



## THORNIE SENIOR HIGH SCHOOL LOCKDOWN POLICY & PROCEDURES

### PURPOSE

Thornlie SHS is implementing this policy to ensure that students, staff and visitors are safe in situations where there is a perceived threat of physical harm at the school site by confining people to classrooms and other school buildings.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into a full or partial lockdown.

### GUIDELINES

The Thornlie SHS Lock-down Policy applies when students and staff need to be locked within buildings for their own safety (isolation rather than evacuation). This will usually occur if there is an intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for students, staff and visitors to be outside.

Copies of this policy will be made available to parents, staff and students via notices, Connect and the school website.

The Principal will schedule at least one practice lockdown drill per year to test and review the policy. They will also be responsible for communicating the policy to all staff and students to ensure a level of familiarity and clear understanding of the policy, procedure and roles.

Teachers will familiarise students of the lockdown policy procedures during the first week of the year during Homeroom.

### PROCEDURE

In the event of an emergency, the Principal (or delegated person) will initiate a lockdown based on an assessment of the risks to students and staff. The decision to initiate a lockdown will be informed by advice from other agencies, the educational regional office, Police or other information available on site.

If the decision is made to lockdown: A public address system will be activated by a member of the Executive Team who will give the following announcement.

- Activate lock-down procedures immediately.
- Lockdown Siren will sound alert followed by *“Lockdown, Lockdown, Lockdown”*.  
*“This is a full Lockdown. An incident is occurring within or near the school. Police are attending. Remain in secure locations until further directions by staff or Police”*.
- All students, staff, and visitors please proceed to the nearest classroom or safe area.
- Staff, secure your rooms and students.
- The reason for the lock-down is... (where it is appropriate to give such information) OR an intruder is located (location given) and is wearing (description).
- Authorities have been notified.
- REPEAT: Activate lock down procedures immediately. All students, staff, and visitors please proceed to the nearest classroom or safe area.

## INTRUDER PROCEDURES

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on campus. In such a case, you should use the following procedure:

- When confronting an intruder, take another staff member with you.
- Ask a third staff member who is not involved to call the office.
- Determine who will initiate contact with the intruder and who will be the back-up person. If possible, include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
- Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and call administration who will immediately call the police.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
- Back away slowly and leave the area. Both of your hands should be up with your palms facing the intruder while slowly backing.
- As soon as it is safe to do so, report the situation to the Principal

## The Lockdown Process

	Who	What
<b>Advise</b>	Observing person	<ul style="list-style-type: none"> <li>• Advise Principal/Deputy's or Administration Office of situation involving threat or risk. Ring the school Emergency Mobile 0436 699791 convenient.</li> </ul>
<b>Decide</b>	Principal or delegated person	<ul style="list-style-type: none"> <li>• Decide whether to implement Lockdown of school.</li> </ul>
<b>Initiate</b>	Principal or delegated person  Administration staff	<ul style="list-style-type: none"> <li>• Lockdown is initiated by sounding the Signal.</li> <li>• Call 000 for assistance.</li> <li>• Brief School Response Team (SRT) if practicable and allocate any tasks.</li> <li>• Advise Regional Office (Ph: 93369563).</li> <li>• Secure Administration Block.</li> <li>• Advise South Thornlie Primary School (Ph: 9459 4655).</li> <li>• Support Principal as required.</li> <li>• Identify Classes on excursions and contact supervising Teacher and advise them not to return until advised by Principal.</li> </ul>
<b>Action</b>	Principal (and SRT)	<ul style="list-style-type: none"> <li>• Ensure Lockdown signal is transmitted intermittently and PA system used to relay information to staff and students.</li> <li>• Coordinate, if practicable, the checking of toilet blocks for students.</li> </ul>

	Who	What
		<ul style="list-style-type: none"> <li>• Collate rolls and identify unaccounted for staff or students.</li> <li>• Consider communicating with Parents/Carers as soon as practicable.</li> <li>• Coordinate and support police response as practicable.</li> <li>• Deputy (or delegated person) to wait outside main entrance to direct emergency services.</li> </ul>
	Teachers	<ul style="list-style-type: none"> <li>• Cease outside activities and students are taken to the nearest classroom or other securable room.</li> <li>• Lock classroom doors (if possible). Close windows and blinds. Turn off lights, fans and electrical devices.</li> <li>• Check outside your classroom and direct students into classrooms. Do not leave your room.</li> <li>• Staff not in their own classroom will remain in the building and/or room they are currently in until told it is safe to move.</li> <li>• Check rolls/class lists. Report to Principal if any unaccounted students.</li> <li>• If a Full Lockdown: <ul style="list-style-type: none"> <li>➢ Lessons stop immediately;</li> <li>➢ Lock classroom doors and barricade;</li> <li>➢ Position students in least visible positions;</li> <li>➢ Prevent any unauthorised persons accessing classrooms.</li> </ul> </li> <li>• If class or group are not on the school site the teacher should keep the students off-site until an all clear signal is given to return.</li> </ul>
	Students	<ul style="list-style-type: none"> <li>• If outside move to nearest classroom.</li> <li>• Lock classroom doors.</li> <li>• Remain calm and silent inside classrooms.</li> <li>• Follow directions of the teachers.</li> <li>• Be out of 'line of sight', i.e. under desks or against walls.</li> <li>• <u>Do not use mobile phones</u>. Turn any mobile phones to silent.</li> <li>• Remain in location until directed by Teachers, Principal or Police to move.</li> </ul>
<b>Resolve</b>	Principal or delegated person	<ul style="list-style-type: none"> <li>• On advice from Police or Principal that threat has been mitigated sound signal to cease the Lockdown – <i>"All Clear"</i>.</li> <li>• Make contact with all Teachers and classrooms to assess impacts.</li> </ul>

	Who	What
	Teachers	<ul style="list-style-type: none"> <li>Resume normal educational services as soon as possible.</li> </ul>
<b>Support</b>	Principal	<ul style="list-style-type: none"> <li>Identify any issues with Staff and Students as a result of the Lockdown and consider PeopleSense or other counselling services.</li> <li>Prepare communication to Parents/Carers via Connect, Compass, email, letters to go home with students using prepared templates.</li> <li>Conduct an informal or 'Hot Debrief' with Teachers to identify any key issues for reaction.</li> </ul>
	Teachers	<ul style="list-style-type: none"> <li>Teachers to identify any students who may require follow-up support. Symptoms may not present immediately.</li> </ul>
	Students	<ul style="list-style-type: none"> <li>Identify any other students who appear to be suffering ongoing effects from the Lockdown and advise their Teacher.</li> </ul>
<b>Report</b>	Principal	<ul style="list-style-type: none"> <li>Prepare and submit an Online Incident Notification on the day of the Lockdown.</li> <li>Later conduct a formal Debrief of the incident and provide an updated Online Incident Notification if necessary.</li> <li>Review and adjust Lockdown Policy and Processes when evidence requires.</li> </ul>

