

# **Buffalo Valley Schools**



## **Lock Down Policy and Procedures**

Created: January 2019

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## **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical or gas spillage, local civil disturbance, serious weather conditions, major fire, or attempted access by unauthorized persons intent in causing harm/damage.

## **Notification of Lockdown**

Staff will be notified lock down procedures are to immediately take place on hearing intercom from halls, gym, and playground. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'.

## **Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren goes. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms e.g. library.
4. If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Principal, Superintendent, or School Secretary.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

## **Staff Roles:**

1. Front office staff ensure that their office(s) are locked, and police called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Site Manger to head to Office/ Back doors, and check playground and gyms.
4. Individual teachers and aides lock/close classroom door(s) and windows. Nearest adult to check exit doors in all buildings and outdoor classroom doors are locked and down.
5. Staff in Gym, Pre-K, and Ag Building to lock down in these rooms.
6. Cafeteria Staff to lock back door to kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE PRINCIPAL OR SUPERINTENDENT BEFORE LEAVING

## **Communication with parents:**

- Parents must NOT show up at the school, until asked to do so, to avoid any interference with Emergency Management or Police Force.
- Parents will be notified as soon as it is practical to do so via the school's established communication network – website/ Remind / telephone
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked NOT to call school as this may tie up emergency lines.
- Parents will be asked NOT to contact their child via cell phone for information. The children on lockdown are not totally informed and, in most cases, will pass on bad information.
- If incident is severe in nature, or a suspect is loose, bus routes may not run, and parents will pick up children 1 by 1.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## **Lockdown drills**

Lock down practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff, so improvements can be made.