



Lockdown Policy

LDP2018-1.2

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:	College Governing Body Chairperson / CEO	Approval Date: 16 th October 2018
References:	Child Protection Policy Critical Incident Policy Evacuation Policy	
Reviewed:	Annually	Next Review: 16 th October 2019
Responsibility:	CEO / Deputy Principal	Point of Contact: Services Manager
Policy Owner:	College Governing Board	

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.

Copies of this policy will be disseminated via the college and staff handbooks and will be located in appropriate areas around the school.

Deputy Principal, or another member of college staff designated by the Deputy Principal, will schedule at least one practice lockdown drill per semester and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Team Leaders/Advisors will remind students of the lockdown procedure during the first home room lesson each semester.

Procedure

In the event of an emergency, the Deputy 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:

- Staff will be notified by the internal phone system between suites or in person by a team member where safe to do so.

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

Activate lock down procedures immediately.

All students, staff, and registered guests please proceed to the nearest classroom.

Staff, secure your rooms and students.

An intruder is located (location given) and is wearing (description) OR the reason for the lock down is... (where it is appropriate to give such information).

Authorities have been notified and are enroute.

REPEAT: Activate lock down procedures immediately. All students, staff, and registered guests please proceed to the nearest classroom.

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. Close blinds, if available.
5. Position students against the door wall in the most non-visible corner, seated.
6. Do **not** allow students to use the classroom phone if there is one available.
7. Remind students and adults to remain quiet
8. Remain in this position until "all clear" is announced
9. 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. Use a system of nonverbal communications or hand signals using just one hand. For example:
 - a. 1 finger = back-up staff member may leave
 - b. 2 fingers = back-up staff member should stay on the scene
 - c. 3 fingers = both staff members should break off contact and leave when safe to do so
 - d. fist = presence of a potential weapon. Both staff members should break off contact and leave when it is safe to do so.
5. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
6. If the intruder refuses to cooperate, do not escalate the situation. Leave and call the police.
7. 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.
8. As soon as it is safe to do so, report the situation to the Deputy Principal and or CEO.