



Lockdown Policy

LDP2020-1.5

Purpose:	The Arcadia College is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the college grounds or outside the college that requires students and staff to be locked within buildings for their own safety.	
Scope:	This policy applies to employees, volunteers, parents/carers/students, and people visiting the college site. It covers the procedures and personnel responsibilities when the college is required to go into lockdown.	
Status:	Approved	Supersedes: N/A
Authorised by:	CEO	Approval Date: 17 th June 2020
References:	Child Protection Policy Critical Incident Policy Evacuation Policy	
Reviewed:	Annually	Next Review: 17 th June 2021
Responsibility:	Principal	Point of Contact: Services Manager/Deputy Principal

Policy

The Arcadia College lockdown policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on college grounds, but may also occur in some circumstances 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.

The Principal, or another member of college staff designated by the Principal, will schedule at least one practice lockdown drill per semester.

Procedure

In the event of an emergency, the Principal will make the decision, in consultation with police, with regard to whether the campus needs to be locked-down.

If the decision is made to lockdown:

- The Principal will notify the lockdown administration team to commence lockdown notification procedures
- Staff, students and visitors will be notified by the internal public address system (Unifi EDU)
- Staff will be notified via Teacher Kiosk SMS notifications
- Staff and visitors will be notified via Sine Pro
- Staff will be notified by email
- Staff, students and visitors will be notified by Phone using the Lockdown Call Flow list.

If the college has access to the public-address system it will be activated and the following announcement will be given by the Principal or Chief Warden:

{Start of message} LOCKDOWN, LOCKDOWN, LOCKDOWN! If you are on campus, move into the closest occupied classroom immediately out of sight of windows and doorways, lock doors and wait for further instruction. {End of message}.

Note: This is to repeated three times.

For further information relating to lockdown notifications please refer to the *Lockdown Notification Procedure*.

Lockdown Drill Schedules

Lockdown drills will be carried out at the following intervals:

- Term 2 – Week 2
- Term 4 – Week 2

Lock-down procedures

1. In the event of a building lockdown, it is mandatory that all students and adults remain in the classroom. Students and adults who are in the hallway are to move into the closest occupied classroom.
2. Staff members who are not teaching at the start of lockdown should go to the nearest classroom.
3. Staff, should check hallways for students and direct them to the nearest classroom, and invite in visitors not matching the intruder description.
4. Lock all doors and windows
5. Close blinds, if available.
6. Position students in the most non-visible corner, seated.
7. Do **not** allow students to use the classroom phone if there is one available.
8. Remind students and adults to remain quiet
9. Remain in this position until "all clear" is announced
10. Contact parents about the time and place to pick up their child, if appropriate, using the school's 'telephone tree' process.

For Parents

Information about the college's lock down procedures will be disseminated to all parents via the student and/or parent handbooks and on the website, in the following form:

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. However, parents are requested not to come to the college, as **students will not be released to parents during lock down**. Parents are also asked not to call the college 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 college 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 only consideration for the college is the safety and well-being of your child.**

Intruder Procedures

From time to time, staff may be confronted by an intruder in the college 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 call 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 main office. 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 call the police.
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 and or Deputy Principal.