



WHAKATANE INTERMEDIATE SCHOOL

VIOLENT INCIDENT LOCKDOWN RESPONSE

2016

Violent incident identified and confirmed (eg armed offender seen, shots heard, bomb threat)

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

Contact Principal's office to start lockdown process

LOCKDOWN

A group text 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 a long bell.

After all clear is given, proceed to usual evacuation point for briefing.