

LAMBTON HIGH SCHOOL EMERGENCY LOCK DOWN PROCEDURES

Revised May 2018

Lockdown is a procedure used when the immediate threat to the workplace eg hostile intruders, terrorist attack, or criminal activity are near the school. The lockdown minimises access to the school and secures staff and students in rooms, where they must remain until the situation has been declared safe by an authorised person eg Principal or Police Officer.

This procedure is aimed at the occupational health and safety of pupils, staff, and visitors.

A WARNING WILL BE GIVEN BY REPEATED SHORT PULSES OF THE BELL.

General Information:

- The staff member who identifies the intruder should contact the Principal, who will determine if lockdown procedures should be initiated.
- A Deputy Principal will put a sign on the A Block door signalling a 'lockdown' to visitors directing them to leave the school grounds.
- The Senior Executive needs to move to the first Strong Room to ensure access to the PA system and mobile phone for communication.
- Office SAS staff, school visitors and office duty students need to move immediately to the Principal's office.
- Teachers in the print room need to move to the Staff Common Room.
- Canteen personnel need to remain in the canteen preparation room locking the room.
- All staff that are not in their usual area need to move directly to the nearest safe area.
- In the case of a DRILL – an assembly in the quad WILL NOT occur.

1. LOCKDOWN PROCEDURES DURING CLASS TIME.

- Teachers will keep their students in their classrooms. There is to be NO movement at all.
- Teachers will lock doors and all accessible windows and ensure students keep away from windows. Students and teachers need to sit on the floor. Keep students quiet.
- All staff not engaged with students in classrooms should remain indoors with doors locked near a phone where possible, eg staff rooms, staff common room, library, administration block.
- Outdoor classes should go to the nearest convenient secure area, at the teachers discretion.
- Classes in the MPC need to remain with the doors locked. Teachers are to remain with their classes.
- Classes on South Field need to move under the direction of their teachers to Turton Road crossing at the lights to the stadium. Teachers are to remain with their classes.
- Students are instructed to turn their mobile OFF and NOT to use their mobile phones to contact their parents, or other people.
- Parent access to student and staff during an emergency lockdown will only be available through emergency channels, eg police etc, until such time as the all clear is given.
- Three long rings of the bell will signal that the situation is over and the whole school should make its way immediately to the Quad for a whole school assembly.
- Students will be dismissed to their next class under the direction of the DP where the normal classroom roll will be marked. The names of any students that are missing - unexplained absence, should be sent to the front office.

2. LOCKDOWN PROCEDURES DURING A BREAK.

Students are to proceed immediately to the following areas under the **direction** and **supervision** of playground duty teachers.

FROM	TO
Playground Area	Building
Front Lawn and Girls Toilet	G Block
A Block Courtyard	B Block
Quadrangle and Boys Toilet	F Block/Mini Hall
East Lawn	B Block
South Lawn	C Block
South Field	C Block
Canteen	G Block
Library	Remain

Students are NOT to go to D Block or H Block

- Students and teachers need to move into the hallway areas. Lock the access doors, then students move to the classrooms under the teacher's direction.
- Teachers will keep their students in their classrooms. There is to be NO movement at all.
- Students are to be supervised by the following department:

Block / Rooms	Department
A Block (A1 to A8)	Careers LOTE Computers Special Education
B Block (B1 to B6) B Block (B7 to B14)	PDHPE English
C Block (C1 to C6) C Block (C7 to C12)	HSIE Mathematics
G Block (G1 to G4) G Block (G5 to G8)	Applied Technology Music/Visual Art
F Block (Mini Hall)	Drama Industrial Arts
H Block (Library)	HT Secondary Studies Librarian

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- Parent access to student and staff during an emergency lockdown will only be available through emergency channels, eg police etc, until such time as the all clear is given.
- Three long rings of the bell will signal that the situation is over and the whole school should make its way immediately to the Quad for a whole school assembly.
- Students will be dismissed to their next class under the direction of the DP where the normal classroom roll will be marked.

RESPONSIBILITIES OF KEY PERSONNEL

Principal	<ul style="list-style-type: none"> • Activates the lockdown procedure • Notifies DP's and SASS • Moves to first DP office • Calls 000 Emergency number • Reports incident to the school safety and response unit • Has access to a computer with 'up to date' information for emergency services • Makes arrangements for crisis counselling/debriefing as required
Deputy Principal	<ul style="list-style-type: none"> • Directs Office Manager to ring the bell • Puts notice on doorway alerting visitors of danger • Locks A Block access doors • Directs office duty students, visitors in foyer to Principal's Office. • Uses PA system to communicate with classrooms and phone intercom for staffrooms. (Use lockdown script – following page) • Consults with contractors register for location and notify any contractors of lockdown. • Waits near a phone in office for 'all clear' from Police • Informs school of assembly over the PA system • Coordinates school assembly in the Quad. • Directs students back to class for normal roll marking.
Office Manager	<ul style="list-style-type: none"> • Rings the bell (repeated short pulses) • Puts the phone on "Night switch" mode • Locks administration office and moves to the Principal's Office • Contacts the General Assistant through mobile phone contact to ensure he moves into an enclosed area. • Consults with visitor's register for location and notify any visitors of lockdown. • Signals the end of the lockdown (3 long pulses of the bell)
Head Teachers	<ul style="list-style-type: none"> • Ensure the students remain in their rooms • Direct teachers and students to specified rooms if during a break • Secure all exterior doors and entrances to Block. • Move to the staffroom and remain on the floor near a phone, unless supervising a class. • Direct students to the Quad and assist in coordinating the assembly when 'all clear'.
Teachers	<ul style="list-style-type: none"> • Ensure the students remain in their rooms and calm • Lock all windows and accessible doors and outline the emergency procedures • Escort students to the Quad and assist in coordinating the assembly when 'all clear' • Mark their roll and notify the Principal immediately with the names of missing students.
Office Staff	<ul style="list-style-type: none"> • Move to the Principal's Office and wait for 'all clear' • Moves to the Quad with student rolls, staff lists, visitors and contractors logs to assist matching lists against names of personnel on site on the day.

LOCKDOWN SCRIPT

DRILL: Staff and students I require your attention - We are initiating a Lockdown Security PRACTICE DRILL. Staff please discuss the Lockdown procedures with your students, and students, you need to follow the direction of your teacher. You must remain quietly in your room until the drill is signalled as being complete.

URGENT LOCKDOWN:

Staff and students I require your urgent attention - We are initiating a Lockdown Security procedure, THIS IS NOT A DRILL (Repeat), there is an immediate situation which requires your attention. Staff and students are to remain calm, secure your rooms, turn mobile phones off and follow the direction of your teacher. You must remain quietly in your room until the situation has been declared safe by the Principal/Police.

SAFER SCHOOL CONTACT NUMBERS:

1. NSW Police

Call: 000

Schools should telephone 000 for immediate assistance in the event of a serious incident.

In less urgent situation, schools should contact their Police Local Area Command.

Waratah Police Station: 4926 6599

2. School Support Officers

School Safety and Response hotline: 1800 811 523 (Option 1)

Experienced senior officers and police officers staff the hotline for immediate assistance for serious incidents involving violence, weapons, illegal drugs or major criminal activity.

3. School Security Unit

Call: 9672 2000

School Security hotline: 1300 880 021

School Principals can request a visit from the unit to discuss security concerns.

4. NSW Fire Brigades

Call: 000

All fires, even if you believe they have been extinguished, should be reported.