



TKIS LOCKDOWN POLICY

Purpose of the Policy

The Kooralbyn International School (TKIS) 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

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

Interim Principal

Point of contact

Interim Principal

Policy

The 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.

The Interim Principal or other designated staff 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 week of each term.

Procedure

In the event of an emergency, the Interim Principal or delegated staff member 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:

- A bell will be sounded: Repeated short rings of 3 seconds duration (with 3 second pauses) for 2 minutes..

Lock-down procedures

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. Staff members who are not teaching at the start of lockdown should go to the nearest classroom.
3. Staff, should check hallways for students and direct them to the nearest classroom, and invite in visitors not matching the intruder description.
4. Close blinds, if available.
5. Position students against the door wall in the most non-visible corner, seated.
6. Do **not** allow students to use the classroom phone if there is one available.
7. Remind students and adults to remain quiet
8. Remain in this position until "all clear" is announced (One continual long ring for 30 seconds)
9. Contact parents about the time and place to pick up their child, if appropriate, (see below) using the school's 'telephone tree' process.

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 lock-down 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 lockdown 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, take another staff member with you.
2. Ask a third staff member who is not involved to call the office.
3. Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
Use a system of nonverbal communications or hand signals using just one hand. For example:
 - a. 1 finger = back-up staff member may leave
 - b. 2 fingers = back-up staff member should stay on the scene
 - c. 3 fingers = both staff members should break off contact and leave when safe
 - d. fist = presence of a potential weapon. Both staff members should break off contact and leave when it is safe to do so.
4. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
5. If the intruder refuses to cooperate, do not escalate the situation. Leave and call the police.
6. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
 - a. Back away slowly and leave the area.
 - b. Both of your hands should be up with your palms facing the intruder while slowly backing away.
7. As soon as it is safe to do so, report the situation to the Interim Principal.

Policy Release Details

Review Date: Annually
Next Review: October 2026

Approved by Interim Principal

Date: October 2025