



# WHAKATANE INTERMEDIATE SCHOOL

## LOCKDOWN PROCEDURE – 2016

### (NAG 5)

The Whakatane Intermediate 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 Whakatane Intermediate 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.

#### **SCHOOL PERSONNEL**

<b>Doug McLean</b>	<b>Principal</b>	<b>027 561 9911</b>
<b>Kevin Carberry</b>	<b>Property Manager</b>	<b>021 251 0193</b>
<b>Anne Volmuller</b>	<b>Deputy Principal</b>	<b>027 272 5974</b>
<b>Shannon Crook</b>	<b>Deputy Principal</b>	<b>027 449 6266</b>

## **GENERAL EMERGENCY LOCKDOWN PROCEDURES COMMUNICATIONS**

- 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 Principals.
- The person-in-charge at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm.
- An Emergency Lockdown will be announced by a group text alert.

The announcement will state the following:

- i. "This is a LOCKDOWN"
  - ii. "This is not a fire drill"
  - iii. "Everyone is to stay in the room, remain seated and to keep calm and quiet."
- Alternative signal: the sounding of the School electric bell with intermittent three second (on/off) bursts for a continuous three minute period.
  - The person in charge or delegated person shall immediately contact the Police and provide as much information as possible.
  - 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 to stay in, or move to, their classrooms immediately.
  - ii. Support staff to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
  - iii. 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 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. Turn off lights and computer monitors.
7. Staff and students should stay away from windows and doors, and remain low to the ground.
8. Everyone is to remain quiet.
9. Staff with mobile phones should ensure they are turned on, and should check them

frequently for messages.

10. No one is to answer the door under any circumstances.
11. 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 ([admin@wistecom.school.nz](mailto:admin@wistecom.school.nz)) The list should include names of any missing students.
12. Should the fire alarm sound, do not evacuate the building unless you have first hand knowledge that there is a fire in the building, or you have been advised by Police or the person in charge to evacuate the building.
13. 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. Staff and students will assemble at the normal evacuation place on the field.
14. The Lockdown will remain in effect until cancelled by the Principal (or designated person) with a group text and a long sounding bell.
15. During Lockdown procedures, occupants will disregard school bells.
16. The Principal's office will become the command post for control in an emergency situation.
17. 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.
18. 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.
19. Lockdown procedures will be included as part of the Whakatane Intermediate School Emergency Management Plan.
20. Lockdown procedures will be reviewed with staff at least twice during the school year.
21. The Principal / BOT will be responsible for ensuring that good communication and information channels are maintained for staff, students and parents after a lockdown incident. Only the Principal will communicate with the Media.
22. After a lockdown incident, a full review of lockdown effectiveness will be carried out with police, staff, students and BOT involvement.

**REVIEW: These guidelines will be reviewed according to the BOT's triennial programme of self-review.**

**DATE: NOVEMBER 2016**