

# Lockdown Policy



## Purposes:

- To acquaint teachers/students with actions they can take during an emergency to minimise harm to themselves
- To help teachers/students understand and practice emergency evacuation drills at EIST
- Please refer to Appendix 2 of the EIST Health and Safety Policy
- [EIST HEALTH AND SAFETY POLICY](#)
- Examples of situations which may trigger a lockdown include but not limited to:
  - An armed or suspicious person near or on school grounds
  - Dangerous individual inside the school
  - Local police or civil emergency
  - Environmental hazards (e.g. gas leak, chemical spill)
- Staff will be taken through processes and systems at orientation and again in staff briefing before the first drill.

## **Lockdown Policy:**

- At the first sign of an imminent threat requiring an emergency lockdown, security staff alert the Office Manager, Heads of Section and control room by walkie-talkie - repeating "emergency lockdown" three times.
- Miss Molka then manually presses the Lockdown Alarm-This alarm is a **civil defense siren** sounding alarm and thus different to the fire alarm.
- On hearing this, all students are to be locked into their classrooms and instructed to sit on the floor in silence, under their tables, away from the windows and doors. Lights and projectors to be turned off and where possible curtains drawn.
- Where possible the teacher should have their mobile phone with them to allow for contact.
- Students outside during PE or break times to move quickly to the nearest lockable room and do as above
- All admin staff to evacuate to a safe place and to guide visitors to a lockable room.
- All other maintenance/cleaning/canteen/security staff to proceed to the nearest available lockable room.
- All staff and students remain quiet in their locations until given the all clear bell by a designated member of staff.
- The designated member of staff will give an all-clear so that all staff know it is safe to exit.

## **What should you do if you are outside, in the corridor, toilet, at lunch etc when a lockdown occurs?**

This is where situational awareness must come into play. Move away from the threat. Proceed to the safest place possible. Then, let someone know that you are away from the threat and safe.

- Information may be sent to classrooms through email or group message, but teachers should not open the door or break their silence if lockdown occurs. Staff or police will clear every room!
- If you end up in an unusual place on campus, you should communicate your location and circumstances via text message to the school head of section or Molka. Using text messages is a good way to communicate injuries or other circumstances during a lockdown to Molka or other staff.

Students have a role in helping to maintain EIST as a safe place. We expect students to communicate any perceived safety concerns to school administrators/home room teachers and report threats to school safety made by students or others without hesitation.

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