



Lockdown Policy

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LOCKDOWN POLICY

This policy forms part of the College's emergency management plan in conjunction with other policies and procedures.

1) RATIONALE

- Australian Islamic College aims to provide a safe and secure environment for all staff, students, parents and visitors.
- This lockdown policy is designed to ensure that, in the event of a situation which has the potential to be hazardous, whether in the College grounds or outside the school, students, staff and others may be locked within the College buildings for their own safety so that any exposure to danger and possible risk of harm are minimised.

2) AIMS

- To provide a safe and secure environment for our students, staff, visitors, property and resources.
- To establish procedures which effectively identify and safely manage a potentially dangerous situation.

3) SCOPE

- This policy applies to staff members, volunteers, parents/carers, students, and visitors to the College premises.
- It covers the procedures and the responsibilities of all personnel if and when the College is required to go into lockdown mode.

4) OVERALL RESPONSIBILITY

- The Principal will make the judgement that the College needs to be placed in lockdown mode. (Or in the case of absence the Deputy Principal)

5) POINT OF CONTACT

- The Principal (or in the case of absence the Deputy Principal)

6) INITIAL NOTIFICATION (BY WHOM AND TO WHOM)

- In the event of a hazardous incident which has the potential to require a lockdown, the staff member (or other) must immediately notify the front office. The office staff member who receives the notification will immediately notify the

Principal (or Deputy Principal). In the event that both these persons are out of the College, then a member of the senior management team must be notified.

- The Principal (or person in charge at the time) will judge whether a lockdown is necessary and will authorise the sounding of the lockdown alarm signal.
- The Principal will take up position either in the locked front office or the Principal's own office from where all contacts with the outside will be coordinated.
- The Principal may then contact the Police and/or other emergency services as required and will respond to any advice, guidance or instruction provided.
- The Executive Principal will report annually (Term 4) on all emergency management procedures (including lock down, fire drills, evacuation procedures etc) to the Finance and Building Committee. A log book is maintained for all procedures.

7) LOCK DOWN ALARM (CEARLY DISTINGUISHABLE FROM THE FIRE ALARM)

- Drills will be conducted once each term (4 times a year). Tentative dates per Term are Term 1: 17th of March, Term 2; 24th of April, Term 3: 22nd of September: Term 4: 12th of December.
- The College siren will be activated with a series of intermittent (on/off) bursts for a period of one minute. This will be followed by an announcement over the College public address (PA) system. The person in charge will activate the alarm and will make the following announcement:
"This is a LOCK DOWN. This is not a FIRE DRILL."
If it is a practice, he/she will add the words "This is a practice lockdown."
If it is an emergency situation, he/she will add the words "This is not a practice, this is a LOCK DOWN situation."
"All persons are to remain inside their present location, and to remain calm and quiet until further notice from me."

8) EXAMPLES OF CRITICAL INCIDENTS WHICH WOULD REQUIRE THE NEED FOR A LOCK DOWN

- An aggressive or malicious trespasser on College property.
- Serious injury or death of a person on College property during normal College working hours.
- Students and/or staff being taken hostage.
- Chemical spill, fire or other hazard from within or outside the College premises.
- A disaster in the local environs of the College.
- Siege of College property and/or College buildings.

- Unexpected, unusual or unwarranted media attention.
- Possible bomb threat.
- Any other behaviour or incident which, in the judgement of the Principal, could warrant the need for a potential lockdown situation.

9) STUDENT AND STAFF MOVEMENT

- In the event of a lockdown situation, all students and teachers are to remain in the classroom, computer room, media room, laboratory, gymnasium, library or any other internal area in which they are located at the time a lockdown is declared. It may be necessary to ask the students to remain under their desks or sit on the floor out of sight during the lockdown period.
- Students are not to be allowed to use mobile phones or, where available, internet access under any circumstances.
- All staff other than teachers with classes are to remain in their current area with the doors and windows locked if possible.
- No-one is to answer the door under any circumstances.
- Should it become necessary to redirect students and staff out of rooms or away from a particular location, an instruction will be given over the PA system by the Principal (or person in charge).
- All staff, students and known or formally identifiable visitors (with a visitor's badge) are to remain in the locked room or other secure area until the "All Clear" is given.
- If the lockdown alarm is sounded before school, during recess or lunchtime, students are to move directly to their classrooms as long as it is safe to do so.
- All staff are to move promptly to the outdoor areas closest to them and direct students to their classrooms as determined by the next timetabled period.
- During bus duty, students are to be boarded onto their buses as quickly and calmly as possible so that the buses may depart without delay.
- Similarly, students who travel by public transport or private car should be ushered quickly and calmly to their point of departure from the campus.

10) FRONT AND CENTRAL OFFICES

- The staff in these offices will lock the doors and remain inside. The front office will be deemed to be the command centre and as such becomes the exclusive point of contact with the outside and the Principal.

11) 'SAFE' AREAS: STUDENTS AND STAFF OUT OF CLASS e.g. SPORTS LESSONS

- Students who are in corridors, walkways, basketball courts, or the toilets are to move into the nearest occupied room.
- Staff need to be aware that students from other classrooms may seek refuge in their room.
- Students and teachers who are out of school on excursion should not return until they have been informed by the Principal that it is safe to do so.

12) VISITORS TO THE SCHOOL

- An integral part of this policy is the requirement for all visitors to report to the front office where they are requested to sign the visitors' book and be issued with an official College visitors' pass which is to be worn prominently on the visitor's person.
- Any visitor without an official visitor's badge may or may not have a legitimate reason for being on the College premises and may need to be approached to explain their presence on the College premises.

13) INTRUDER PROCEDURES

- Any visitors to the College premises without an official College visitor's badge can be classed as intruders and asked to leave the College premises immediately.
- On occasion, staff may be approached or confronted by an intruder to the College premises or staff may be required to approach someone who does not appear to have a legitimate reason for being on College premises.
- When the presence of an intruder is confirmed, and it becomes necessary to confront the intruder, two staff members should jointly make the initial approach.
- It may be advisable in certain circumstances to ask a third staff member (out of sight of the intruder) to call the front office from where the Principal should be notified.
- Attempt to direct the intruder to the front office area, using polite but firm language.
- Any students in the vicinity should be asked to remove themselves from the area and maintain a safe distance.
- Avoid any kind of physical contact with the intruder.
- If the intruder refuses to co-operate, do not aggravate the situation.
- Inform the Principal immediately and a call should be made to the police.
- If the intruder is in possession of a weapon, calmly assure him/her that the use of the weapon is not necessary.

- Back away slowly, with the palms of both hands facing the intruder.
- The second (or if still in attendance, the third) staff member should report the presence of a weapon to the Principal and an emergency call should be made to the police immediately.

14) COMMUNICATIONS WITH OUTSIDE, PARENTS, MEDIA, EMERGENCY SERVICES (POLICE, FIRE, AMBULANCE)

- All communications with the outside will be at the discretion and direction of the Principal.
- With the exception of emergency services personnel, no other persons must be allowed to enter or leave the College premises.

15) PARENTS

- Information about the College's lockdown policy will be published to all parents via the College website.
- Usually a lockdown 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.
- Parents are requested not to come to the College as students will not be released to parents during lockdown during school hours.
- Parents are also requested not to call the College as this may tie up emergency phone lines that must remain open.
- Students will not be allowed to call parents on their mobile phones, nor should parents attempt to call students; the lockdown procedure requires that students remain quiet in their lockdown areas in order not to alert an intruder to their presence.
- If students' stay at the College is extended beyond the usual time, parents will receive information from the Principal about the time (and if necessary the place) that they can pick up the students.
- During a lockdown, the College's primary consideration is for the safety and well-being of the students, staff and visitors on the College premises at the time.

16) SOUNDING THE 'ALL CLEAR'

- The 'All Clear' will be given by means of a series of five short bursts of the College siren.
- An announcement will be made over the College PA system by the Principal thus: "The Lock Down has now ended."

“Everyone is to move in an orderly manner to their usual class, lesson or timetabled activity.”

17) RETURN TO NORMAL STATUS

- Students proceed to their next timetabled class or activity.
- The attendance roll is taken and an immediate return is made to central office.
- Any discrepancies compared with the attendance figures from prior to the lockdown are noted and the Principal is informed.
- Year co-ordinators follow up on cases of concern at the earliest available opportunity.
- In the case of ‘at risk’ students (or staff), counselling may need to be initiated.

18) EVALUATION AND REVIEW OF THE EVENTS; UPDATING AND IMPROVING OF THIS POLICY AS A RESULT OF EXPERIENCE GAINED

- The College Management will carry out an investigation of the incident and put in place any recommendations for improvements which are deemed to be necessary.

19) CERTIFICATION/ADOPTION BY COLLEGE MANAGEMENT

- This policy will be reviewed annually by the College Management and adopted as part of the College’s Emergency Management Plan.

Implementation date: [February 2017]

Approved by: [Executive Principal]

Next review: [February 2018]