

Procedure

CIVIL DEFENCE – LOCK DOWN

Lockdown Procedures allow for the locking down of the school when students are both in class

INITIATING A LOCKDOWN:

- A lockdown will be initiated on advice from the NZ Police or the Principal or Acting Principal.
- Whether the threat is on-site or off-site will determine if any checks during the Lockdown are practicable.
- Any staff member seeing an issue that could lead to a lockdown (eg, 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 signal for a lockdown will always be a long series of short bells – run for five minutes. The activation of the bells will be completed by the Principal or Acting Principal.
- 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 "all clear" will be three short bells, initiated on instruction from the Principal or Acting Principal.

CLASSROOM:

- Teachers must ensure all entrances/exits to the Classroom are locked and remain locked until the all clear is given. Where possible blinds or curtains should be drawn.
- 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.

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.

If there is a Lockdown BEFORE School

- Teachers and Students are to go to their scheduled period 1 classroom.



CIVIL DEFENCE – LOCK DOWN **continued**

If there is a Lockdown at INTERVAL

- Teachers and Students are to go to their scheduled period 3 classroom.

If there is a Lockdown at LUNCHTIME

- Teachers and Students are to go to their scheduled period 5 classroom.

If there is a Lockdown AFTER School

- Teachers and Students are to go back to their scheduled period 5 classroom.

If a CLASSROOM is the site of the emergency

- Students and staff heading towards that room will be diverted by a member of the College's Management Team to a safe place.

Communication during the Lockdown – Internal

- An email will be sent to all staff, as soon as practicable.
- A text will be sent to all PE staff and Property 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 Ext785 and/or the Main Office on Ext-0.
- The use of cellphones 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.
- Information will be placed on the College website, as soon as practicable.
- 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.

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.

