

Big Rock Primary School Board of Trustees
Policy
LOCKDOWN DRILL

AIM

To ensure the safety of all students and staff when a lockdown occurs (e.g. Bomb Threat, Threatening Person)

OBJECTIVES

A lock down will be signalled by a “Lockdown” communication from the Principal (or the most senior staff member) through cell phones, intercom or via verbal contact. In the event of an emergency you will need to be an active participant in your own rescue. *“Lockdown all classes. Teachers follow procedure”*.

Procedures within Buildings

Teachers must:

- Close and lock all doors
- Close and lock all windows
- Pull curtains / blinds
- Turn off lights
- Turn off any equipment emitting noise eg television, CD player, computer
- All staff and pupils must sit on the floor under desks and tables out of sight of windows
- Maintain silence
- Remain in this position until a second communication giving the all clear is made. *“Lockdown all clear”*

Procedures in the Playground

- Ring school bell
- Proceed to the nearest lockable building
- Follow the steps above

Special Considerations

- Every class has its own emergency kit.
- If the lockdown is near the end of the day, the ‘After School Care’ people will be contacted and diverted
- Once lockdown has been lifted, all student and staff may be called to the library for a debriefing.
- The Ministry of Education Special Education Trauma Team will be contacted for staff and students at risk

Staff

- Staff must stay in their assigned area after locking the external doors that they are responsible for.
- They are not to be outside during lockdown incident.
- Communication must be by cell phone/Alexa
- When students are allowed to leave, parents are to sign them out on a class list.
- The school will utilise ‘Skool Loop’ and Facebook to advise all parents/caregivers of ‘Lockdown’ situation.

Police

- The Police will be communicated with throughout the incident by either the Principal or the most senior staff.

Conclusion

- Lockdowns followed precisely will ensure consistency throughout the school in an emergency.