

# LOCKOUT & LOCKDOWN POLICY & PROCEDURE



## INTRODUCTION

The Farmhouse Montessori School is committed to the ongoing safety and wellbeing of children, staff, families and visitors. To achieve this, we will implement a clear plan to manage all emergency situations. Lockdown and lockout procedures are designed to secure staff and children in case of potential threats such as extreme weather conditions, toxic spills, bushfire or dangerous persons. These will help ensure our educators and staff are well equipped with the knowledge and expertise to respond effectively when required.

**A Lockout:** is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring in the immediate area of the school. For example:

- Severe storms
- Extreme smoke from a local or distant bushfire
- Chemical or hazardous substance spill
- Gas leak / atmospheric hazardous substance
- Flood

This procedure allows school activities to continue as normal during the outside disruption. Classroom instruction continues as normal. All exterior windows are to be locked and outdoor activities are canceled.

**A Lockdown:** is a procedure used when there is an immediate threat to the school:

- Potentially dangerous unwanted or uninvited intruder
- Potentially dangerous person due to intoxication or substance abuse
- Receiving an emergency services warning about a reported incident or civil disturbance

Lockdown minimises access to the school and secures staff and children in rooms. Lockdown means that all windows and external doors are locked, and where possible internal doors are locked, with children and adults being moved to a room/position that does not allow them to be viewed from outside if possible.

Where possible access should be maintained to a bathroom and enough space should be available for children to be comfortably involved in quiet activities. As part of this procedure, everyone must remain inside until the situation has been declared safe by an authorised person, e.g. the Principal or a police officer.

## Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
168	Policies and Procedures in relation to emergency and evacuation
97	Emergency and Evacuation procedures
98	Telephone or other communication equipment

## IMPLEMENTATION

We have set procedures to follow in the event of any emergency requiring lockout and lockdown. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure the precipitate, safe and calm evacuation of all children, staff, families and visitors to the school campuses.

## AIMS

To ensure the safety of all children and adults in the event of any dangerous situation.

## MANAGEMENT OR NOMINATED SUPERVISOR WILL:

- a) Develop, and review annually, a risk assessment to identify potential emergencies that may require the service to go into lockdown
- b) Engage relevant stakeholders/authorities to improve risk assessments for lockdown situations

- c) Ensure emergency evacuation plans are displayed in prominent positions near each exit and in the indoor and outdoor learning environments (Lockdown/Lockout information should be displayed on the back of this plan or next to it for easy access.)
- d) Nominate the person/people with authority to manage the lockdown
- e) Determine communication channels
- f) Determine how the different type of lockdown alert signal will be given
- g) Design a movement and wellbeing plan to follow if not in an indoor learning environment
- h) Develop an effective strategy for checking the attendance roll and communicating with children, educators, families, and visitors of the Service
- i) Document roles and responsibilities of staff and Educators
- j) Plan to maintain children's safety
- k) Ensure all children, staff, families, and visitors of the Service remain inside
- l) Ensure lockdown drills are practiced every three months at different times to ensure all staff and children have the opportunity to participate
- m) Ensure lockdown/Lockout drills are reviewed and reflected upon each time they occur and are adequately documented
- n) Communicate with families about lockdown procedures and drills

## LOCKDOWN IMPLEMENTATION STRATEGIES

### North Balgowlah Site:

#### 1. *The Authorised Supervisor will:*

- a) Implement lockdown procedure
- b) Alert staff using agreed signal for the immediate lockdown.
- c) Remove the evacuation plan from the walls of the school if possible
- d) Move children to a secure lockdown location
- e) Clear any room/hallway that cannot be secured
- f) Silence televisions, radios/CD players and all mobile phones are to be turned to silence.
- g) Ensure all exterior doors and entrances are locked.
- h) Contact the police/dial 000 with as much information as possible, and inform them that the school has gone into lockdown. If the situation escalates and there is an imminent threat, call the police back to update them with details.
- i) Contact the Principal and advise him of the situation and keep him informed of the ongoing process. Once the Principal has been advised it is up to his discretion as to whether to send out an SMS via the school messaging system to the families at that campus.
- j) Determine if any children, staff and visitors need to move to alternative areas, and provide instructions.
- k) Roll call staff and visitors.
- l) Contact the Class Parents to advise of nature of emergency and any details deemed necessary ask them to send out an email to all parents in their class to advise them of the situation. If able to.
- m) Announce "**All Clear**" when the danger has gone.
- n) Complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children
- o) Provide opportunities for debriefing and counselling to families and children and staff.
- p)

#### 2. *Staff and Educators will:*

- a) Bring and keep all children in their respective classrooms, away from windows and out of sight if possible, whilst awaiting further instructions from the Principal.
- b) Where possible, children should be in their own classroom to ensure all children are accounted for.
- c) Immediately close and lock all doors and windows, close any blinds, and switch off all lights.
- d) Count children and mark the class roll.
- e) Keep calm, while comforting and settling children.
- f) Not answer or open doors as this may pose a risk.
- g) Only have conversations through a locked door.

- h) Not use the phone, except for a medical emergency or to contact police phone to be on silence at this time
- i) Turn off all computers/TV etc in room
- j) Follow the instructions of the Principal/Authorised Supervisor or Police and Emergency Services.

#### North Head Site:

##### 1. *The Principal will:*

2. Implement lockdown procedure
3. Will notify families of the effected campus via SMS via the schools messaging system of what is going on.
4. Alert staff using agreed signal for the immediate lockdown.
5. Remove the evacuation plan from the walls of the school if possible
6. Move children to a secure lockdown location
7. Clear any room/hallway that cannot be secured
8. Silence televisions, radios/CD players and all mobile phones are to be turned to silence.
9. Ensure all exterior doors and entrances are locked.
10. Contact the police/dial 000 with as much information as possible, and inform them that the school has gone into lockdown. If the situation escalates and there is an imminent threat, call the police back to update them with details.
11. Contact the Principal and advise him of the situation and keep him informed of the ongoing process.
12. Determine if any children, staff and visitors need to move to alternative areas, and provide instructions.
13. Roll call staff and visitors.
14. Contact the Class Parents to advise of nature of emergency and any details deemed necessary ask them to send out an email to all parents in their class to advise them of the situation. If able to.
15. Announce “**All Clear**” when the danger has gone.
16. Complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children
17. Provide opportunities for debriefing and counselling to families and children and staff.

#### *The PA will:*

- a) Contact the Sydney Harbour Trust’s Duty Ranger (0434 652 152) or Security Guard (0433 631 689) to advise that the school is in lockdown.
- b) Contact the Principal if off site and advise of situation.
- c) Following consultation with the Principal, announce “**All Clear**” when the danger has gone.

#### *Teachers and Educators will:*

- a) Bring and keep all children in their respective classrooms, away from windows and out of sight if possible, whilst awaiting further instructions from the Principal and the PA.
- b) Where possible, children should be in their own main classroom to ensure all children are accounted for.
- c) Immediately close and lock all doors and windows, close any blinds, and switch off all lights.
- d) Count children and mark the class roll.
- e) Keep calm, while comforting and settling children.
- f) Not answer or open doors as this may pose a risk.
- g) Only have conversations through a locked door.
- h) Not use the phone, except for a medical emergency or to contact police.
- i) Follow the instructions of the Principal and the PA or Police/emergency services. .

#### **BOTH SITES:**

##### 1. *Display of Lockout and Lockdown Procedural Information*

Written lockout and lockdown procedures are to be clearly displayed in each classroom and at each main exit for each respective site. **See Appendix 1** for the North Balgowlah site procedures display poster, and **See Appendix 2** for the North Head site procedures display poster.

##### 2. *Practice and Evaluation*

Lockdown and lockout procedures are practiced by all children, staff and visitors every three months. These will be evaluated and recorded on the Emergency Evacuation and Lockdown Evaluation form, and kept for 2 years. **See Appendix 3 & 4**

##### 3. *Visitors*

All visitors will be required to follow lockdown and lockout procedures.

#### 4. Staff timesheets

All staff are reminded to sign out on the staff timesheet if they leave the school during the day.

#### 5. Incident Report

An incident report will be completed after the event.

#### 6. Counselling

Counselling and debriefing services will be available for all those involved in an emergency situation, if required.

### EVALUATION

Management and staff will monitor and review the effectiveness of the *Lockdown & Lockout Policy and Procedures* regularly. Updated information will be incorporated as needed.

LEGISLATIVE LINKS	LINKS TO OTHER POLICIES
Education and Care Services National Regulations 2011: 97, 99	Emergency Evacuation Lockout
SOURCES	
REVIEW DATES	

- NSW Police Force Customer Assistance Unit
- Dee Why Police Education Officer – Rachael Bird
- Internet Publication: How to be a Safer School (Safety and Security Directorate, NSW Dept. of Education and Training): Guidelines for developing lockdown and lockout procedures for NSW Government Schools
- ADT. (2019). Best practices for campus and school lockdown procedures: <https://www.adt.com/resources/school-lockdown-procedures>
- Children’s Services Central. (2012). *Managing emergency situations in education and care services*. PSC National Alliance: <https://www.echr.edu.au/docs/default-source/resources/ipsip/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2017)–(2020)
- Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).
- Queensland Government Natural disaster resources <https://education.qld.gov.au/initiativesstrategies/Documents/children-natural-disaster-strategies.doc>
- Revised National Quality Standard. (2018)

Policy Review Date	Modification	Reviewed & Approved
<i>Written: May 2009</i>	<i>Approved: October 2012</i>	<i>Reviewed: March 2013</i>
<i>Reviewed: March 2014</i>		
<i>Reviewed: May 2015</i>	<b>No Change</b>	
<i>Reviewed September 2018</i>	<i>New logo added</i>	
<i>Feb 2019</i>	<i>All Appendix’s updated</i>	
<i>1 April 2020</i>	<i>Additional information added to points Sources/References corrected and updated</i>	

## APPENDIX 1



# EMERGENCY PROCEDURES FOR LOCKOUT and LOCKDOWN: NORTH BALGOWLAH SITE

- STEP 1 **Person** discovering the emergency to notify Authorised Supervisor.  
 STEP 2 **Authorised Supervisor** to alert staff and announce either **LOCKOUT** / **LOCKDOWN**

**LOCKOUT:** used to prevent unauthorised persons from entering the school, commonly where threat is general or the incident is occurring off school property. **Allows school activities to continue as normal.** Proceed to **STEP 3.**

**LOCKDOWN:** used where there is an **immediate threat** to the school e.g. school intruders. Proceed to **STEP 6.**

**LOCKOUT:**

STEP 3 **Authorised Supervisor and supervising staff:** Direct students who are outdoors to immediately return to their school classrooms. Direct staff and visitors to return to building.

STEP 4 **Authorised Supervisor to:**

- a) Secure all external doors, windows, perimeter gates and fences. Check students accounted for and safe.
- b) Roll call staff and visitors.
- c) Ensure only main entrance is used to enter the school, that access is monitored, and only authorised personnel have access.
- d) Contact Class Parents if deemed necessary.
- e) Liaise with NSW Police or other emergency services if necessary to develop and implement a plan for students' departure at the end of school day if incident is still continuing.
- f) Announce **"All Clear"** when threat or danger has gone.

STEP 5 **Staff and Educators to:**

- a) Bring and keep all children inside their respective classrooms, pending further instructions from the Authorised Supervisor.
- b) Secure all classroom windows.
- c) Count the children and mark the class roll.
- d) Keep calm, and continue with children's school activities inside classroom.
- e) Follow the Authorised Supervisor's instructions.

**LOCKDOWN:**

STEP 6 **Authorised Supervisor to:**

- a) Ensure all exterior doors and entrances are locked.
- b) Contact police/dial 000 and advise authorities that school is in lockdown.
- c) Contact the School Principal
- d) Determine if children and any staff need to move to alternative areas and provide instructions.
- e) Roll call staff and visitors. Check all students accounted for.
- f) Contact the Class Parents to advise of nature of emergency and any details deemed necessary.
- g) Announce **"All Clear"** when danger has gone.

STEP 7 **Staff and Educators to:**

- a) Bring in and keep all children in their respective classrooms away from windows whilst awaiting further instructions from Authorised Supervisor/or Police.  
Have your first aid kit and phone in your class room.
- b) Immediately close and lock all doors and windows, close any blinds, and switch off all lights.
- c) Count children and mark class roll.
- d) Keep calm, while comforting and settling children.
- e) Do not answer or open doors.
- f) Only have conversations through a locked door.
- g) Do not use the phone, except for a medical emergency or to contact the police.
- h) Follow the instructions of the Authorised Supervisor.

## APPENDIX 2

# EMERGENCY PROCEDURES FOR LOCKOUT & LOCKDOWN:

## NORTH HEAD SITE



- STEP 1 **Person** discovering the emergency to notify Principal.
- STEP 2 **PRINCIPAL** to alert staff and announce either **LOCKOUT / LOCKDOWN**
- LOCKOUT:** used to prevent unauthorised persons from entering the school, commonly used where threat is general or the incident is occurring off school property. **Allows school activities to continue as normal.** Proceed to **STEP 3.**
- LOCKDOWN:** used where there is an **immediate threat** to the school e.g. school intruders. Proceed to **STEP 7.**

<b>LOCKOUT:</b>	<b>EAST &amp; WEST WINGS</b>
STEP 3	<b>Principal and supervising staff to:</b> Direct students who are outdoors to immediately return to school classroom. Direct staff and visitors to return to building.
STEP 4	<b>Principal to:</b> a) Check students accounted for and safe with the West wing staff by mobile phone. b) In consultation with PA, liaise with the Sydney Federation Harbour Trust Ranger/Security Guard, NSW Policy or other emergency services if necessary to develop and implement a plan for students' departure at end of school day if incident still continuing. If PA not on site to do Step 5.
STEP 5	<b>PA/Office to:</b> a) Ensure all external doors, windows, perimeter gates and fences are secured. b) Roll call staff and visitors. c) Ensure that only the entrance nearest office is used to enter the school, that access is monitored, and only personnel authorised by the <b>Principal</b> are admitted. d) Contact Class Parents if deemed necessary by the Principal. e) Following consultation with the Principal, announce <b>"All Clear"</b> when threat or danger has gone.
STEP 6	<b>Teachers and Educators to:</b> a) Bring and keep all children inside their respective classrooms, whilst awaiting further instructions from the Principal and or the PA. b) Immediately close and lock all windows. c) Count the children and mark the class roll. d) Keep calm, and continue with the children's school activities inside classroom. e) Follow the instructions of the Principal and the PA.

<b>LOCKDOWN:</b>	<b>EAST &amp; WEST WING</b>
STEP 7	<b>Principal to do:</b> a) Confirm all exterior doors and entrances are locked co-ordinate by mobile phone with other wing. b) Contact police/dial 000 and advise authorities that school is in lockdown. c) Liaise with <b>Principal</b> to determine if children and any staff need to move to alternative areas and provide instructions. d) Roll call staff and visitors. Check all students accounted for. e) Contact Sydney Federation Harbour Trust's Duty Ranger (0434 652 152) or Security Guard (0433 631 689) to advise school is in lockdown. f) Contact Class Parents to advise of nature of emergency and any details deemed necessary. g) Announce <b>"All Clear"</b> when danger has gone.
STEP 8	<b>Teachers and Educators to:</b> a) Bring and keep all children into the hallway (West Wing) Into the Library (East wing) away from windows whilst awaiting further instructions from Principal/PA. Ensure all External doors and windows are locked. Take first aid Kit and mobile phone with you if possible and if you can do so safely. b) Immediately close and lock all doors and windows, close any blinds, and switch off all lights. c) Count the children and mark the class roll. d) Keep calm, while comforting and settling children. e) Do not answer or open doors. f) Only have conversations through a locked door. g) Not use the school phone, except for a medical emergency or to contact the police. h) Follow instructions of Principal and PA. <b>Principal to:</b> a) Do Step 7 (B+) if PA not on site.

## Appendix 3

# LOCKOUT/LOCKDOWN EVALUATION FORM

## NORTH HEAD SITE



DATE: \_\_\_\_\_ TIME OF LOCKOUT/LOCKDOWN: \_\_\_\_\_

Type of Practice       Fire       Intruder       Gas/Chemical Exposure       Other

Location Where Lockout/lockdown occurred: \_\_\_\_\_

1. Did person discovering the lockout/lockdown alert the occupants? YES / NO

Comment \_\_\_\_\_

2. Was the appropriate lockout/lockdown procedure followed promptly? YES / NO

Comment \_\_\_\_\_

3. Did staff direct children into the class room during lockout and the hallway during lockdown? YES / NO

Comment \_\_\_\_\_

4. Were isolated areas searched for children, visitors and staff? YES / NO

Comment \_\_\_\_\_

5. Did the lockout/lockdown run smoothly and how long did it take to be in lockout/lockdown position? YES / NO

Comment \_\_\_\_\_

6. Did someone take charge? Who? \_\_\_\_\_ YES / NO

Comment \_\_\_\_\_

7. Did children and staff proceed to and stay in the class room during lockout and in the hallway during lockdown? YES / NO

Comment \_\_\_\_\_

8. Was a roll call conducted? YES / NO

Comment \_\_\_\_\_

9. Were all staff including volunteers/students as well as parents present aware of what to do and the Lockout/lockdown procedure? YES / NO

Comment \_\_\_\_\_

10. Was there an emergency contact number in the roll book for every child present? YES / NO

Comment \_\_\_\_\_

11. Did anyone re-enter the building before the all clear was given by the authorised person? YES / NO

Comment \_\_\_\_\_

### Comments and Evaluation/Changes needed for future planning:

**ITEMS IDENTIFIED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person in charge: \_\_\_\_\_

Signature \_\_\_\_\_

Appendix 4

# LOCKOUT/LOCKDOWN EVALUATION FORM NORTH BALGOWLAH SITE



DATE: \_\_\_\_\_ TIME OF LOCKOUT/LOCKDOWN: \_\_\_\_\_

Type of Practice       Fire       Intruder       Gas/Chemical Exposure       Other

Location Where Lockout/lockdown occurred: \_\_\_\_\_

1. Did person discovering the lockout/lockdown alert the occupants? YES / NO

Comment \_\_\_\_\_

2. Was the appropriate lockout/lockdown procedure followed promptly? YES / NO

Comment \_\_\_\_\_

3. Did staff direct children into the class room during lockout and the hallway during lockdown? YES / NO

Comment \_\_\_\_\_

4. Were isolated areas searched for children, visitors and staff? YES / NO

Comment \_\_\_\_\_

5. Did the lockout/lockdown run smoothly and how long did it take to be in lockout/lockdown position? YES / NO

Comment \_\_\_\_\_

6. Did someone take charge? Who? \_\_\_\_\_ YES / NO

Comment \_\_\_\_\_

7. Did children and staff proceed to and stay in the class room during lockout and in the hallway during lockdown? YES / NO

Comment \_\_\_\_\_

8. Was a roll call conducted? YES / NO

Comment \_\_\_\_\_

9. Were all staff including volunteers/students as well as parents present aware of what to do and the Lockout/lockdown procedure? YES / NO

Comment \_\_\_\_\_

10. Was there an emergency contact number in the roll book for every child present? YES / NO

Comment \_\_\_\_\_

11. Did anyone re-enter the building before the all clear was given by the authorised person? YES / NO

Comment \_\_\_\_\_

**Comments and Evaluation/Changes needed for future planning:**

**ITEMS IDENTIFIED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person in charge: \_\_\_\_\_

Signature \_\_\_\_\_