



# LOCKDOWN PROCEDURE

## INITIATING A LOCKDOWN

A lockdown will be initiated on advice from the NZ Police or the Principal or Acting Principal anytime students need to be contained and protected inside school buildings, 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 (un)armed intruder inside the building.

Any staff member seeing an issue that could lead to a lockdown (e.g. seeing an armed person on site), must notify the Principal, Acting Principal or Principal's PA as soon as possible. It is crucial to be very specific regarding the location of any incident when reporting it.

The person-in-charge at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm which will be the sounding of the School bell with intermittent three second (on/off) bursts for a continuous three minute period.

This will be accompanied by a group text / email alert. The announcement will state the following:

"This is a LOCKDOWN" "This is not a fire drill.  
Everyone is to stay in the room, remain seated and to keep  
calm and quiet."

When the lockdown bell is heard, everyone on site must remain in their room and lock the door or move to the closest room promptly and stay there until the "all clear" is given.

The person in charge or delegated person shall immediately contact the Police and provide as much information as possible.

A message will also be sent to inform the community via our phone system, email, Facebook and the website that the college has gone into lockdown.

This protocol will be practiced at least twice per year.

## **CLASSROOM EXPECTATIONS:**

- Teachers must ensure all entrances/exits to the Classroom and windows are locked and remain locked as well as lights and computer monitors being turned off until the all clear is given. Where possible blinds or curtains should be drawn or A3 laminated paper is placed on doors.
- Everyone is to stay below window level.
- Everyone in classrooms are to sit on the floor.
- If the classroom is immediately next to a Block External Door – the teacher of that classroom must ensure that the external door is locked.
- Staff with mobile phones and laptops should ensure they are turned on and should check them frequently for messages.
- No one is to answer the door under any circumstances.
- Students and staff are to stay where they are until the official notification is provided by the person in charge, or an identified police officer, that the lockdown is over. This will be signalled by two short bells.
- During lockdown procedures, teachers / students will disregard school bells.
- Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal or Acting Principal will notify teachers via email and parents via email and Facebook with the assistance of local police.

## **PHYSICAL EDUCATION CLASSES USING THE TURF OR FIELDS:**

- Teachers and Students are to go to the Action Centre.

## **PHYSICAL EDUCATION CLASSES USING THE POOL:**

- Teachers and Students are to stay at the Pool.

## **SUPPORT STAFF and STAFF NOT TEACHING during the Lockdown**

- Support Staff should stay in their offices/workrooms/areas of work and remain there until the all clear is given.
- Teaching Staff not teaching at the time of the Lockdown should go to their department workroom or staff room, whichever is closest.

## **A Lockdown outside of timetabled classes:**

### **If there is a Lockdown outside of timetabled classes, Teachers and students:**

- On the Field → go to Action Centre
- Sports/Basketball/Netball Courts → go to the Gym
- Canteen Quad → go to the nearest classroom in Blocks G or F
- Main Quad → go to the nearest classroom in Blocks G, E, D, A or C
- Art Quad → go to the nearest classroom in Blocks B or C

### **If a CLASSROOM is the site of the emergency**

- Students and staff will be diverted by a member of the Senior Leadership Team to a safe place.

### **Communication during the Lockdown – Internal**

- A group text / email will be sent to all staff, as soon as practicable.
- Any updates during the lockdown will be emailed to all staff.
- If a staff member in lockdown with a class receives information from a student pertinent to the lockdown situation, they should make email contact with the SLT as a group, phone the Principal's PA on Ext-785 and/or the Main Office on Ext-0.
- The use of mobile phones by students during a lockdown is discouraged.

### **Communication during the Lockdown – External**

- The Principal or Acting Principal will inform the NZ Police that we are in Lockdown.
- The Principal or Acting Principal will inform other local schools that we are in Lockdown.
- A Message will be placed on the School Phone System, as soon as practicable.
- A Text Message will be sent to all parents, as soon as practicable.
- Information will be placed on the College website, as soon as practicable.

### **Communication of the Lockdown Procedures to Students / Parents**

- Students will have lockdown procedures explained to them at regular intervals in Assemblies and at Form Class.
- The College will have practice lockdown drills.
- These Lockdown Procedures are available to parents on the College website.

The “all clear” will be three short bells, initiated on instruction from the Principal or Acting Principal accompanied by a group text / email alert:

“The LOCKDOWN is lifted.”

## LOCKDOWN FLOWCHART

A chemical spill, a violent incident identified and confirmed (e.g. armed offender seen, shots heard, bomb threat)



Contact Principal's office to start lockdown process



Contact Police (111) and give specific location, offender description or other relevant details



### LOCKDOWN

- A group text and email alert sent to teachers and a series of short bells for three minutes.
- All persons inside or close to the buildings take cover in nearest classroom.
- If out of grounds or well away from buildings, go to closest safe building.



Inside, staff lock and block classroom doors; barricade if possible.



Staff seat students on the floor, against walls, under desks and with as many as possible out of sight from windows and doors.



Staff reassure students and maintain silence. Movement and noise may attract offender attention.



Remain locked down until announcement by group text and three short bells.



After all clear is given, everyone will resume to the scheduled timetable *(Any further updates will be emailed)*