Purpose: This procedure is to ensure that students, staff & visitors are safe in situations where there is a hazard in the school grounds or outside the school that requires students, staff & visitors to be locked within buildings for their own safety.

Responsibility: Principal

Scope:
The lockdown procedure applies when students, staff, parents, visitors, contractors etc on site need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside.

Copies of this procedure will be disseminated via the school’s website, the parent handbook, WHS Procedures Manual and via notices in the newsletter and other appropriate noticeboards around the school.

The Principal, will schedule at least one practice lockdown drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Teachers will remind students of the lockdown procedure during the first week of Term 1 & Term 3.

Procedure:

Authorized Person’s Role
Upon recognizing that a situation calls for lockdown, the Principal or Authorized Person (Principal’s PA. Enrolments Officer) locks the office, activates lockdown siren located at power switchboard in Office storeroom.

Then rings police (000), alerts them as to the emergency. They then assume lockdown position themselves in the office while maintaining phone contact with police. When police arrive they will make contact with the principal or authorized person when the threat has been averted. Upon this, the “All Clear” siren will be sounded signalling that it is safe to resume normal activities.
Lock-down procedures:

1. Upon hearing the lockdown siren all students and adults remain in the classroom. Students and adults who are outside are to move into the closest occupied classroom.

2. Staff who are not teaching at the start of lockdown should check immediate outside areas for students and direct them to the nearest classroom, and invite in known visitors. If children, a class or an adult are caught outside a classroom when the alarm is sounded they must immediately move into the closest room/building they can before that room is locked down and join whoever is in that room.

3. Lock Doors. Close curtains in room, if available. Position students on the floor against the door wall or in the most non-visible positions (predetermined) NB: This procedure must be tailored for the individual rooms being used.

4. Do not allow students to use the classroom phone if there is one available.

5. Insist students and adults remain quiet.

6. No one is to answer the door under any circumstance.

7. Remain in this position until the "All Clear" siren is sounded.

8. After the all clear is sounded the principal can authorize the contacting of parents.

For Parents:

Information about the school’s lock down procedures will be disseminated to all parents via the parent handbook and on the school’s website, in the following form:

On the very rare (if ever) occasion that a lockdown is called at Cape Byron Rudolf Steiner School it will be carried out as set out in the policy
available on the school website. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lock down. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should 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’s stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.

Please be assured, in the event of lock down, that the overriding consideration for the school is the safety and well being of 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:

1. When confronting an intruder, take another staff member with you.

2. Ask a third staff member who is not involved to notify the office.

3. 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.

4. Attempt to direct the intruder to the car park. Use casual conversation or body language to calmly direct the situation.

5. If the intruder refuses to cooperate, do not escalate the situation. Leave and contact (Authorised Person) Principal.

6. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.

   a. Back away slowly and leave the area.
b. Both of your hands should be up with your palms facing the intruder while slowly backing away.

7. As soon as it is safe to do so, report the situation to the Principal.

De-briefing

Following a Lockdown or Intruder incident should any person become aware of individuals who may be in need of critical incident debriefing, an Incident Report must be completed and Procedure 11, “Incident Reporting” followed. In such a situation the Student Services Coordinator would be advised as per Procedure 11.

Document Control

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<td>Nerrida Johnson</td>
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<tr>
<td>Author:</td>
<td>Gavin Colley</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>01 April 2013</td>
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Version History

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<td>Replaced (Office Staff/Site Manager) with (Principal’s PA/Enrolments Officer). Replaced “and the Site Manager will notify each room” with “signalling” in Authorised Person’s Role. Replaced call with notify in Step 2 Intruder Procedures. Replaced contact police with contact Authorised Person in Step 5 Intruder Procedure.</td>
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