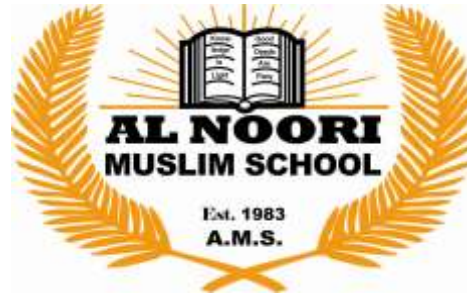


AL NOORI MUSLIM SCHOOL



# Lockdown and Lockout Procedure

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Policies & Documents

**Year 2016**

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## 1 What is Lockdown

**Lockdown** is a procedure used when there is an immediate threat to the school, for example school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe.

- All staff members should be provided with a copy of the lockdown procedures including new and casual staff.
- The timed automatic school bell should be turned off for the duration of the lockdown.
- Lockdown should be practiced 2 times per year. The times of day for the drills will vary so that students and staff are confident in a variety of circumstances.
- Bankstown Police Station will be informed about the day and time that is planned or scheduled for a lockdown exercise and will be invited to participate.
- The drill will be timed and then it will be announced to everyone how many minutes it took to accomplish the lockdown. The time will improve with subsequent practice.
- Should an intruder be identified, the staff member who identifies the intruder should contact the Principal/Deputy Principal/ Welfare Coordinator who will determine if lockdown procedures should be initiated.
- If the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal will notify parents after the consultation of the police.
- In conjunction with local police, the Principal will arrange for parents to pick students up from school at a designated safe area.
- Teachers and students on excursions/out of school activity will be contacted by the School Secretary/Deputy Principal/Welfare Coordinators.

## 1.1 Lockdown Procedure

Once lockdown is determined the procedure should be initiated as follows:

1. School Secretary will sound the alarm (**a long siren**). In the event of a power failure a siren will be blown throughout the school.
2. A Welfare Coordinator/School secretary calls 000.
3. Security staff and Welfare Coordinators are responsible for locking and securing all exterior doors and entrances.
4. If safe to do so, security staff will wait outside the main entrance of the school to direct emergency services. If security staff is not available this task will be delegated to a Welfare Coordinator. Only authorised personnel should be allowed access to the school premises.
5. All outside activities should cease immediately. Students should be directed to go to the nearest classroom immediately.
6. If at sport, immediately return to the nearest classroom.
7. Canteen staff will close and secure the canteen.
8. Cleaners/other school workers to go to their staff rooms and lock the doors.

## 1.2 Teacher's Responsibilities

**If Lockdown takes place at the beginning of the day/end of the day or during recess/lunch, the following procedure should be followed.**

Once lockdown alarm is sounded, teachers should do the following:

1. Classroom teachers to take their mobile phones (phones will be used as communication devices during the lockdown), go to their classrooms immediately and do the following:
  - a. Check the corridor for any nearby students. Direct any students in the immediate vicinity into their classroom. Staff should not leave the classroom to get students. The door should then be closed.
  - b. Lock all doors and windows.
  - c. Turn off all lights/fans.
  - d. Direct students to go and sit under their desks, and move students out of line of sight of doors and windows.
  - e. Ensure that students remain calm and quiet.
  - f. Classroom teachers should record the names of students who are in the room. Any missing and/or extra students should be noted. If possible, classroom teachers should provide details to the Welfare Coordinators as requested.
  - g. Remain in your classroom until the all clear. Lockdown is over when the bell stops ringing.
  - h. Resume the normal school day if Lockdown took place at the beginning of the day/recess or lunch.

**If Lockdown takes place during teaching periods, the following should be followed:**

2. If in a classroom, the teacher will do the following:
  - a. Check the corridor for any nearby students. Direct any students in the immediate vicinity into their classroom. Staff should not leave the classroom to get students. The door should then be closed.
  - b. Lock all doors and windows.
  - c. Turn off all lights/fans.
  - d. Direct students to go and sit under their desks, and move students out of line of sight of doors and windows.
  - e. Ensure that students remain calm and quite.
  - f. Classroom teachers should record the names of students who are in the room. Any missing and/or extra students should be noted. If possible, classroom teachers should provide details to the Welfare Coordinators as requested.
3. Remain in your classroom until the all clear. Lockdown is over when the bell stops ringing.
4. Resume the normal school day.
5. Other teachers who are not class teachers are to direct students to go to nearest classrooms and then to go to the nearest staff room or classroom.

6. If in a staff room, the teachers will do the following:
  - a. Check the corridor if there is a student or a teacher.
  - b. Close and lock all doors and windows.
  - c. Turn off lights/fans.
  - d. Go to the floor and stay in the designated area and stay out of line of sight of doors and windows.
  - e. Remain calm and quiet.
7. Remain in the staff room or classroom until the all clear. Lockdown is over when the bell stops ringing.
8. Resume the normal school day.

### 1.3 Student's Responsibilities

If Lockdown takes place at the beginning of the day/end of the day or during recess/lunch, the following procedure should be followed:

Once lockdown alarm is sounded, students should do the following:

1. If not in class, go to the nearest classroom immediately.
2. When in class the teacher will do the following:
  - a. Check the corridor for any nearby students.
  - b. Close and lock all doors and windows.
  - c. Turn off all lights/fans.
  - d. Direct you to go and sit under your desks.
  - e. Remain calm and quiet.
3. Remain in your classroom until the all clear. Lockdown is over when the bell stops ringing.
4. Resume the normal school day if Lockdown took place at the beginning of the day/recess or lunch.

## **2 What is Lockout**

Lockout is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal during the outside disruption.



## **2.1 Lockout Procedure**

Once lockout is determined procedures should be initiated as follows:

1. The main office alerts the Principal/Deputy Principal and the Welfare Coordinators to implement the lockout.
2. The Principal/Deputy Principal and Welfare Coordinators should inform teachers to direct students who are in the playground to immediately return to the nearest school building and classroom.
3. Security staff and the Welfare Coordinators should ensure that all doors and perimeter fences are secured.
4. Teachers in classrooms should record the names of students who are in the room. Any missing and/or extra students should be noted. If possible, teachers should provide details to the Principal/Welfare Coordinator as requested so that students are accounted for and safe.
5. The only entry to the school for the period of lockout should be through the main entrance. The Principal/Deputy Principal and Welfare Coordinator should ensure that access is monitored and that only authorised personnel have access.
6. Teachers and students on excursions/out of school activity will be contacted by the Office/Deputy Principal/ Welfare Coordinators.
7. The Principal/Deputy Principal will liaise with NSW Police or other emergency services if necessary, to develop and implement a plan for students to depart at the end of the school day if the incident is still continuing.

### 3 Attachment

#### 3.1 Lockdown Drill Diagram

