

Rationale:

D' New Victoria School is implementing this policy to ensure that in the event that students and Staff are faced with hazards in the school grounds or outside the school, students and Staff may then be locked within buildings for their own safety.

This policy applies to employees, parents/guardians/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

All visitors to the school must first register at the Security Lounge to receive a "Visitors Pass" which is to be worn and clearly displayed.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Implementation:

- 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 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. Copies of this policy will be disseminated via the school and Staff Handbooks and Parent Student Handbook the school facebook page and other appropriate areas around the school.

Authorized persons' role:

If recognizing the situation calls for lockdown, the Principal or SDRRM Officer locks the office (closes the curtains), sounds a uniquely and instantly recognizable alarm, and rings the nearest police station located at Maya Street Brgy. Rizal (553-0846) as well as the Brgy. Rizal, Emergency Hotline (+63(2)7291995) and alert them as to the nature of the emergency.

The Principal or SDRRM Officer then assumes a lockdown position themselves in the office, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police arrived, they will make contact with the Principal or SDRRM Officer when the threat has been averted. When this occurs, the "all clear" is to be sounded.

- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults, who are outside but near buildings, are to move into the closest occupied classroom.
- Staff, who are not teaching at the start of a lockdown, should lock the staffroom or if in the grounds, go to the nearest classroom. In doing so, staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognized by the wearing of a "Visitors Pass". If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately get in to the closest room or building before that room is locked down, and join whoever is in that room.
- If people are on the activity area, they need to approach the nearest room (JHS building), and get into that room before it is locked down.

- Close the curtains or blinds in the room if they are available. Position students on the floor against the wall adjacent to the door or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.
- Do not allow students to use mobile phones.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until “all clear” is announced.
- After the “all clear” is sounded, the Principal can authorize the contacting of parents, if appropriate.

For parents:

Information about the school’s lockdown procedures will be disseminated to all parents via the school’s social media and LMS. On the very rare occasion a lockdown is called, D’NVSFPI will endeavor to carry out the policy as set. If lockdown 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 stay at school was 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 a lockdown that the overriding consideration for the school is the **safety and well-being of your child and school personnel**.

Intruder procedures:

- All visitors to school must first register at the Security Lounge, receive a “Visitors Pass” to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately.
From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site.
- In such a case, they should use the following procedure:
- When alerted to the presence of an intruder, take another staff member with you to help deal with them.
- Ask a third Staff member who is not involved to call the Office.
- Attempt to direct the intruder to the exit gate. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Principal to have the police called.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Principal, to have the police called immediately.

Evaluation and Review

This policy will be reviewed as part of the school’s three-year review cycle, and at times when our emergency management procedures are under review.