

# Lockdown Procedures for Katikati Primary School



<b>A. Supporting Processes</b>
1. The following people have the authority to initiate, manage and conclude a lockdown: The principal The deputy principals Area leaders
2. A lockdown will be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat. It will involve the whole school campus including Katikati College. Examples of situations requiring a lockdown include: an aggressive or violent intruder; dangerous animals; severe storms
3. If individuals sight something suspicious one of the following methods will be used to contact the school office: Classroom intercoms Mobile phones
4. If a notification is received by the school office, the principal will be alerted and the closest staff member with authority to initiate a lock down will activate the alarm. The lock down alarm will be sounded across the school but as soon as lockdown has been accomplished the alarm will be turned off.
5. The staff member who has initiated the lock down will instruct an admin officer or a senior management member to dial 111 if necessary.
6. Any student or staff member not in a classroom when the alarm sounds will make their way to the nearest classroom. In the event of the lockdown happening before or after school or during a breaktime, staff members will usher children to the nearest securable room.
7. Teachers will take a roll of all the children and adults in their room. They will convey this information to the school office via email. (If email is unavailable the school intercom or mobile phones will be used). The administration staff will identify children who are unaccounted for. The administrative staff will take all reasonable and responsible steps to locate children who are unaccounted for while ensuring their own personal safety.
8. This procedure will be reviewed as part of the BOT cycle of review and after the event of the procedures having to be implemented.
9. The procedures will be shared with the local police and feedback will be taken on board when reviewing the document.
10. The procedures will be held in our Governance Manuel and instructions regarding staff members' duties during a lock down will be placed in the staff handbook.

<b>B. Initiating a Lockdown</b>
1. Staff member to communicate the issue to administration via the intercom or mobile phone. As much information as possible regarding what has been seen needs to be given.
2. If unable to contact administration, staff member is to instigate lockdown for their own classroom, advise neighbouring classrooms and continue to try and alert administration.
3. Once contacted administration will activate lockdown.

<b>C. Lockdown (Role of staff)</b>
1. The lockdown alarm will sound.

2. Close and lock windows and doors.
3. If possible, pull curtains. If not get the children to sit on the floor along the walls or under desks where they will not be easily seen.
4. Turn off any equipment emitting noise e.g. stereo, computer.
5. Turn off lights.
6. The children are to remain silent.
7. The teacher needs to do a roll count of children and adults in their room. This needs to be emailed immediately to the office manager and the principal. If email is unavailable the administration will contact the class teacher via intercom or mobile to ask for the roll.
8. Children are to remain in the classroom until the all clear is given.
<b>D. Lockdown (Role of administration)</b>
1. Collect any information about the intruder/ incident.
2. Communicate information to the police and take their instruction.
3. Collate roll call information and attempt to locate children who are unaccounted for while ensuring that personal safety is paramount.
4. Divert parents and returning groups away from the school.
<b>E. Extended lockdown</b>
1. Children to continue the process of quiet sitting.
2. No child will be allowed to leave the room e.g. to go to the toilet.
3. If emergency medication is needed, contact administration for advice. The situation will be assessed and options discussed.
4. Instructions will be taken from the police if they have taken control.
<b>F. Lockdown over</b>
1. A message will be put over the intercom to announce that the lockdown is now over.
2. Staff members will debrief children before they go home to reinforce the fact that they are now safe.
3. A staff meeting will be held to debrief staff and to review the efficiency of the procedures.
4. Counselling support will be sought if necessary.
5. Letters will be sent out with students detailing why the lockdown was initiated and what steps have been undertaken to keep their child safe.
6. The Principal or BOT chair will talk to the media if necessary.
<b>G. Follow up</b>
1. Details of the incident and the procedures followed will be documented.
2. A review of the procedures will be undertaken and documented.
3. New procedures will be practised.