LOCKOUT & LOCKDOWN POLICY & PROCEDURE

INTRODUCTION
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.

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. 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, e.g. school intruders. 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.
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

<table>
<thead>
<tr>
<th>Children (Education and Care Services) National Law NSW</th>
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<tr>
<td>168 Policies and Procedures in relation to emergency and evacuation</td>
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<td>97 Emergency and Evacuation procedures</td>
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<td>98 Telephone or other communication equipment</td>
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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.

LOCKDOWN IMPLEMENTATION STRATEGIES
North Balgowlah Site:
1. The Authorised Supervisor will:
   a) Alert staff to the emergency and announce lockdown.
   b) Ensure all exterior doors and entrances are locked.
   c) 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.
   d) Contact the Principal and advise him of the situation and keep him informed of the ongoing process.
   e) Determine if any children, staff and visitors need to move to alternative areas, and provide instructions.
   f) Roll call staff and visitors.
   g) 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.
   h) Announce “All Clear” when the danger has gone.
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.
   i) Follow the instructions of the Principal/Authorised Supervisor or Police and Emergency Services.

North Head Site:
1. The Principal will:
   a) Alert staff to the emergency and announce Lockdown.
b) Ensure all exterior doors and entrances are locked.
c) 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.
d) Determine if any children, staff and visitors need to move to alternative areas, and provide instructions.
e) Roll call staff and visitors.
f) Contact the Class Parents to advise of nature of emergency and any details deemed necessary depending on which procedure has been called. (This will be at the discretion of the Principal/Authorised Supervisor depending on site.
g) Announce “All Clear” when the danger has gone

2. 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) Call the Class Parents to advise of nature of emergency and any details deemed necessary ask them to send out a group email to advise parent.
d) Following consultation with the Principal, announce “All Clear” when the danger has gone.

3. 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.

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<th>LEGISLATIVE LINKS</th>
<th>SOURCES</th>
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| Education and Care Services National Regulations 2011: 97, 99 and 168 National Quality Standard – 2.3.3 | 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 |
| Emergency Evacuation Lockout | Written: May 2009  
Approved: October 2012  
Reviewed: March 2013  
Reviewed: March 2014  
Reviewed: May 2015  
Reviewed September 2018 |

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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.

LOCKOUT: EAST & WEST WINGS

STEP 3  Principal and supervising staff to: Direct students who are outdoors to immediately return to school classroom. Direct staff and visitors to return to building.

STEP 4  Principal to:

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  PA/Office to:

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 Principal are admitted.

d) Contact Class Parents if deemed necessary by the Principal.

e) Following consultation with the Principal, announce “All Clear” when threat or danger has gone.

STEP 6  Teachers and Educators to:

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.

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 ________________________________________________________________

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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:_____________________

☐ Fire  ☐ Intruder  ☐ Gas/Chemical Exposure  ☐ Other

Location Where Lockout/lockdown occurred: ____________________________________________

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

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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:

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