

Napier Central School



NAG 5.15 – Health & Safety

Lock-down Policy/Procedure

Policy Statement

A lock-down of the school will be implemented anytime students need to be contained and protected inside the 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 risk of a hostage situation;
- An unarmed intruder inside the building.

Emergency Lock-down Procedures

Communications

1. In the event of a critical incident requiring lock-down, 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 Principal, who will call the police.
2. The person in charge at the time of the incident, or the police, will determine the need for a lock-down and sound the appropriate alarm.
3. Alternative signal: the sounding of the electric bell with intermittent 5 second (on/off) bursts for a continuous on minute period.
4. The person in charge or delegated person shall immediately contact the police and provide as much information as possible.
5. Fire evacuation alarms are not to be sounded.

Lock-down Procedure

- 1) If the lock-down alarm is sounded before school, during morning tea or lunchtime, students are to move directly to their classroom as long as it is safe to do so.
 - a) Teaching staff are to stay in, or move to, their classrooms immediately.
 - b) Support staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
 - c) 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 need to be mindful that students from other classrooms may seek sanctuary in their classrooms.
- 4) As soon as possible lock the classroom and other doors.
- 5) Close and lock windows.
- 6) Close curtains/blinds.
- 7) Turn off lights and computer monitors.
- 8) Staff and students should stay away from windows and doors, and remain low to the ground.
- 9) Everyone is to remain quiet. Reading to the children could be an appropriate activity.

- 10) Staff should not allow students to use the classroom phone if there is one available. It must be kept free for communication with the office.
- 11) Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
- 12) No one is to answer the door under any circumstances.
- 13) 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 anyone else in the room to the office. The list should include names of any missing students.
- 14) 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 lock-down is over.
- 15) Where the lock-down lasts an extended period of time or extends beyond normal school hours, the Principal or Deputy Principal should notify parents via local media and with the assistance of local police.
- 16) In conjunction with local police, the Principal or Deputy Principal should arrange for parents to pick students up from school at the designated safe area.

Reviewed 2016