

LOCKDOWN PROCEDURE

Updated: 2021
Review: 2025

1. Introduction

The Lockdown Procedure applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on College grounds but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside. Our Lady of Mercy College aims to minimise the risk, harm or exposure to danger, to anyone on the premises, through the implementation of this procedure.

2. Priority

The priority of this procedure is to ensure that all members of the community on site, move to a safe and secure environment, to be protected from an external threat. This procedure will be initiated by a message to each classroom/building over the public announcement system stating, "Staff, please commence Lockdown Green (or Lockdown Red)."

In the case of electrical failure, an alternative sound signal will be used (a compressed air operated siren) of two short blasts. Labelled compressed air cans are located in Reception (Administration) and staff offices throughout the College.

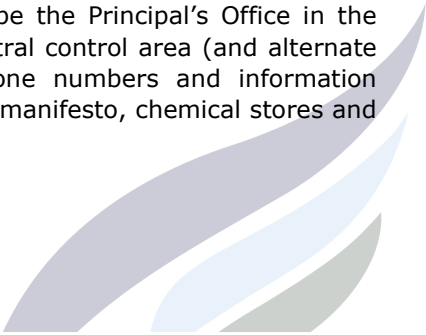
3. Links to other Procedures/Plans

- 3.1 Evacuation Procedure
- 3.2 Crisis Management Plan

4. Procedures

- 4.1 **Evacuation** or **Lockdown** of the College may be either total or partial, a decision taken by the **Emergency Coordinator**, dependent upon the prevailing circumstances.
- 4.2 The **Emergency Coordinator** will be the **Vice Principal**. In her/his absence, the next available person from the following list shall assume the responsibility:
 - a) Director of Wellbeing
 - b) Director of Ministry
 - c) Director of Teaching and Learning
- 4.3 Should any member of staff feel that an emergency may be necessary, they should immediately contact **Reception (Administration)** who will in turn notify the **Emergency Coordinator**.

The central control area for emergencies will be Reception (Administration). In the event of this area not being available, the alternative control centre shall be the Principal's Office in the Catherine Mcauley (CM) Building. A file will be kept in the central control area (and alternate control area) for the purposes of providing emergency phone numbers and information concerning the location of electrical switch boards, Fire Brigade manifesto, chemical stores and other information that may be required by emergency services.





- 4.4 Initiating the alarm and/or public announcement messages will be on the instruction of the **Emergency Coordinator**, who will generally make the announcement or use the pre-recorded message.
- 4.5 Students and staff will always be notified of any emergency practice to be held.
- 4.6 Lockdowns will be coded to reflect the severity of the perceived threat.

Lockdown Green reflects the lowest level of threat and will be used in situations where a general level of caution is required. Examples may include intruders who are intoxicated, an angry parent or vandals. The **Emergency Coordinator** will determine the level of threat.

During **Lockdown Green** scenarios, staff ensure the safety of their students and may continue with their general activities.

Lockdown Red reflects the highest level of threat and will be used in all other situations.

During **Lockdown Red** scenarios, staff ensure the safety of the students by taking evasive action. Students should move away from windows, close curtains/blinds and wherever possible, shelter behind solid brick walls. The **Emergency Coordinator** will determine the level of threat.

- 4.7 Students and staff are to remain in their classrooms/secure area with the door locked shut until an "all clear" announcement is relayed.

5. Action

Upon recognising that a situation calls for lockdown, the **Emergency Coordinator** ensures Reception (Administration) is locked (closes blinds and windows if **Lockdown Red**), sounds a unique and instantly recognisable alarm, and phones Australind Police ([9797 0222](tel:97970222) or 000) to alert them to the emergency. They then assume a lockdown response in the office while maintaining phone contact with Police. When Police arrive, they will make contact with the **Emergency Coordinator**, or other authorised person. An "all clear" announcement is to be sounded when the threat has been averted.

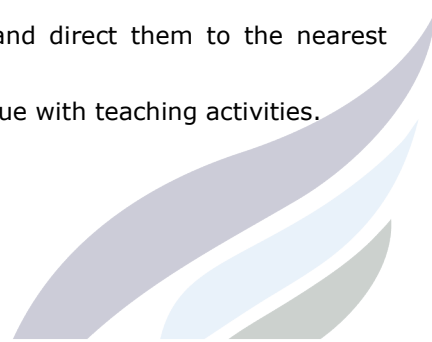
6. Specific Actions

The Emergency Coordinator will:

- Raise the lockdown alarm
- Instruct the Principal's Personal Assistant to phone the Australind Police on emergency number (9797 0222 or 000), and alert them to the emergency.
- Ensure that Health and Physical Education staff have been alerted (Consider staff on the oval and offsite).
- Ensure that the Property Services Manager has been alerted.
- Move any members of the public away from the Control Centre (as feasible).
- Monitor the situation and liaise with emergency services.
- Make decision "all clear" and announce to the College.

The Teacher will:

- Check outside areas in the immediate vicinity for students and direct them to the nearest classroom and invite in known visitors.
- **Lockdown Green only** Lock all doors and windows and continue with teaching activities.





- **Lockdown Red only** Lock all doors and windows. Move students away from doors and windows and close blinds in room, if available. Position students on the floor against a wall or in the most non-visible position.
- Inform students that there is an emergency and that the nature of the emergency is unknown at this time.
- Not allow students to use their mobile phones.
- **Lockdown Red only** Insist students and adults remain quiet and stay below window line.
- Allow no one to go outside of the classroom/secure area, until an "all clear" announcement is made.
- Teachers who are with students on the oval should move immediately to the Gymnasium for lockdown and should remain there until the "all clear" announcement is made.
- No staff member will confront or take matters into their own hands at any time.

All other staff and visitors to the College who are not teaching will:

- Move to an area that can be secured.
- Staff should check outside areas in their immediate vicinity for students and direct them to the nearest classroom and invite in known visitors.
- Lock all doors and windows. Move people away from doors and windows and close blinds in room, if available.
- **Lockdown Red only** Position people on the floor against a wall or in the most non-visible positions.
- **Lockdown Red only** Insist students and adults remain quiet and stay below window line.
- Allow no one to go outside of the classroom/secure area, until an "all clear" announcement is made.
- No staff member will confront or take matters into their own hands at any time.

Students will:

- Follow the directions of staff at all times.
- Move to the nearest classroom/secure area, where a teacher is present.
- No student will confront or take matters into their own hands at any time.
- Not use their mobile phones.

The provision for an evacuation should be maintained even in the event of a lockdown.

7. Notification

Any decision to leave a classroom/secure area to notify others should always be determined in light of the prevailing threat and circumstances.

- The **Emergency Coordinator** initiates contact with Police and other emergency services.
- The **Principal's Assistant** will contact Police and other emergency services.
- The **Emergency Coordinator** will ensure Health and Physical Education staff have been contacted (Consider staff on the oval and offsite).
- The **Reception/Administration Officer** will contact the Property Services Manager (or Acting Property Manager in his/her absence) to notify Grounds/Maintenance staff of the situation.



- The **Emergency Coordinator** initiates contact with any building contractors or service personnel.

8. Sample Announcement Lockdown Scenarios

General announcement

"Staff, please commence Lockdown Green (or Lockdown Red)."

Class in session

Consideration should be given as to the location of the cause of the lockdown. Students who would normally gather in this location may need to be directed to the nearest cluster area(s). *"Students and staff, it is necessary at this time to commence a Lockdown Green (or Lockdown Red). All students are to remain in class. Students outside their classrooms are to go immediately to the nearest safe area. Teachers lock your classroom door. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made. No one is to leave the classroom until an all clear announcement is made. This is not a drill."*

During class changeover, recess, lunch or before school

"Students and staff, it is necessary at this time to commence a Lockdown Green (or Lockdown Red). All students are to report immediately to the nearest secure building. Teachers go directly to the nearest secure building and lock classroom doors when practical. No one is to leave the classroom or designated area until an all clear announcement is made. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made. This is not a drill."

Cluster areas

Library/Gym should be available for students in those areas during out of class time. NOTE: If in a classroom, remain there until an "all clear" announcement is made.

No power

In the case of electrical failure, an alternative sound signal will be used (a compressed air operated siren) of two short blasts. Labelled compressed air cans are located in the Reception (Administration) and staff offices throughout the College.

Emergency Coordinator Lockdown Checklist		
Person Responsible	Task	✓
Emergency Coordinator	Initiate alarm and/or public announcement messages	
Principal's Personal Assistant	Phone Australind Police (9797 0222 / 000) and liaises with emergency services	
Emergency Coordinator	Ensure Health and Physical Education staff have been alerted (Consider staff on the oval and offsite)	
Reception / Administration Officer	Alert the Property Services Manager (Gary Barten 0447 252 907)	
Campus Services Coordinator	Ensure CEWA Bunbury have been informed (9726 7200) ** At commencement and conclusion of lockdown **	
Campus Services Coordinator	Contact Bunbury Regional Hospital, if necessary (9722 1000)	
Emergency Coordinator	Announce "all clear"	



Person Responsible	Task	✓
Emergency Coordinator	Notifiable Incident – Contact Jennifer Maccarone, Employment and Community Relations Team on (08) 9194 9212	
Principal's Personal Assistant	Notify other local Catholic schools: Leschenault Catholic Primary School 9720 3737 Principal: Mrs Kerry Hewitson St Anne's School (Harvey) 9782 3300 Principal: Mr Darrin Croft St Brigid's School (Collie) 9734 2183 Principal: Mr Daniel Graves St Michael's Catholic Primary School (Brunswick) 9726 1317 Principal: Mr Phillip Rossiter	
Emergency Coordinator	Ensure parents/guardians have been notified via text message	
Emergency Coordinator	Ensure parents/guardians have been notified via email	

Await "all clear" announcement (end alarm)

State over public announcement system "Lockdown Green (or Lockdown Red) has ended. All clear."

As soon as practically possible after the "all clear" announcement, the **Emergency Coordinator** will conduct a debrief meeting with the Senior Leadership Team to plan any further action to be taken. Reference should be made to the Critical Incident Management Plan.

- Contact CEWA – Notifiable Incident (Jennifer Maccarone, Employment and Community Relations Team on 08 – 9194 9212)
- Consider any excursions/camps/trips in progress
- Consider any visitors to the College
- In due time, notify other local Catholic schools (OLMC students have siblings at these schools)
- Send text message/email to advise parents/guardians, as necessary

Sample text message – Practice

"A successful lockdown practice occurred today at (insert time) at Our Lady of Mercy College. There was never any threat to students or staff."

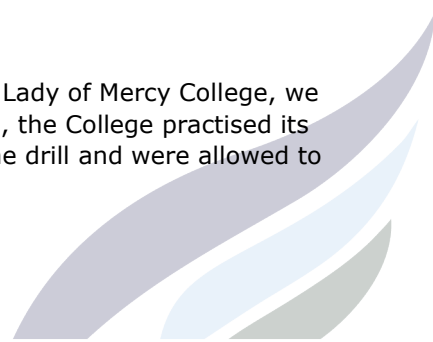
Sample text message – Actual event (not a practice)

"A lockdown occurred today at (insert time) at Our Lady of Mercy College. All students and staff are safe. Normal classes have resumed."

- Send email to parents/guardians with details, as necessary

Sample email – Practice

"As part of our procedure to ensure the safety of our students at Our Lady of Mercy College, we undertake emergency situation response drills. Today at (insert time), the College practised its lockdown procedure. Students remained in their classrooms during the drill and were allowed to





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leave once the “all clear” was announced. This was a practice lockdown. There was never any threat to students or staff.”

Sample email – Actual event (not a practice)

“There was a minor incident at Our Lady of Mercy College today at approximately (insert time). The College went into lockdown. All students and staff were moved to safe and secure areas and the incident was resolved. Normal classes have resumed.”

9. Notes

- A lockdown practice should be scheduled during Term 1 of every year.
- Relief staff and others working onsite should be made aware of the Lockdown and Evacuation Procedures. Special consideration needs to be given to ensure that such persons are able to lock/unlock a door, if needed.

