



Toronto High School

LOCK-DOWN POLICY

1. Rationale:

From time to time in the school setting, it becomes necessary to move to a lock-down situation when an intruder or intruders or a volatile situation arises, that may impact on the safety and wellbeing of students and staff. A well organised and well publicised response is critical.

2. Aims:

To develop clear guidelines for the safe and expeditious locking down of students and staff at Toronto High School, when intruder/s pose a threat to safety and wellbeing.

3. Implementation:

1. A 'Lock Down' is a temporary holding pattern where school activities are suspended for a short period of time when considerable, unexpected danger is suddenly presented to either staff or students within school time.

'Lock Down' is different to Emergency Evacuation procedures. 'Lock Down' would be part of a 'Critical/Serious Incident', whereupon critical/ serious incident management procedures and the associated policy, would be followed.

Determining and Signalling a 'Lock Down' Situation:

The school will enter 'Lock Down' status when it is deemed by the Senior Executive (or their nominees), that student or staff safety is at considerable risk eg. local chemical spill, fire/ smoke, local fire where toxic fumes threaten, intruders/ danger, freak weather conditions eg severe hailstorm/ winds.

The school bell will sound continuously FOR ONE MINUTE throughout this time. (This is to alert all staff, students and visitors that imminent danger is evident).

2. EMERGENCY LOCK-DOWN PROCEDURES

There exists two scenarios for a Lock-down to be instigated:

Lock-down during lesson time

Lock-down during break-time (before/after school, recess & lunch)

As a result of the two very differing scenarios, there will be two different responses.

Emergency Procedures for both Scenarios

Executive to identify. Lock-Down Procedure is initiated.

- ❖ **Office Staff** to be told by Executive to ring 000 Police/Fire/Ambulance
- ❖ **Warning Bells**, (CONTINUOUS FOR 1 MINUTE) to implement Lock-Down. Rung by **Senior Executive**, or delegate, throughout the school/grounds. **DP 1** to check Library, E Block, CAPA & Science, **DP 2** to cover A Block, MPC, Canteen, Basket Ball Courts, TAS Block, & meet with DP 1 at Oval gates.
- ❖ Pager System announcements, to all Staffrooms, by **Office Staff**. **Office Staff** to display Emergency Drill sandwich boards at front of school, warning of No Entry.
- ❖ **Principal** to make radio announcement via Quad sound system.
- ❖ **Head Teacher (HSIE, SPECIAL ED)**, secure all doors of AU area, **Head Teacher (ENGLISH/WELFARE)** secure all external doors of AG area, & check internal doors, **HEAD CLERICAL** secure all external doors to Office Foyer area & lock internal doors, **HT T&L/LIBRARIAN** secure external door of library, **Head Teacher (MATHS)** secure all doors of Top Level of E Block, **Head Teacher (CAPA)**, secure all doors to Bottom E Block & CAPA Block, **Head Teacher (SCIENCE)** secure all external doors to Science Block, **Head Teacher (TAS)** secure all external doors to main TAS Block, **TAS STAFF** secure all external doors to Materials Building, **TAS STAFF** secure all external doors to Kitchen Block, **Head Teacher (PD/H/PE)** secure all external doors to MPC, **GENERAL ASSISTANT** check all external doors & shutters to canteen, lock Front, Back and Oval Gates. Staff in Staff rooms lock Staff Room door/window, listen for paged messages.
- ❖ **MATHS/CAPA STAFF** (E Block & CAPA), **LIBRARIAN** (Library), **ENGLISH & SCIENCE STAFF** (A Block & Science), **TAS STAFF** (TAS Area), **PE STAFF** (MPC & Canteen area) – check that there is no risk to, or fire set & burning, in the building that has been locked-down.)
- ❖ Toilets – Quad - **DP 1 & DP 2** to check & clear.
- ❖ Toilets – E Block- **CAPA STAFF** to check & clear.
- ❖ Visitors to the school to be locked-down in most convenient location (Front Office).
- ❖ **All clear** bells to be sounded (CONTINUOUS FOR 1 MINUTE). This all clear must be completed only at the direction of the School's Executive or Commander of Emergency Services.
- ❖ Counselling available & provided post – event.
- ❖ 'Lock-down' Procedures provided to all new teachers and to new Relief Staff.
- ❖ Critical Incident Report to be provided by **Principal** to **School Safety & Response** (for violence & criminal activity), to **SEA** (for chemical spills, gas leaks & natural disasters) or to **School Security** (for break & enter, fire).
- ❖ Evaluation of overall Procedures.

Scenario 1: Break Time

- ❖ PG areas directed to move hastily to a central location (MPC or wet Weather Roll Call Rooms which are secure, as appropriate) by Roving HT, supported by Executive and all available Staff. Staff should remain cognisant of their personal safety but should be aware of the duty of care that they owe to students. Staff to supervise students to ensure safety of the secure spaces
- ❖ Names of students/staff taken with Roll Classes as appropriate during lock-down.
- ❖ After the ALL Clear Continuous bell has been sounded, a general assembly should be called for the purpose of debriefing students and staff and for the purpose of conducting a Roll Call.

Scenario 2: Lesson Time

- ❖ **Teacher to remain** in class wherever possible. Staff to settle students. No mobile phone use allowed.
- ❖ **Lock and close doors, windows, draw blinds**, with students to sit out of sight on the floor, in most appropriate location.
- ❖ **Rolls marked** (be aware of 'Out of Class students.')
- ❖ **PE on Oval/Ron Hill** to Science Block.
- ❖ **PE on BB** courts to MPC.
- ❖ **Password** – quote today's date.
- ❖ **HT's to inform Staff** members of the type of threat.
- ❖ **SASS** in Office and Print Room to lock doors/windows, draw blinds & get out of sight, on the floor or behind furniture.
- ❖ **Canteen Staff** to close & lock serving windows, windows & doors & stay out of sight.

3. **The spontaneous nature of a 'Lock Down' makes set roles for individuals impossible. Staff initiative, intuition and common sense under pressure in line with this policy is the expectation. This will best protect students and staff.**
4. An important aspect of the debriefing of students and staff who have been involved in a critical incident is communication. After both of the above scenarios, a **general assembly** would serve to share valuable information to allay the concerns of students and staff, as well as providing an opportunity for Roll Call.

10. Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last updated

June 2011