

LOCK DOWN PROCEDURE

Rationale

The Kimbolton School Board of Trustees believes that the safety of students and staff is paramount and take every precaution to ensure the safety of all. The school needs to be secured in an appropriate manner when dealing with a perceived or actual threat to the school community.

GUIDELINES

- ALL STAFF ARE RESPONSIBLE FOR ACTIVATING A LOCK DOWN
- THE LOCK DOWN ALARM IS AN AIR HORN

There are three recommendations from Police

RUN

- If you can identify the threat and it's safe to do so, flee the danger via a predetermined or improvised exit route.
- Move quickly and decisively.
- Leave your belongings behind. (Not cell phone)
- Encourage those around you to leave with you but don't let them slow you down with indecision.
- If others insist on staying, leave them.
- Do not stop to assist incapacitated victims.
- Prevent others from entering the danger area.
- Move to a safe area.
- Call 111 when you are safe.

- Note:
- Staff are encouraged to go through the mental process of planning what action they would take in the event of an Active Armed Offender Incident and then practicing their plan.
- Practicing their plan is encouraged to highlight advantages and disadvantages that their unique environment presents and to allow them to refine and embed the process.
- Plan for an alternate exit point/s.
- Make a decision and move with a purpose.
- Also highlight the fact that traditional norms and boundaries don't apply in an event of this kind for example, windows etc. should not be a barrier to effecting an escape, smash them if necessary.

HIDE

- If you can't get away from the danger, or don't think flight is prudent, hide and barricade.
- Identify a safe room that can be locked and has no or few windows.
- Lock the door.
- Barricade the door if possible using resources available to you. Desks, chairs, computers etc.

- Turn off the lights.
- Close curtains / blinds, cover windows.
- Stay out of sight, stay calm and still.
- If there is no cover from view stay below the windows to minimize view in.
- Cell phone on silent not vibrate.
- If you can't secure the room, hide behind / under objects that will conceal your location.
- Your hiding place should be out of the offenders view, provide protection, not trap you or restrict your options.
- Do not come out until you are certain it is safe.
- Contact Police.

- Note:
- Communication to Police needs to be concise and clear.
- Don't assume someone else has informed Police.
- Don't make phone calls if it will reveal your position to the offender.
- Prior preparation and awareness of resources available to you is essential.
- Be aware of resources for improvised barricades and weapons etc.
- Stay calm, keep others calm.
- Do not come out of your hiding place until you are absolutely sure that it's safe to do so.

FIGHT

- Last resort if you cannot flee or hide.
- If your life is at risk.
- Work as a team if you are with others.
- Use weapons of opportunity.
- Act with aggression, commit to your course of action.
- Disarm and incapacitate the offender.

A lock down of the school will be implemented anytime students need to be contained and protected inside school buildings, for example

- A chemical spill which could put students and staff at risk of toxic inhalation if allowed outside
- There is a dangerous person in the neighbourhood
- A person on site who could pose the risk of a hostage situation
- An unarmed, aggressive intruder inside the building.
- An armed intruder either in the school grounds or building

In all these cases the police would request a lock down of the school to prevent putting students and staff in danger – separating them from the risk.

The lock down will help to prevent confusion, and make it easier for staff to account for all students determining if a student is missing.

When the lock down signal is given staff will go to their classroom doors, listening and checking for signs of imminent danger. If it is safe to do so they will call any students not already in a classroom inside, then lock and close the door and turn off any lights and pull blinds.

GENERAL EMERGENCY LOCK DOWN PROCEDURES COMMUNICATIONS

1. In the event of a critical incident requiring a lock down the person witnessing the incident must try to activate the alarm
2. An emergency lock down will be announced with a long blast on the air horn. One will be available in every classroom.
3. At the signal everyone is to stay in their classroom and **FOLLOW THE GUIDELINES ABOVE**
4. The person in charge or delegated person shall immediately contact the police.
5. If the lock down alarm is sounded before school, during morning tea, lunch or after school students are to move directly to their class as long as it is safe to do so
6. Staff are to remain in or move to their classrooms immediately.
7. The person in charge should stay in or move to the office area if it is safe to do so and contact police
8. If outside children should proceed to the nearest classroom.
9. **FOLLOW GUIDELINES AS ABOVE**
10. No one answers doors under any circumstances
11. Staff should take a head count and list all students, staff and anyone else in their classroom
12. If possible email the list to the office and principal
13. Everyone should stay where they are until official notification that the lock down is over is given by the person in charge or an identified police officer

14. Where a lock down lasts an extended period of time or extends beyond normal school hours the person in charge or designated serious incident coordinator should notify parents with the assistance of local police.
15. In conjunction with police the person in charge or designated serious incident coordinator should arrange for parents to pick students up from school at a designated safe area.
16. If needed class rubbish bins will become the toilets

Signed _____ Date _____