Lockdown Policy

Scope

Buds Public School Identifies the potentially serious risks to pupils, staff and visitors in the case of emergency or harmful situations:

Lockdown procedures must be considered as a sensible and proportionate response to any (every) external or internal incident that has the potential to pose a threat effecting the safety of our pupils, staff, visitors and contractors at our school. Our procedures aim to minimize disruption to the learning environment whilst ensuring the safety our pupils, staff, visitors and contractors.

Lockdown procedures may be activated in response to any number of situations. Situations such as: an intruder inside the school or an emergency situation outside the school that prevents the evacuation of students and staff from the building. A warning may be received regarding a risk locally, of air pollution (smoke plume or gas cloud etc.) or major fire. In these situations, schools should be prepared to take steps to isolate students, teachers and staff from danger by initiating a school lockdown.

Lockdown arrangements should be determined by individual schools, as they will be dependent largely on local circumstances such as building design, layout, class arrangements and other resources available at the time of the emergency.

A lockdown will be initiated by a recognizable signal. Lock down procedures will be practiced from time to time so that staff and students are familiar with them.

Several functions may be servers in the case of a lockdown emergency.

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

- Lockdown with warning (Partial Lockdown): The threat is outside the school building.
- Lockdown with intruder: The threat or intruder is inside the school building.

Suggested Lockdown with Warning Procedures:

In a partial lockdown staff and pupils should remain in the school buildings and all doors leading outside should be locked. No one should be allowed to enter or leave the school grounds however; teaching and work can continue as usual. This may be as a result of a reported incident/civil disturbance in the local area with the potential to pose a risk to staff and pupils in the school.

The following procedures should be followed when the threat is outside of the school building:

The designated person initiates the “lockdown warning.” Be direct. DO NOT USE CODES.

Important:

- Special attention should be paid to classes that are outside of the school building, such as playgrounds and playing fields.

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- School staff must be able to hear the lockdown announcement.
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows.
- Move all persons away from the windows.
- Take a register of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should take this list with them once they are directed to leave the classroom.
- Consider alerting parents and guardians by text or other means. Informing them that the school is in lockdown until further notice.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Once the threat has subsided, the school announces the "all clear."

Suggested Lockdown with Intruder Procedures (Full Lockdown)

The following procedures should be followed when the threat or intruder is inside of the school building:

- The designated person orders and announces "INTRUDER LOCKDOWN" Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take a register of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until "all clear" is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the designated person announces the "all clear."

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