



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 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 Deputy Principal - Welfare, 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 site manager) 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 and the Deputy Principal of Welfare or site manager will give the following announcement.

- Activate lock-down procedures immediately.
- All students, staff, and visitors please proceed to the nearest classroom or safe area.
- Staff, secure your rooms and students.
- An intruder is located (location given) and is wearing (description) OR the reason for the lock-down is... (where it is appropriate to give such information).
- Authorities have been notified.
- **REPEAT:** Activate lock down procedures immediately. All students, staff, and visitors please proceed to the nearest classroom or safe area.

PRINCIPAL OR SITE MANAGER ACTIONS DURING A LOCKDOWN

- Liaise with school staff, other agencies and the education regional office in considering a lockdown.
- Activate lockdown using the predetermined activation signal.
- Advise WA Police and other appropriate emergency service agencies.
- Advise Regional Executive Director/education regional office.
- Establish the incident management team (to plan further actions and enact the response plan).
- Allocate specific responsibilities.
- Collect evacuation kit.
- Guide visitors to safety.
- Divert parents and returning groups from the school.
- Ensure a telephone line is kept free.
- Keep public address system free.
- If possible, stop the usual school siren from sounding period changes or break times.
- Secure external doors and entrances.
- Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised people have access.
- Have a delegated staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Record some details of actions undertaken and times (use Emergency and Critical Incident Diary attached).
- Await de-activation advice from emergency services personnel.
- Confirm with emergency service personnel that it is safe to de-activate lockdown.
- Determine whether to activate the school parent re-unification process.
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the school to avoid or parent re-unification process)
- De-activate lockdown using the predetermined de-activation signal.
- Advise staff, students and visitors of any specific information they need to know.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Provide appropriate information on the lockdown to staff and students.
- Print and issue pre-prepared parent letters and give these to students for them to take home.
- Advise the education regional office that the lockdown is over and the outcomes.
- Seek support from the Regional Executive Director or Coordinator Regional Operations, as required.
- Brief staff on the incident.
- Ensure all personnel are made aware of Employee Assistance Program contact details.

FOLLOW UP

- Prepare and maintain records and documentation.
- Follow up with any students, staff or visitors who need support
- Have an operational debrief to review the lockdown and school procedural changes that may be required

STAFF ACTIONS DURING A LOCK DOWN

- If in class, stay in the classroom.
- If out of class, move into the closest classroom or safe area. Check and collect people from adjacent areas.
- Direct students who are out of class into their regular or closest classroom.
- Do not leave classroom to get students.
- Close the classroom door and lock if possible.
- Close windows, blinds and shutters
- Turn off the lights, fans and electrical devices.
- Position all people close to the ground (e.g. on the floor), away from windows and doors and out of sight (if possible).
- Tell students that mobile phones are not to be used and are to be turned off.
- Staff may only use mobile phone to give administration and police further information about the emergency if appropriate (phone should be on silent).
- Record the names of all people in the classroom.
- Stay calm and encourage others to be calm and silent.
- No one is to leave the room during the lockdown.
- Provide information to the principal or site manager, as required.
- Do not allow any unauthorised people into the room.
- If emergency medication is required then contact the administration office for advice.
- If a toilet is needed consider the use of a plastic lined bin.
- Remain in the room until the de-activation signal “all clear” is given over the PA system and await specific instructions from the Deputy Principal – Welfare or site manager.
- Follow any specific instructions.

PARENT/GUARDIAN RESPONSIBILITIES

Information about the school’s lockdown procedures will be disseminated to all parents via the schools website and Connect.

Usually a lock-down situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so.

Parent/guardians are requested to follow the following during a lockdown situation:

- Do not come to the school, as students will not be released to parents during a lockdown.
- Parents and visitors will be restricted from entering the school site during a lockdown.
- Do not call the school as this may tie up emergency lines that must remain open.
- Do not expect their child to call them, nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

If your child needs to be collected early or if your child’s stay at school is extended beyond the regular time, you will receive information about the time and place to pick up your child.

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

