St James School Lock Down Policy

St James School Yamba Lock down Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat and that the exposure to danger and possible risk of harm are minimised. Examples of such critical incidents could include:
- Death of a person on school property during school hours
- Students and/or staff being taken hostage
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds
- Any other behaviour which could indicate a potential Lock Down situation

Initial Notification

In the event of a critical incident requiring ‘Lock Down’, the person witnessing the incident must try to notify the school office to raise the alarm. The Office staff member receiving the incident call will notify the Principal or AP. In the event that they are both out of the school, either the REC and/or RE Co Min are to be informed of the incident immediately. The Principal and/or the person-in-charge at the time of the incident will determine the need for a ‘Lock Down’ and sound the appropriate alarm. Lock Down Alarm Procedure

The School electric bell will sound with intermittent 5 second (on/off) bursts for a continuous one minute period – preceded by an announcement over the PA System. The Person In Charge will sound the bell and will make the announcement. The announcement will state the following: “This is a LOCK DOWN” “This is not a fire drill” “Everyone is to stay in the room, remain seated and to keep calm and quiet.”
Student & Staff Movement

- Students and Staff will remain in their Classroom, Computer Room, Library and make safe efforts to close and lock the classroom doors and windows that could permit access into the room. All classroom lights are to be turned off. Students are to remain under their desks / down low, out of sight during this lockdown period.
- Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
- If the ‘Lock Down Alarm’ is sounded before school, during lunch time or bus duty students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.

Responsibilities

- Person In Charge to telephone Police / relevant support services and Lismore CEO and liaise/follow instructions as directed by these essential service organisations.
- School Secretary to telephone the Parish Presbytery and answer telephone communications and released staff are to head to the front of the school to control pedestrian access and vehicular movement and to liaise with emergency services, only if it is safe to do so.
- Teachers are to remain with their class and mark the roll immediately. Any absences will need to be reported to the School Office Staff if it is safe to do so.
- Teachers are to close and lock the classroom doors and instruct students to close and lock windows that could permit access to the room. Classroom lights are to be turned off. Students are to be directed to move under their desks / down low out of sight during this period. Staff will require their keys at all times. Students are to remain under their desks / down low out of sight during this period and silent at all times. Should it be necessary to move out of rooms or away from the school, instructions will be communicated via the PA System or personally by the Person In Charge.

- All staff / students / visitors are to remain in the locked room until the ‘ALL CLEAR’ is given over the PA system.
- Children who are outside the classroom at the time of the alarm should seek shelter in the nearest classroom. If in the toilets, children should remain in the toilets and close doors if it is safe to do so. Children in the COLA need to go to the nearest classrooms, if it is safe to do so. If children are a considerable distance from the classroom e.g. bottom playground the teacher needs to direct students to lie flat on the ground and to remain quiet, if it is not safe to move to the nearest classroom.
All Clear Signal

The ‘ALL CLEAR’ announcement will be communicated by the Person In Charge only via the PA System, followed by the sounding of the School electric bell with intermittent 5 second (on/off) bursts for a continuous one minute period.

The ‘ALL CLEAR’ announcement will state the following:

“The LOCK DOWN has now ended.”

“Everyone is to move in an orderly manner to the morning assembly area under the ‘big top’.”

“Line up in classes and sit silently.”

The ‘Critical Incident Management Team’ will investigate the incident and implement an evaluation in accordance with the Critical Incident Policy.

Developed during term 3, 2007. We acknowledge the assistance of St. Joseph’s School South Grafton in the development of this policy.