



LOCK-DOWN POLICY & PROCEDURE

1. INTENT

Fremantle Primary School has this policy to ensure that students and staff are safe in situations where there is a hazard on or outside the school grounds that requires students and staff to be locked within buildings for their own safety.

2. SCOPE

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

3. GUIDELINES

This Lock-down Policy applies when students and staff need to be locked within buildings for their own safety.

Examples may include:

- An intruder on school grounds
- Hazardous situation (e.g. chemical spill)
- Extreme weather event
- A threat is received

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

The Principal, or Deputy Principal, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members and students are clear about the procedure before the practice drill takes place.

Teachers will remind students of the lock-down procedure each semester.

4. PROCEDURE

In the event of an emergency, the Principal will make the decision, in consultation with police when deemed necessary, with regard to whether the school needs to be locked-down.

If the decision is made to lockdown:

- The School Officer will make three short blasts of the siren to alert lock-down procedures to take place.
- The Manager Corporate Services to call Police (as needed).
- The Principal to call ECE.
- A public address system will be activated and the following announcement will be given by the Deputy Principal:

“Activate lock-down procedures immediately. All students, staff, and registered guests please proceed to the nearest classroom. Staff, secure your rooms and students. REPEAT: Activate lock down procedures immediately. All students, staff, and registered guests please proceed to the nearest classroom.”

Lock-down procedures

1. In the event of a building lock-down, it is mandatory that all students and adults remain in the classroom. Students and adults who are in the toilets, foyers, verandas or outdoor play spaces are to move into the nearest classroom.
2. Staff members who are not teaching at the start of lock-down should move to the nearest securable room.
3. Principal to check foyers, verandas, toilets and direct staff with classes outdoors to the nearest classroom.
4. Close windows and blinds in the classroom and lock the door.
6. Do not allow students to use the classroom phone.
7. Remind students and adults to remain quiet.
8. Remain in this position until "all clear" is announced by Deputy Principal via public address system and the siren is sounded once to signal the lifting of the lock-down.
9. Principal / School Officer to contact parents about the time and place to pick up their child, if appropriate.

For Early Childhood Area

As the ECE does not have a public address system, the Principal (or delegate) will call PP1 by phone to instruct a staff member to inform PP2 and Kindy.

For Parents

Information about the school's lock-down procedures will be disseminated to all parents via the student handbooks and on the website.

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 school, as students will not be released to parents during lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open.

If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.