



Lockdown Policy

PURPOSE

The Portarlington Neighbourhood House aims to provide a safe and secure environment for all who work in and use the House. In the very unlikely, but nevertheless possible occurrence of a serious threat of abduction or to health or life, the House wants to provide as much protection as is practicable in such dangerous circumstances. In some cases, this may best be achieved by people in the House being locked within buildings for their own safety.

The purpose of this policy is to establish protocols and procedures that effectively monitor and manage potentially dangerous situations which may require a lockdown.

This lockdown policy applies to all Management Committee and other members, staff, tutors, volunteers and both adults and children who may be in or on House premises at the time of a dangerous emergency. It will apply when people who work in, use or visit the Portarlington Neighbourhood House need to be locked within buildings for their own safety.

POLICY

The Portarlington Neighbourhood House may implement lockdown in situations such as, but not limited to:

- being notified of a dangerous situation by police or government authority;
- being notified of a dangerous situation through radio, television or other emergency communication system;
- a person being taken hostage or being threatened with such action;
- a child or vulnerable person being identified as missing;
- the sound of a person or people in serious anger or distress;
- aggressive or threatening trespass on House premises or grounds or in the nearby vicinity;
- the presence of a person armed with a gun, knife or other weapon;
- the sound of gunfire;
- a siege of House premises;
- dangers such as those listed above occurring in the surrounding community; or
- a hazardous emergency such as a chemical spill, gas cloud, weather event or other environmental threat that makes it dangerous for people to be outside.

In the case of human threat, the principal aim of lockdown will be to prevent intruders entering or seeing into occupied areas of House premises or harming people therein.

In the case of environmental threat, the principal aim of lockdown will be to shelter people within House premises from the effects of the external hazard.

All staff will be directly and regularly briefed in staff meetings on the issues and procedures concerning a lockdown and any potential threats that have been identified.



In the event of a lockdown, everyone present must obey at all times the instructions of the Coordinator or most senior staff member present.

All Management Committee and other members, staff, tutors, and volunteers will be required to familiarise themselves with the procedures detailed with this policy. Include this in induction procedures for new Management Committee and other members, staff, tutors, and volunteers.

PROCEDURES

Plan lockdown procedures in advance of any emergency. Identify and document, at a minimum, the following:

- Communication methods to use in a lockdown
- The chain of command
- Doors that should be locked and how they are locked
- People responsible for locking doors including a second and third alternative person
- Safest locations within premises for people to gather
- Windows that should be covered and how that can be done.
- Furniture that could be used to barricade doors
- Furniture or other fittings that could provide concealment
- Areas that cannot be made safe and should not be used for shelter
- Requirements to be observed during lockdown

Require all first time users of and visitors to House to first check in with the office, or if it is unattended, with the first available staff member on the premises before going about their business.

If a person is identified who does not have a legitimate reason for being on House premises or grounds:

- approach them, preferably in the company of another staff member, and politely direct them to the car park or street or other location away from the House. Use casual conversation and/or body language to calmly direct the situation.
- if the intruder refuses to cooperate and is in any way threatening, do not escalate the situation. Leave, and as soon as it is safe to do so, report the situation to other staff. Have the police called immediately and implement lockdown if feasible to do so.
- if the intruder shows a weapon, assure him/her that it is not necessary for him/her to use the weapon. At this point back away slowly and leave the area. As soon as it is safe to do so report the situation to other staff. Have the police called immediately and implement lockdown if feasible to do so.

Immediately notify the most senior staff member present if you observe or suspect a dangerous situation.



To implement lockdown:

- The most senior staff member present will announce lockdown with a public announcement such as **“Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill, act immediately.”**
- Stop all activity immediately
- Immediately lock all doors to premises
- Gather the people with you and move to designated safe locations within the premises
- Make an emergency phone call to 000 or directly to local police. Be ready to provide your address, location on the premises, the number and approximate age range of people with you, any injuries, and all available details of the situation such as number of suspects, their appearance, behaviour and identity (if known), weapons, threats or demands made.
- Once in lockdown, do not open doors for anyone until instructed by the Coordinator or police.
- Close blinds/curtains and turn off the lights
- Instruct people to stay quiet and out of sight. Keep low or lie flat on the floor. Relocate people to the wall least visible to the outside and most out of any line of fire
- Turn off television and any other equipment. The room should be dark and quiet.
- Except for staff, require all mobile phones to be turned off with no outgoing or incoming calls.
- Require staff to put mobile phones onto silent mode.
- Only if someone inside the room is injured or wounded, ring 000 and alert them of the nature and severity of injuries.
- Be prepared for a lengthy stay
- Remain in the room or secured area until ALL CLEAR or further instructions are provided by the Coordinator or the police.

Conduct a debriefing session with all House personnel caught up in the lockdown and if necessary revise this policy and procedures in light of the experience.

Depending on the severity of the event, consider arranging trauma counselling for those caught up in the lockdown.



ADOPTION AND REVISION HISTORY

Include policy versions, approvals, review dates etc. here. Reviewed on: February 2017
Due to be Reviewed on **FEBRUARY 2018**

This policy was adopted by the Management Committee of Portarlington Neighbourhood House on

Signature

Signature

Print name

Print name

Position

Position