



PP-39 Lockdown Policy

1.0 Purpose

The purpose of this policy is to:

- 1.1 specify the procedures to be taken in the case where a lockdown of classrooms at 206-208, Liverpool Road, Ashfield 2131 is required
- 1.2 ensure that in the event that students and staff are faced with hazards on the premises students and staff may then be locked within buildings for their own safety.
- 1.3 provide a safe and secure environment for our students, staff and resources.
- 1.4 establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

2.0 Responsibility

- 2.1 Any AIST employee is responsible for informing their line manager, or other manager as appropriate, if they believe that Lock Down procedures may be required (i.e. a threat to the safety of students and /or staff members)
- 2.2 Line managers are responsible for informing the Principal as quickly as possible of the circumstances that, in their view, warrant classroom lock down
- 2.3 The Principal is responsible for:
 - 2.3.1 authorising Lock Down procedures in classrooms occupied by AIST students
 - 2.3.2 informing the police and other relevant authorities of the threat or danger that exists and what actions have been / will be taken
 - 2.3.3 offer and coordinate counselling support for students or teachers after the incident
- 2.4 Each teacher occupying a classroom at the time is responsible for:
 - 2.4.1 ensuring that all students attending at the time are in the classroom prior to Lock Down of the classroom
 - 2.4.2 implementation of Lock Down
 - 2.4.3 directing students to the safest location within the classroom during Lock Down
 - 2.4.4 re-assuring the students that their safety is being protected and to remain quiet and calm
 - 2.4.5 ensuring that students do not use mobile phones
 - 2.4.6 ensuring that students remain inside the classroom until the 'all clear' message is received
 - 2.4.7 remaining with the students until informed by the Principal that Lock down can be de-activated



2.5 The Principal is responsible for ensuring that:

- 2.5.1 all staff are aware of the Lock Down Policy & Procedures
- 2.5.2 all classrooms are able to be locked down in the case of an emergency
- 2.5.3 students are informed that under no circumstances are they to facilitate Lock Down procedures
- 2.5.4 keys to all classrooms are located in a secure but accessible place so that all classrooms can be opened externally during the Lock Down period

3.0 Requirements

- 3.1 All classrooms will have an internal Lock Down capacity
- 3.2 All staff will be informed about the procedure for Lock Down and the circumstances where Lock Down will be activated
- 3.3 Keys to all classroom will be located in a secure but accessible location, the whereabouts being known to all managers, teaching and administration staff
- 3.4 This policy applies to employees, volunteers, parents/carers/students, and people visiting the Clarence Street premises. It covers the procedures and personnel responsible if and when the school is required to go to Lock Down.
- 3.5 All visitors to the Clarence Street premises must first register at Reception on Level 8 225 Clarence Street to receive a "Visitors Pass" which is to be worn and clearly displayed.
- 3.6 Copies of this policy are available on the AIST QMS.
- 3.7 Students and adults who are outside classrooms are to move into the closest occupied classroom in case a Lock Down is activated.

4.0 Unauthorised Person Procedure

In a situation where a staff member is confronted by an unauthorised person, or may need to confront somebody who does not appear to have any legitimate reason for being on site, the staff member will:

- 4.1 seek to clarify the reason for the person being on site, and if legitimate, accompany them to Level 8 to register as a visitor
- 4.2 in a situation where the unauthorised person is considered a threat:
 - 4.2.1 ask another staff member to inform the Principal
 - 4.2.2 attempt to direct the unauthorised person to the lift in order to leave the premises
- 4.3 withdraw for the situation and contact the Principal who will call the police (in the case where the unauthorised person refuses to leave)
- 4.4 in the event that the unauthorised person shows a weapon, back away slowly and leave the area and as soon as is safe to do so report the situation to the Principal who will:
 - 4.4.1 activate Lock Down procedures
 - 4.4.2 call the police immediately.



5.0 Lockdown Procedure

In the case of a situation occurs where lock down is required the Principal will:

- 5.1 sound a whistle informing staff members that Lock Down is to be activated
- 5.2 visually check all facilities, common rooms and reception areas for students or visitors and escort / direct them to the nearest classroom (if circumstances permit) to lock the door and lie on the floor
- 5.3 return to office, lock door and call police and other services as appropriate to alert them as to the nature of the emergency
- 5.4 follow police instructions
- 5.5 sound all clear signal and circulate to all classroom to support and re-assure student, visitors and teachers
- 5.6 contact parents if considered appropriate
- 5.7 document the incident and record on the Incident Register.

6.0 Definitions

- 6.1 **Lockdown:** Refers to situations where students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on location, 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.
- 6.2 **Unauthorised person:** Any person in AIST who is not a student, staff member or visitor wearing a Visitor Pass.

7.0 Associated documents

- 7.1 PP-19 Work Health & Safety Policy