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## 1. PURPOSE

**A lockdown is a way to rapidly enhance the level of security in the facility, should a dangerous situation exist around the campus area that warrants staff and children to remain inside or to be moved inside the building in the case of an exterior threat. All exterior and interior doors will be locked and shutters closed. Security and administrative staff will see that all students, staff and visitors remain inside until the all clear signal is given.**

A Lockdown will take place when one the following occurs:

- Invasion of school by unauthorised person / bodies whose presence poses a perceived threat to the people on the campus
- Presentation of some outside danger that would endanger students if they left their classroom environment.

The person who discovers the danger /threat must immediately notify:

- Receptionist (Nicole Langtry) ext.1012
- Head of Key Stage (Adi Daniel) ext. 1001
- Principal (Mr. David Hunter) ext. 2001
- Deputy Principal (Mr Rick Greener) ext. 2043

The Head of Key Stage will evaluate the situation and decide whether the situation warrants lockdown conditions. The staff and students will be notified by ringing the lockdown bell.

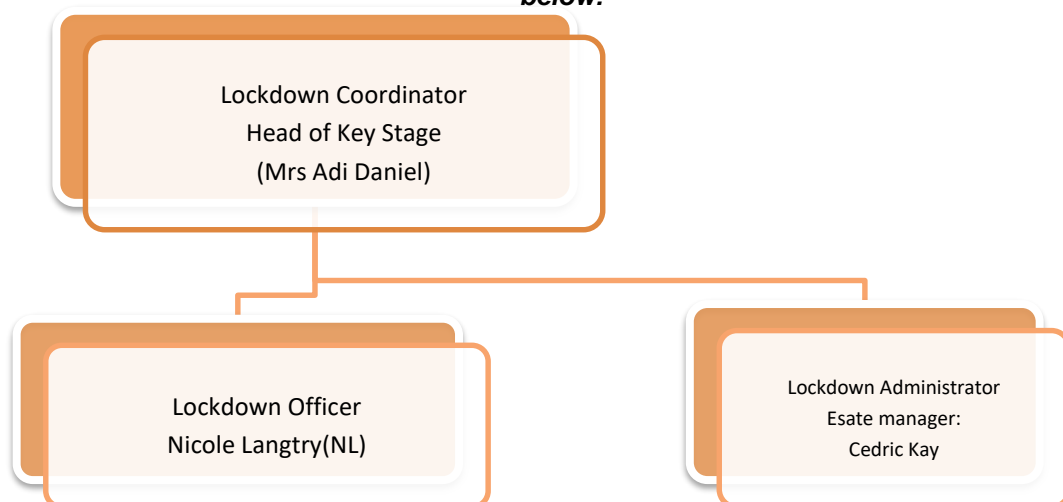
The Receptionist (Nicole Langtry) to lock the front door, press ADT panic button and alert police


## 2. SCOPE

This guideline applies to all staff, students and visitors who are on site.

## 3. RESPONSIBILITY

**Lockdown staff will monitor the lockdown in different areas of the school as shown below:**



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## PROCEDURE

**THE LOCKDOWN PROCEDURE WILL START WITH THE SIMULTANEOUS SETTING OFF OF ALL THE SCHOOL SIRENS WHICH WILL SOUND CONTINUOUSLY.** [Lockdown officer NL]

**The Reception area will be set up as a command centre. Please notify AD of any missing children via internal phone or e-mail.**

## GENERAL ACTIONS

### 4.1 IN THE EVENT THAT ALL STUDENTS ARE INSIDE THE BUILDING


1. All visitors to report to entrance foyer.
2. Staff to close all windows and bolt all internal doors
3. In the case of an external chemical/gas release scenario seal gaps between door and floor where possible.
4. Close (and lock) where possible external doors as per list in 4.3
5. All lights and electrical items to be switched off.
6. Staff to ensure students are not stranded in a toilet and to assist those needing special assistance.
7. Everyone to stay away from windows and doors and to sit on the floor next to your desk.
8. Once all occupants in the room have been accounted for and are safe inside the classroom, slide the green sheet under the door of the classroom.
9. BE QUIET.
10. DO NOT LEAVE THE BUILDING UNTIL ALL CLEAR IS SOUNDED.

### 4.2 IN THE EVENT THAT STUDENTS ARE OUTSIDE THE BUILDING (BREAK/PHYS ED ETC)

1. Staff to usher all students into the hall via the nearest entrance as quickly and calmly as possible.
2. Once in the hall, teacher will check the roll.
3. Thereafter follow 1 to 10 above.

### 4.3 SPECIFIC ACTIONS AND RESPONSIBILITIES

- Administrative and cleaning staff to remain in office or classroom where they may be present when the alarm sounds.
- Garden and maintenance staff must enter the building for Lockdown.
- If in the bathroom, return at once to classroom.
- Security gates to be locked.
- Staff and to usher visitors into building through the front door.
- Securing external doors:
  - Front door: Receptionist (Nicole Langtry) (Back up: Leigh-Ann Kay)
  - Nursery door: Nursery teacher: Debbie Crawford (Back up: Amy Lara Hanslo).
  - Nursery fire escape door: Nursery teacher: Amy Lara Hanslo. (Back up: Debbie Crawford)
  - Top fire escape door: Year 1 teacher: Jody Martins (Back up: Kate linnegar)
  - Staffroom door: Receptionist: Nicole Langtry (Back up: Leigh Ann Kay)
  - Library door: Estate manager: (Back up: Fikile Mtetandaba)

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- o Reception E door: Reception teacher (Bronwen Esterhuyse) (Back up: Debbie Crawford)
- Security staff to shut motorised gates and enter building once the car park is cleared of students and parents.
- Parents and/or visitors to be ushered into the building and to assemble in the entrance foyer. (Receptionist to manage)
- As silence is imperative each teacher to do a silent roll call.
- Receptionist (Nicole Langtry) to notify all classes off campus not to return until the all clear has been given - Please ensure contact details on staffroom are up to date all times.

**Wait until the all clear sounds or a further alarm to evacuate**

**5. UNIVERSAL EMERGENCY PROCEDURES – LOCKDOWN STAFF TO MONITOR – PROCEDURE TO BE ANNOUNCED BY LOCKDOWN CONTROLLER:**

**5.1. SEVERE WEATHER – For use in severe weather emergencies**

- Follow instructions from Lockdown Officers which will depend on weather conditions.
- DO NOT LEAVE THE BUILDING UNTIL THE ALL CLEAR IS SOUNDED.
- Lockdown Coordinator will announce the All Clear.