

BHBI SCHOOL	Procedure Manual
LOCK DOWN	NAG 5

A lock-down would be used anytime students need to be contained and protected inside school buildings. (Critical Incident is a traumatic event, or the threat of such (within or outside New Zealand) which has the potential to harm life or well-being and causes extreme stress, fear or injury to the person experiencing or witnessing the event.)

A chemical spill, for example, could put students and staff at risk of toxic inhalation if allowed outside. Also, a fugitive abandoning a car chase to flee on foot could pose the risk of a hostage situation. In both these cases the Police would request a lock-down of the school to prevent putting students and staff in danger. An unarmed intruder inside the building can also be cause to implement the lock-down procedure, separating the intruder from students.

In this case a 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, teachers go to their classroom doors, listening, and then looking for a sign of imminent danger. If it's safe to do so, they pull in any students out in the playground and in toilets, then close and lock the doors and turn off the lights.

Policy Statement

The Blockhouse Bay 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 schools need to be secured in an appropriate manner when dealing with a perceived or actual threat to the school community.

Rationale

The Blockhouse Bay Intermediate School Board is committed to providing a safe and caring environment for students and staff. Therefore, the school will develop a plan to respond to a perceived or actual threat to their school community.

General Emergency Lockdown Procedures

Communication

1. In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the school office to raise the alarm. The Office staff member receiving the incident call will notify the Principal or DP's
2. The Principal and/or the person-in-charge (PIC) at the time of the incident will determine the need for a 'Lock Down' and sound the appropriate alarm.
3. An Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:

"This is a LOCK DOWN"

"This is not a fire drill"

"Everyone is to stay in the room, remain seated on the floor and to keep calm and quiet."

Alternative signal: the sounding of the **School electric bell with intermittent 5 second (on/off)** bursts for a continuous one minute period.

4. The Principal or PIC shall immediately contact Police and provide as much information as possible.
5. Fire evacuation alarms are not to be sounded.

Procedures

1. If the 'Lock Down 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.
 - a. Teachers are to stay in, or move to, their classroom.
 - 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 caretaker is to lock all perimeter gates, if it is safe to do so.
 - d. The Principal must stay in, or move to, the office area to facilitate communication.
2. If outside, children proceed to the nearest classroom. Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
3. Lock classroom and other doors.
4. Close and lock windows.
5. Close curtains.
6. Turn off lights and computer monitors.
7. Each person should stay away from windows and doors, and remain low to the ground.
8. Everyone is to remain quiet.
9. Do not allow students to use the classroom phone if there is one available. It must be kept free for communication with the office.
10. Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
11. No one is to answer the door under any circumstances.
12. A staff member should take a head count and obtain the name of each individual in the room. When practical, email the list of children and staff in the room to the office (office@bhbint.school.nz). Inform the office via email of any children missing.
13. Should the fire alarm sound, do not evacuate the building unless:
 - a. You have first hand knowledge that there is a fire in the building, or
 - b. You have been advised by Police or the Principal to evacuate the building.
14. Students and staff should stay where they are until official notification is provided by the principal or an identified police officer that the lockdown is over.
15. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal or designated serious incident co-ordinator should notify parents via local media and with the assistance of local police.
16. In conjunction with local police, the Principal or designated serious incident co-ordinator should arrange for parents to pick students up from school at a designated safe area.



LOCKDOWN PROCEDURES

AN EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO SCHOOL STUDENTS OR STAFF AT BLOCKHOUSE BAY INTERMEDIATE

A LOCKDOWN IS INDICATED BY THE REPETITIVE RINGING OF THE SCHOOL LOCKDOWN ALARM

CALL POLICE ON 111

TEACHERS SHOULD CLEAR ALL TOILETS, HALLWAYS AND OTHER ROOMS THAT CANNOT BE SECURED

BRING EVERYONE INSIDE – KEEP CHILDREN CALM – ON THE FLOOR AND AWAY FROM DOORS AND WINDOWS

LOCK EXTERIOR DOORS AND DO NOT OPEN UNTIL LOCKDOWN IS DECLEARED OVER

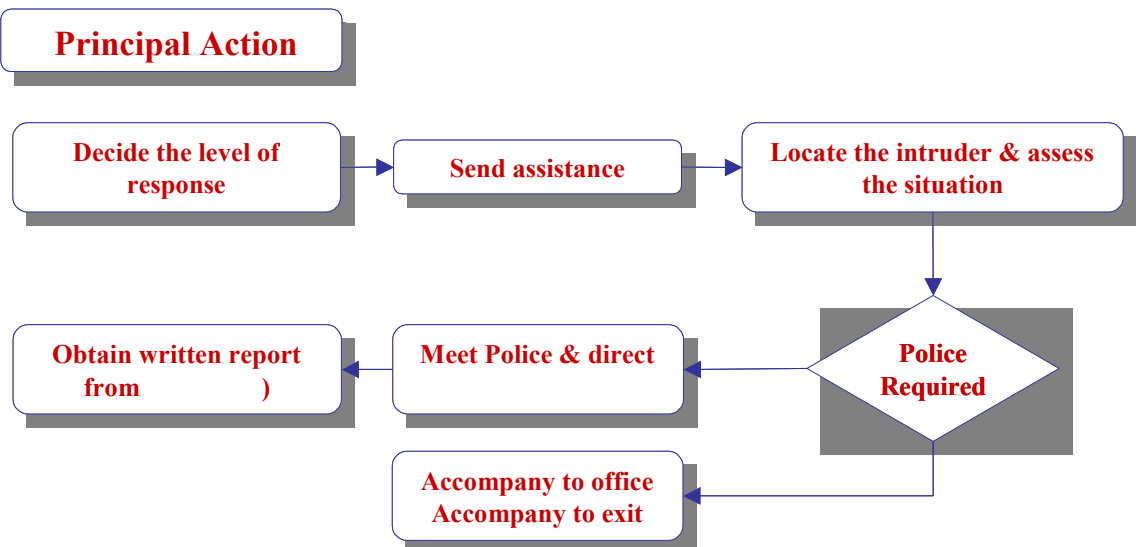
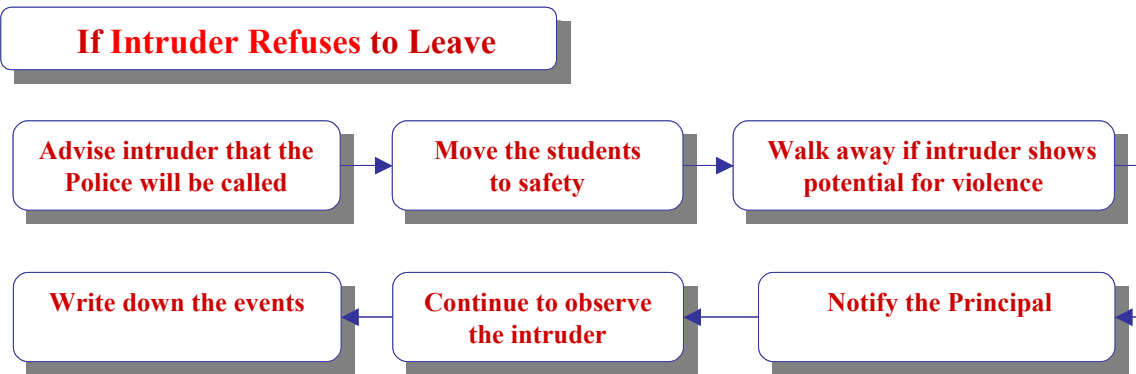
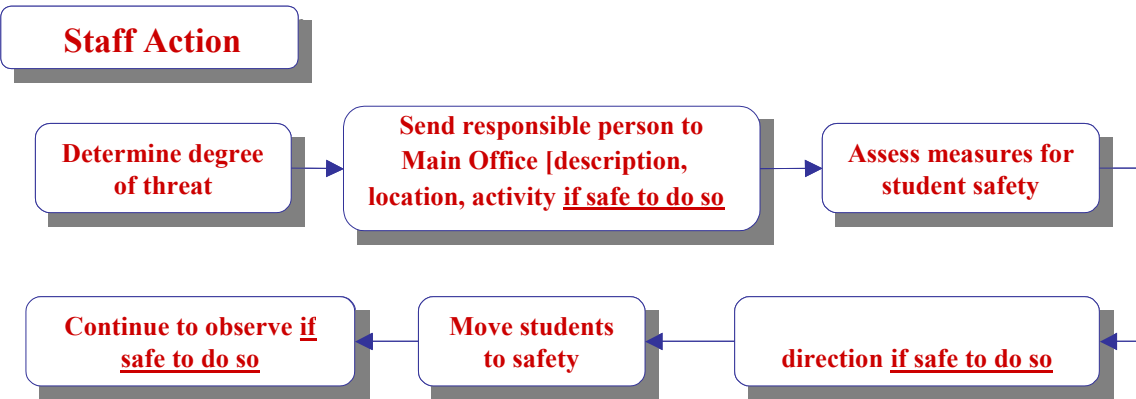
IF BLINDS OR CURTAINS ARE ON WINDOWS, ENSURE UNOBSTRUCTED TO ALLOW FOR VISUAL INSPECTION

CONTROL MOVEMENT IN CLASS AND TURN ELECTRONIC DEVICES TO SILENT

BE AWARE THAT FURTHER INFORMATION MAY TAKE TIME – BE PATIENT

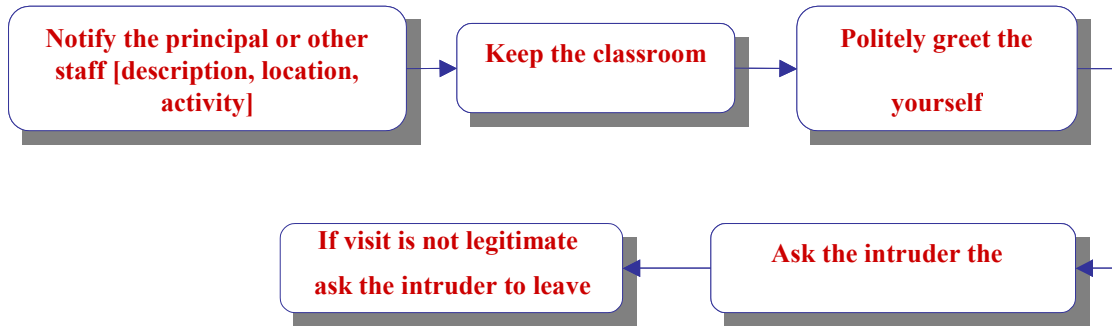
A MEMBER OF THE SENIOR LEADERSHIP TEAM OR EMERGENCY SERVICES WILL PHYSICALLY ANNOUNCE THE ALL CLEAR

Ministry of Education Toolkit 5T - Intruder Outside Building Emergency Response

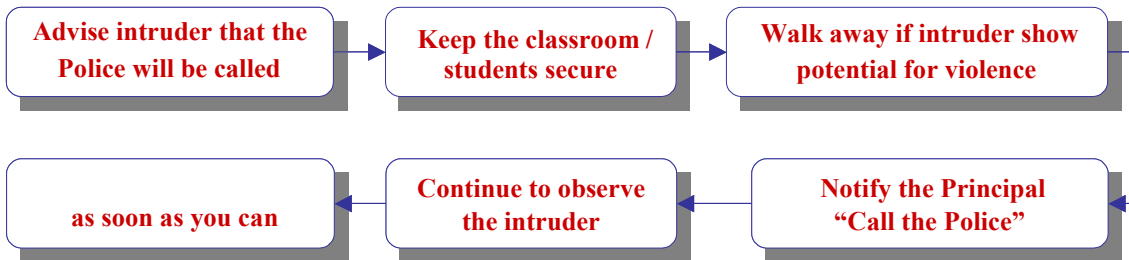


Ministry of Education Toolkit 5S - Intruder Inside Building Emergency Response

Staff Action



If Intruder Refuses to Leave



Principal Action

