



Lock Down Procedure

Rationale

These procedures are to be used anytime a children and adults need to be contained and protected inside Centre buildings. This may include a chemical spill, or an armed offender at large. If there is any doubt re the validity of the warning, we will follow the procedure and secure the premises before seeking validation from Police.

Preparation

1. We will ensure we have 2 days supply of food and nappies on-site for up to 45 adults and children
2. We will have "Lock Down" door signs pre-printed and stored at Reception and whistles located at reception desk and in the wharekai
3. We will have an up-to-date printed list of emergency contacts available in both buildings
4. We will communicate our lock down procedure to all parents and add them to the Emergency Procedures at reception.
5. We will practice the procedure monthly

Procedure

1. Person who receives the advice of emergency is responsible for communicating to all adults and children on-site "This is a Lock Down. This is a Lock Down" and using the whistle to alert people outside. Be sure to include people in both buildings.
2. Teachers are to immediately bring all adults and children indoors and lock all external doors and windows. Turn off all lights and computers, and close any curtains.
3. Everyone is to stay low to the ground, against internal walls and away from windows and external walls.
4. Put "Lock down" notice (kept at Reception) on front door. DO NOT sound fire alarms.
5. Pick up sign-in sheet and check roll for each adult and child. Record all people who are present, including parents/visitors. Have a list of everyone present ready to provide to Police if required.
6. If Police are not already notified of the situation, call 111 and communicate as much information as possible.
7. No-one is to open any external door or window under any circumstances.

8. Do not use the landline phone unless calling Police. This phone is to be kept free for Police communication only.
9. Staff to ensure their mobile phones are turned on for parent communication. Check for messages.
10. Pick up Emergency Contacts list from reception (if safe to do so). Initiate parent communication via text message.
11. Await further instructions from Police.
12. The Lock Down will continue until Police or an identified official advises us that the emergency situation has passed.
13. When the Lock Down is over, teachers will contact parents to collect their children.

**For safety reasons,
we are in a Lock Down**

**We are unable to open the door, or to
release any children or adults until
Police advice that it is safe to do so.**

**Our phone line is to be kept free for
Police communication ONLY.**

**Teachers will text updates to
your emergency contact; held on file.**

Thank you for your understanding.