



EMERGENCY LOCKDOWN PROCEDURE

for

Te Rā School, Te Rawhiti Kindergarten and Nursery

(Raumati South site)

This procedure is set by the Health & Safety Policy.

The emergency lockdown procedure will be used when the situation requires *everybody* to be in a safe and secure space, inside a building.

It could be used during an adverse weather event, when bees or wasps are unusually aggressive anywhere in the grounds, when there is a chemical spill or a fire external to buildings, or when an armed offender is on-site or in the community.

The Principal, Deputy Principal or Acting Principal will decide on whether a lock down needs to be activated.

- **A “Lock Down” alarm will be signalled by word of mouth by the Principal or another Authorized Person** – this could be the Deputy Principal, an Acting Principal or a member of the Emergency Team.
- **There will be no school bell, and fire evacuation alarms are NOT to be sounded.**

Communication – Raising the Alarm

In the event of a critical incident or situation requiring “Lock Down” the person witnessing the incident or identifying the situation must try to notify the school office to raise the alarm, either in person or by phoning 04 2990812, 04 2990813 or school’s cell phone number 021 2958618.

The office staff member receiving the call will notify the Principal, Deputy Principal or Acting Principal if possible. The Principal or another Authorized Person will immediately contact emergency services (111) and provide as much detail as possible.

If it is not safe for the office staff member to contact any of the above they must contact emergency services directly and then attempt to raise the “Lock Down” alarm. This could be done by trying to ring teachers’ cell phones or sending emails to teachers.

→ faculty@tera.school.nz

Procedure

☞ Don't panic – stay calm! ☞

1. If you are outside, proceed to the nearest lockable building (staff), to your classroom (Class Teachers and children) *or* specialist classroom (hall, handwork, woodwork, music / Extra Lesson).
 - There should be an *adult* in each classroom where children are present. Each adult needs to be aware of what is going on in neighbouring classes until all doors are secured. If a group of children should end up without an adult, the adult nearest that group must pull them in.
 - All teachers must be mindful that children from other classes may seek sanctuary in their space.
2. Class Teachers in the staffroom should go to their classrooms *if that is safe*. Specialist Teachers stay in the staffroom unless asked to support Class Teachers.
3. If a lock down alarm is raised during break time, all adults on duty or outside must ensure they assist children to reach the sanctuary of a building before proceeding to “their” classrooms or spaces.
4. Adults must ensure no children remain outside on decks, in foyers or in bathrooms.
5. Lock doors, close windows and draw curtains where available. Turn off lights.
6. Turn off computers and monitors; close laptops.
7. *Keep cell phones on but set to silent.*
8. Everyone must stay out of sight and low to the ground. Where possible, position children on the floor by the wall adjacent to the windows or door, or in the most non-visible positions.
9. Everyone must stay quiet.
10. Doors must not be opened unless the “All Clear” or further instructions have been given.
11. Everyone must remain where they are until the “All Clear” or further instructions have been given.
12. Should the fire alarm sound *do not* evacuate unless
 - a) You have first-hand knowledge that there is a fire in the building
 - b) You have been advised by the Principal or an Authorized Person or Police to evacuate
13. The “**All Clear**” or further instructions will be given verbally, in person, by the Principal or Authorized Person.

Everyone will be informed as soon as practicable if a lockdown is likely to persist for a prolonged period. The notification may be via text message or email (we will use the collective email addresses). Teachers should ensure their cell phones are charged and have data.

Further Details

Nursery / Playgroup

Everyone is to stay inside the building. There is an internal toilet, kitchen, and drinking water.

Kindergarten

The room at the western end of the building can be used to access the store room which holds extra food supplies. A temporary toilet could be set up there. Adults must ensure that the store room door is locked as well as both entrances to the kindergarten room.

Hall

The hall has a kitchen, an internal toilet, and windowless spaces which provide extra security. The adults must ensure to lock all possible access doors and pull all the curtains.

Potentially the hall can provide sanctuary for a larger number of people.

When in certain scenarios further instructions are given, the kindergarten will evacuate to the hall.

Staffroom / White House

The staffroom itself is fully exposed to view and staff should relocate into the small backroom, the bathroom or the kitchen.

The **handwork room** can't be fully secured as it is only protected by a full glass door. The **kitchen** can also be easily accessed through the handwork room and the full-glass kitchen door. People should relocate from these spaces to the bathroom or the small back room.

Classrooms

The classrooms have running water which will prevent de-hydration. Improvised toileting facilities will be available in each room. Teachers must familiarize themselves with these and plan ahead.

Where safely possible, children should bring their bags into the class room with them before the doors are locked, so that their food is available to them.

Any cell phones must be handed over to the adult in charge in the respective classroom and turned off.

Adults in the respective classrooms must ensure that both doors are locked.

Classrooms 4 and 5, and 6 and 7: if possible, the doors leading from the outside into the foyers should be locked.

Office Area / Reception

As the reception area and finance office are fully exposed to view, all staff must relocate to one of the following spaces: first aid room, bathroom, either of the storage rooms or the learning support room. All external doors must be locked.

Staff must take cell phones and cordless phones with them.

The emergency team members in the office at the time need to take the emergency folder and other necessary equipment and information.

Communication with Whānau

Whānau are informed about our lock down procedure through the parent guide.

- When a lock down is activated, whānau will be notified as soon as practicably possible, using the established emergency notification procedures.
- We will request that whānau **do not come to the school** as **children will not be released to them during lock down.**
- Whānau will be asked not to call the school phones as that may tie up lines that need to be used to contact emergency services.
- Once a lock down has ended, whānau will be contacted immediately and asked to uplift their child or children. Depending on the situation the school and kindergarten may follow established civil defence emergency procedures for this process.