LOCKDOWN POLICY
Implemented 2/11/09
Reviewed 27/1/09
Updated February 2011

What Is Lockdown?

The term “lockdown” can be defined as an emergency course of action, taken to contain a problem or incident, by controlling the movement of people.

All schools in NSW must have a Lockdown policy.
How do we at St Joseph’s respond?

ACTION STEPS FOR ST JOSEPH’S

Immediate

Follow “lockdown” procedures as stated in policy.

Within 24 Hours

1. Obtain all the facts.
2. Inform Catholic Schools Office and appropriate personnel e.g. Parish Priest.
3. Call all staff to a full staff meeting.
4. Inform all students (in classes/small numbers)
5. Inform parents via letter.
6. Identify students at risk.
7. Identify staff that may require support.
8. Allow for discussion to take place.
9. Provide counselling and prayer.
10. Provide closure (debrief staff).

Within 3 Days

1. Staff/student liturgies
2. Personal belongings are given to family/families (if applicable).
3. Open communication with staff.

Longer Term

1. Evaluation of Lockdown procedures
2. Family follow up and referral
3. Students/staff “at risk” follow up
4. Formal report sent to Catholic Schools Office

NOTIFICATION OF LOCKDOWN AT ST. JOSEPH’S SCHOOL DENMAN

“Lockdown” Signal:

Siren, followed by P.A. message of a ‘CODE RED’ alert by Principal or delegate.

PREPARATION & RESPONSE

1. An emergency procedure has been actioned to contain a problem or incident.
2. No person is to leave the school.
3. No one is to enter the school except for emergency personnel.
4. All students to be sent into classrooms immediately
5. Principal will to check toilets and specialist areas.
   a) If Principal is out of the School, the executive teacher will assume the responsibility.
   b) If executive teacher assumes this role, the Kindy class is to move quickly and quietly
      into the 1/2 classroom via the internal doors.
6. If students are engaged in sporting or external activities they are to be escorted to the
   nearest school building immediately.
7. Students are to be set to work quietly.
8. The roll is to be taken.
9. All external doors are to be locked: school foyer, Staffroom, classroom & Library doors.
10. Blinds are to be drawn.
11. All teachers are to be alert to problems.
12. Teachers and all personnel within the school will wait for an announcement of a “CODE
    GREEN” (all clear) to be made by the Principal or delegate indicating “Lockdown” is over.
13. Students and parents will be informed of the incident.