



### ROCKHAMPTON GIRLS GRAMMAR SCHOOL

## Lockdown Policy and Procedure

### PURPOSE OF THE POLICY

Rockhampton Girls Grammar School is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

### Scope of the Policy

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

**Responsibility** Principal

**Point of Contact** Principal

### POLICY

Rockhampton Girls Grammar School's lockdown policy 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 school 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.

Copies of this policy will be disseminated via the school and staff handbooks and via notices in the library and other appropriate areas around the school.

The Director of Student Wellbeing, or one other member of school staff designated by the principal, will schedule at least one practice lockdown drill per semester and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Teachers will remind students of the lockdown procedure during the first Year Level lesson each semester.

### PROCEDURE

***In the event of an emergency, the Principal (or her delegate) will make the decision, in consultation with police, with regard to whether the campus needs to be locked-down.***

If the decision is made to lockdown:

- An alarm, distinctly different to the fire klaxon, will ring in 6 second bursts continuously for 2 minutes.

### Lockdown procedures during School hours

1. In the event of a building lockdown, it is mandatory that all students and adults remain in the classroom. Students and adults who are in the hallway are to move into the closest occupied classroom.
2. All staff other than teachers with classes are to remain in their current area – locked.
3. If students are in an outdoor area e.g. Pool, oval, they must stay in the original area with their teacher or move to the safety of the nearest neighborhood house as moving to the nearest classroom or lockable area could be inadvertently placing them all at risk by placing them in the vicinity of the intruder.



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4. Staff should check hallways for students and direct them to the nearest classroom, and invite in visitors wearing a visitor tag.
5. Close blinds, if available.
6. Position students against the door wall in the **most non-visible corner**, or under desks, seated.
7. Do **not** allow students to use the classroom phone if there is one available. Ensure that all students have mobile phones turned off and make no calls.
8. Remind students and adults to remain quiet. Remain in this position until "all clear" is announced.
9. **ALL CLEAR**

"All Clear" will be delivered by a phone call from a member of the administration staff to whom particular rooms have been designated.

- a. Teachers then conduct a roll check and forward the marked roll to Student Services.
  - b. The Facilities Manager conducts an Administrative Officers roll check.
  - c. The Director of Student Wellbeing conducts a teaching and ancillary staff roll check.
  - d. The Director of Student Wellbeing should be advised of any "at-risk" students and, if appropriate, initiate counselling with the Care Liaison.
10. Contact parents about the time and place to pick up their child, if appropriate, (see below) using the school's 'telephone tree' process.

### Lockdown procedures out of School hours

1. Dormitory mistresses account for every student and lock and alarm the dorm.
2. If students are in prep in classrooms, mistress on duty ensures that all students and adults remain in the classroom. Students and adults who are in the hallway are to move into the closest occupied classroom.
3. Do **not** allow students to use the classroom or dorm phone if there is one available.
4. Remind students and adults to remain quiet.
5. **ALL CLEAR**

Remain in this position until "all clear" is phoned through by a member of boarding staff to whom particular rooms have been designated.

***If faced with a situation not covered in the Lockdown Procedure, teachers are requested to use discretion and initiative to maintain the safety of all students.***

### For Parents

Information about the school's lock down procedures will be disseminated to all parents via the student and/or parent handbooks and on the website, in the following form:

Usually a lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as **students will not be released to parents during lockdown.**

Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lock down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.



Please be assured in the event of lock down that **the only consideration for the school is the safety and well-being of your child.**

### Intruder Procedures

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on campus. In such a case, you should use the following procedure:

1. When confronting an intruder, maintain a distance of at least seven metres (as recommended by the Queensland Police Service) and endeavour to ascertain the reason for this person being on the School site.
2. At all times maintain the distance for safety reasons.
3. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation. If you are suspicious in any way, **leave and inform the Principal or her representative who will call the police.**
4. If the intruder refuses to cooperate, do not escalate the situation. **Leave and inform the Principal or her representative who will call the police.**
5. If the intruder shows a weapon, leave the area and **initiate lockdown immediately. Call the police. Dial 000 – Police have trained negotiators available 24 hours a day 7 days per week.** Inform the Principal.

### Telephone Tree Procedures:

If necessary, the Administration team will make the following calls to inform parents of **day students** when and where to collect their daughters:

Receptionist	Families A – D inclusive
Accounts Receivable	Families E – I inclusive
Student Services	Families J – N inclusive
Principal's Assistant	Families O – Z inclusive

Boarding personnel will make required contact with boarding families if the need arises.

### POLICY RELEASE DETAILS

<b>Date of Policy</b>	September 2011
<b>Reviewed by</b>	RGGS Executive, in consultation with police
<b>Review Date</b>	Annually
<b>Access</b>	Public Availability – RGGS Website

### RELATED POLICIES AND DOCUMENTS

RGGS Child Protection Policy  
RGGS Critical Incident Policy  
RGGS Emergency Evacuation Policy



Est. 1892

## RGGS Lockdown Procedure Flow Chart:

