

LOCKDOWN PROCEDURES

DEFINITION OF LOCKDOWN

A lock-down of the school will be implemented anytime students need to be contained and protected inside school buildings, so not limited too but inclusive of for example; • A chemical spill, which could put students and staff at risk of toxic inhalation if allowed outside. • A person on the school site who could pose the risk of a hostage situation. • An armed (posing an immediate threat to life, eg, with a gun, knife, explosive etc) or unarmed intruder inside the building.

LOCKDOWN ACTIVATION

Anyone who is on the e tap mobile phone list to activate the alarm via the eTap mobile app can do so. Police may also request a lockdown as a result of a situation happening within the immediate environs of the school.

They should then follow the prompts provided by the eTap lockdown procedure including sending a text to all recipients to alert them that an activation has occurred.

Once text is sent then teachers and other staff follow procedures as outlined below.

CHILDREN-Alarm-Continuous ringing of school bell.

Children take cover under desks if lockdown occurs during contact teaching time.

If before, during intervals or after school, children go to closest room, lock doors, pull curtains, hide and keep quiet. Teachers may not be present in this situation depending on where threat is.

TEACHERS- follow ETAP Procedures to activate lockdown on E tap mobile

Procedures on phone are :

- 1) Lock doors
- 2) Lock windows
- 3) Draw curtains/Close blinds
- 4) Turn off lights
- 5) Turn off electrical equipment
- 6) Pass around paper for students to write their names- No calling out names
- 7) Take cover under desks
- 8) Tick children off on eTap mobile

Ensure students have

- 1) Switched off all electrical devices
- 2) Move away from windows and doors
- 3) Take cover under desks
- 4) Remain silent
- 5) Follow teacher's instructions

DEPENDENT ON LENGTH OF LOCKDOWN CHILDREN MAY REQUIRE TOILETING - Use of equipment provided to be used if supplied. Currently for rooms 10/11/13/14/15 . Drop down blind for rooms 6/7/8 and 16/17 toilets area. Rooms 7/9 and rooms 16/17 teacher to drop blind asap

OTHER STAFF

PRINCIPAL

Has initial responsibility for lockdown but at the point Police are advised then police and any other relevant emergency service assume that responsibility

ADMINISTRATION

ADMIN 1	ADMIN 2
Lock all outside doors	Alarm-Continuous ringing
Close blinds in Admin office	Call 111-Alert police
Shut internal doors	Activate CCTV
Shut other blinds in staffroom if required	Sick bay -check reassure any children
Sick Bay -check /reassure any child/ren	Check off sick bay / or any other children with you, on E tap Mobile

TEACHER AIDES-Follow directions of classrooms teachers. Remain calm and assist with children in care.

PROPERTY MANAGER - if ON SITE. take refuge in closest building , preferably with other people if possible and follow classroom teacher instructions.

VISITORS- Follow all staff instructions.

BOT - BOT chair or delegate. Identify themselves to police on site or off site. This can be done off site by use of unique ID ie Cell Phone Number for principal dn BOT chair . Talk with Media if able and willing otherwise be guided by police.

PARENTS- Stay out of the school. Check school facebook page -you will be directed to the Central District Police Facebook page for further update and instructions on release . For any further information call the police 06 351 3600. Do not call school as phones will not be answered. Answering may alert offender to where people are.

EMERGENCY SERVICES- Once police have been called then all operations are lead and managed by them. This includes but is not exclusive of the safety and release of those on site, the detainment of the unknown person, the communication with media, parents and liaison with school via the principal or delegate via cell phone.

If held hostage, police advise to comply with the instructions of the offender and placate them Any further instructions will be conveyed via texts.

DEACTIVATION

Only when police have advised that the lockdown is over will the call be made to deactivate the lockdown via the etap mobile app by the principal who will the assume responsibility for any post lockdown requirements. A text will be sent to those for whom we have contacts set up to advise of the deactivation.

POST LOCKDOWN

If police advise evacuation then follow up with evacuation plan procedures. See evacuation procedures in this policy and procedures booklet.

PRINCIPAL

Advise MOE after the event to arrange for follow up support via traumatic incident team.
Conduct an Internal evaluation of the lockdown so that improvements can be made for any future situations. Provide ongoing PD for staff.

PROPERTY MANAGER

Arrange for any damage property to be fixed.
Clean out port -a -loos

SWIMMING POOL

If children are at pool and lockdown is activated by school then teachers will be alerted via eTap. Keep children at pool until advised by police to move and exit. . Follow pool staff instructions and then police on arrival .
If lockdown activated by pool then call/ text school immediately to advise. Follow all pool staff and police instructions on arrival.