



KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be
"Tino pai ake"*

Lockdown Procedure

This procedure provides a guide to staff in how to manage the response to a dangerous person entering the school, or if the police contact the school and request the school to go into lockdown.

These procedures are understood and discussed by staff but not discussed with the children. The reason for this is to avoid unnecessary anxiety or concern in children.

Guidelines

- If shots are heard or a dangerous intruder is seen on or near the school grounds follow guidelines 1 to 7 below:
 - If the police contact the school and request the school to go into lockdown follow guidelines 2 to 7 below:
1. Call 111, identify yourself, the school and the address and provide all the details the operator requests, then move to a safe position to alert staff, following the procedures below.
 2. Alerting staff that the school is going into lock down will be done calmly by cell phone, classroom telephones and word of mouth. All best efforts will be made to pass the message to all staff. The school alarm/bell system will not be used.
 3. Staff should move everyone out of hallways and into rooms and lock, barricade and cover the doors and cover the windows if possible. Move away from the windows and keep out of sight.
 4. Staff and children are to keep quiet and not leave the room until instructed to by a member of the SLT, a team leader or the police.
 5. Should the event occur while students are outside at breaktimes: duty teachers are to instruct students to move to nearest secure room, or to a safe assembly area (which may include an off-site area close to the school)
 6. Follow police instructions.
 7. If possible parents will be alerted that the school is in lockdown via school-links.
 8. When the school reopens parents will be informed via School-Links.

Following the incident

The aftermath of an intruder incident will require careful management as even in the "best case" scenario of no one being injured or killed, there will be traumatised staff and students, concerned parents, confusion, disruption and media interest.

- The Ministry of Education Trauma Incident Team will provide support, 0800 84 83 26, <https://education.govt.nz/school/student-support/emergencies/>
- Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance or suitable responses)
- Continue to monitor the wellbeing of students and staff.