



Rockingham Montessori School Incorporated  
ABN: 68 115 270 695

**PROCEDURE TITLE: School Lockdown Procedure**

**BOARD APPROVAL DATE: 15 June 2010**

**SIGNED BY CHAIR:**

**BOARD REVIEW DATE:**

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Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people, using a carefully planned or completely unplanned method. Many of these situations are over within several minutes. It is essential that, if the safety of students or staff is at immediate risk, decisive actions are taken to reduce access to additional victims. This includes immediate notification of the WA Police.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the TIC. Where time permits this decision should be made in consultation with the WA Police.

Large scale evacuation will always be a last resort. The decision will need to balance the risks as to whether students and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.

Parents and other persons who arrive on a school site during a siege or hostage situation should be mustered to a safe location.

The preservation of life will take precedence. Perpetrators should not be approached or challenged.

**LOCKDOWN PROCESS**

Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harm at the school site by confining people to classrooms or other school buildings.

The TIC will initiate lockdown based on an assessment of risks to students and staff.

The Lockdown Procedure will be initiated by the sounding of **THREE BELLS IN A ROW**.

Records and documentation associated with a lockdown need to be maintained by the TIC. (The Emergency and Critical Incident Diary can be useful for this purpose).

## TEACHER IN CHARGE ACTIONS TO ACTIVATE LOCKDOWN

PRINCIPAL OR SITE MANAGER (INCIDENT CONTROLLER)	
Actions (to activate, and during, a lockdown)	Completed
Liaise with school staff and Police when considering a lockdown	
Activate lockdown using the predetermined activation signal	
Advise WA Police and other appropriate emergency service agencies	
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	
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 from Appendix)	
Await de-activation advice from emergency services personnel	

## TEACHING STAFF ACTIONS DURING LOCKDOWN

SCHOOL STAFF	
Staff actions during a lockdown	Completed
If in class, stay in the classroom	
If out of class, move to the closest classroom or safe area	
Direct students who are out of class into their regular or the closest classroom	
Do not leave classroom to get students	
Close the classroom door (lock it if possible)	
Close windows, blinds and shutters	
Turn lights off	
Keep all people close to the ground (e.g. on the floor) and away from windows and doors	
Tell students that mobile phones are not to be used and are to be turned off	
Record the names of all people in the classroom	
Stay calm and encourage others to be calm and quiet	
Provide information to the TIC or Police, as required	
Do not allow any unauthorised people into the room	
Remain in the room until the de-activation signal is given	
If emergency medication is required then contact the administration office for advice	
If a young child needs to use a toilet consider use of a plastic lined bin	
When de-activation is signalled listen for/await any specific instructions from the TIC or Police	
Explain any special instructions (as requested by the TIC or Police)	
Follow any specific instructions from the TIC or Police	

## TEACHER IN CHARGE ACTIONS TO DE-ACTIVATE LOCKDOWN

PRINCIPAL OR SITE MANAGER (INCIDENT CONTROLLER)	
Actions (to de-activate, and immediately following, a lockdown)	Completed
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	
Seek support from WHO ??????	
Brief staff on the incident	
Ensure all personnel are made aware of Employee Assistance Programme contact details	

## TEACHER IN CHARGE ACTIONS POST LOCKDOWN

PRINCIPAL OR SITE MANAGER (INCIDENT CONTROLLER)	
Actions (follow-up)	Completed
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	