

LOCKDOWN PROCEDURE

Policy Statement

The Te Awamutu Primary School Board of Trustees believes that the safety of students and staff in our school is paramount and takes every precaution to ensure the safety of all.

The Board believes that the school needs to be secured in an appropriate manner when dealing with a perceived or actual threat to the school community.

Rationale

The Te Awamutu Primary School Board of Trustees is committed to providing a safe and caring environment for students and staff.

Therefore, the school has developed this procedure to respond to a perceived or actual threat to their school community.

Introduction

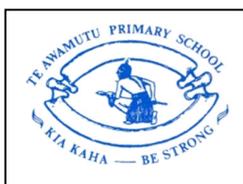
A lock-down of the school will be implemented anytime students need to be contained and protected inside school buildings, for example;

- 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 unarmed intruder inside the building

In all these cases the police would request a lock-down of the school to prevent putting students and staff in danger separating them from the risk.

The lock-down may also help to prevent confusion, and to make it easier for staff to account for all students as it is simpler to determine if a student is missing when the students are at least standing still.

When the 'lock down' signal is given, staff will go to their classroom doors, listening, and then looking for a sign of imminent danger. If it's safe to do so, they will take in any students not already in a classroom, then close and lock the door and turn off the lights.



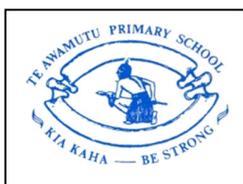
General Emergency Lockdown Procedures

Communications

1. In the event of a critical incident requiring 'Lockdown', the person witnessing the incident must try to notify the school office so that the alarm can be raised. The office staff member receiving the incident call will notify the Principal or Deputy Principal's.
2. The person-in-charge at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm.
3. An Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:
 - i. **"This is a LOCK DOWN"**
 - ii. **"This is not a fire drill"**
 - iii. **"Everyone is to stay in the room, remain seated and to keep calm and quiet."**
4. Alternative signal: the sounding of the **School electric bell with intermittent 5 second (on/off) bursts** for a continuous one minute period.
5. The person in charge or delegated person shall immediately contact the Police and provide as much information as possible.
6. Fire evacuation alarms are not to be sounded.

Lockdown Procedure

1. If the 'Lockdown Alarm' is sounded before school, during morning tea or lunch time students are to move directly to their classroom as long as it is safe to do so.
 - i. Teaching staff are to stay in, or move to, their classrooms immediately.
 - ii. Support staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
 - iii. The caretaker is to lock all perimeter gates, if it is safe to do so.
 - iv. The person in charge should stay in, or move to, the office area to facilitate the communication process.
2. If outside, students should proceed to the nearest classroom.
3. Staff need to be mindful that students from other classrooms may seek sanctuary in their classroom.
4. As soon as possible lock the classroom and other doors.
5. Close and lock windows.
6. Close curtains.
7. Turn off lights and computer monitors.
8. Staff and students should stay away from windows and doors, and remain low to the ground.
9. Everyone is to remain quiet.
10. Staff should not allow students to use the classroom phone if there is one available. It must be kept free for communication with the office.



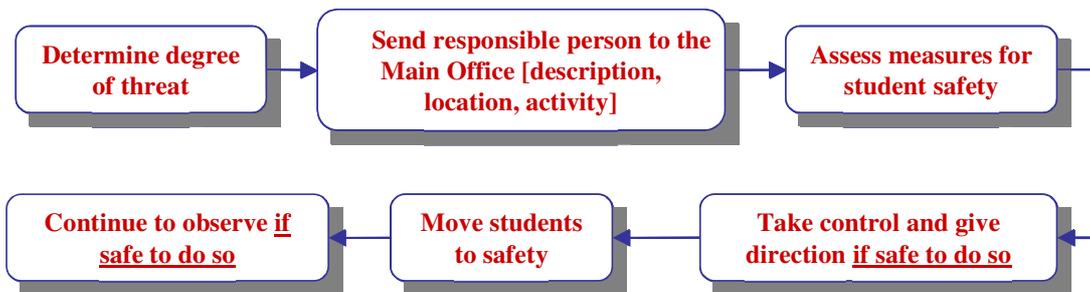
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11. Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
12. No one is to answer the door under any circumstances.
13. Staff should take a head count and obtain the name of each individual in the room. When practical, email the list of all students, staff and any one else in the room to the office (office@taps.school.nz) is list should include names of any missing students.
14. Should the fire alarm sound, do not evacuate the building unless:
 - i. You have firsthand knowledge that there is a fire in the building, or
 - ii. You have been advised by Police or the person in charge to evacuate the building.
15. Students and staff should stay where they are until official notification is provided by the person in charge or an identified police officer that the lockdown is over.
16. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the person in charge or designated serious incident co-ordinator should notify parents via local media and with the assistance of local police.
17. In conjunction with local police, the person in charge or designated serious incident co-ordinator should arrange for parents to pick students up from school at a designated safe area.

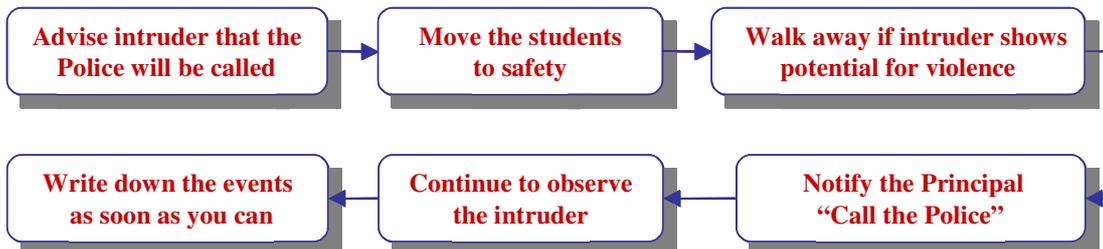


Ministry of Education Toolkit 5T - Intruder Outside Building Emergency Response

Staff Action



If Intruder Refuses to Leave



Principal Action





Ministry of Education Toolkit 5S - Intruder Inside Building Emergency Response

Staff Action

Notify the principal or other staff [description, location, activity]

Keep the classroom / students secure

Politely greet the intruder & identify yourself

If visit is not legitimate ask the intruder to leave

Ask the intruder the purpose of his/her visit

If Intruder Refuses to Leave

Advise intruder that the Police will be called

Keep the classroom / students secure

Walk away if intruder show potential for violence

Write down the events as soon as you can

Continue to observe the intruder

Notify the Principal "Call the Police"

Principal Action

Decide the level of response

Send for assistance

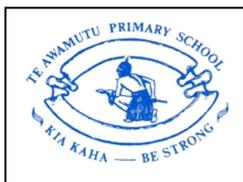
Locate the intruder & assess the situation

Obtain written reports from witness(es)

Meet Police & direct them to location

Police Required

Accompany to office
Accompany to exit



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Date of Next Review	September 2014	
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