobile phone. On

arrival in the hall the secretary will check that all visitors on the sign-on sheet are accounted for.

5. After an 'all clear' has been given, staff and pupils should return to their classrooms.