

SPOTSWOOD COLLEGE

TE KURA TUARUA O NGAMOTU

SPOTSWOOD COLLEGE



LOCKDOWN PROCEDURES HANDBOOK

GUIDELINES FOR STAFF- 2015

Contents

Purpose	Page 3
Emergency Response Plan	Page 3
Making Decision to Lockdown	Page 4
Lockdown Communication System	Page 4
Lockdown in Classroom	Page 5
Lockdown in Assembly	Page 8
Lockdown Out of Class	Page 9
Lockdown Visitors/Contractors	Page 9
Communication	Page 11
Trauma Policy	Page 12
Acknowledgements	Page 12

SPOTSWOOD COLLEGE

LOCKDOWN CRISIS MANAGEMENT PLAN

Purpose:

The Lockdown procedure is developed as an alternative emergency response to an evacuation.

Evacuation – Moves staff and students from an area of higher risk to an area of lower risk.

Lockdown – Keeps staff and students from moving from an area of lower risk to an area of higher risk.

The lockdown is an effective way of managing many emergency situations and it has been suggested by experts that it should be the default response to most emergencies, as it is an effective way of:

1. Managing a large population rapidly, making planning further responses to the emergency easier.
2. Minimising target profile (in case of armed intruder).
3. Managing information, if done effectively, as it controls the unsolicited communication that can be sent via social media.

Lockdown procedures should be used to manage the following emergency situations:

1. Any person in or near school grounds that has a weapon and has shown clear intent to harm others e.g. firearm, knife, etc
2. An Intruder/s, staff member or a student on the College grounds or inside a College building with a **Hostage/s**
3. For a specific **Bomb Threat** on College Grounds.
If necessary, all personnel will be evacuated to the Top field.
4. Out of control, dangerous animals e.g. dogs, cows etc
5. A **Civil Defence emergency** (e.g. hazardous chemicals, explosion, a severe storm, electrical cables, etc) that necessitates secure internal protection of all personnel on site is required.
6. **An off-site situation** where the Police or other emergency service have advised the Principal there is an imminent danger to all personnel on site and they require the College to be locked-down.

MAKING THE DECISION TO LOCKDOWN

- 1. In an emergency situation where there is imminent danger to human life:**
 - **Staff member involved** shall call the Police or direct student to call police.
 - **Advise member of SLT by phone, text, e-mail.**
 - **Initiate Lockdown procedure**
 - **SLT member that receives emergency message from teacher shall immediately initiate lockdown procedure for the school**
 - **SLT Member or person initiating Lock down must inform Police and Principal immediately**
 - **Instructions from Emergency Services must be followed.**

- 2. Other emergencies where there is not imminent danger to human life:**
 - Request to lockdown from Emergency Services e.g. Police, Civil Defence, Fire
 - Developing emergency where harm to life could occur
 - A non-threatening circumstance to keep people away from areas where there may be a medical emergency or other disturbance
 - The College **Principal** or his/her designated Deputy/s shall make the decision to Lockdown
 - If the Principal is not available, he/she shall be notified immediately once the lock down procedure has been activated

THE LOCKDOWN SIGNAL/CODE

The “Lockdown Signal/Code” shall be:-

Ten (10) rings of the bell, each of Five (5) seconds duration with a Five (5) second gap between rings.

A text message announcing “Lockdown” will be sent to all Staff Cell phones and e-mail as soon as is practicable.

Lock Down In Classroom:

In the event that a lockdown is initiated during lesson time, ***the response of the teachers is very important.***

The in-class response card (Figure 1) is available and must be displayed in each area that could be locked down. Staff and students need to be familiar with the actions described on the response card.

In the event of a lockdown being signalled, ***the teacher should lock the door first*** then follow the checklist, ticking each stage once it has been completed:

Indicating that the classroom is in shutdown is valuable to emergency responders, the indicator cards Figure 2 are an effective and efficient way of doing this. The appropriate colour should be displayed in both internal and external windows if appropriate.

It is vitally important that the door is locked as soon as the lockdown signal has been heard, if students are working just outside the door they should be hurried into the room first. Students who have left the room for other reasons and are further away will need to seek cover in an alternative location (Page 10).

Once the door has been locked it must not be opened again until:


- **All clear has been signalled.**
- **There is imminent danger if you remain in the room (fire in or very near to the room and there is no other choice but to leave – *The fire alarm sounding is not sufficient reason to leave the room*).**
- **Emergency services advise you to leave the room.**
- **Management have approached the room.**

Lockdown Procedure – Response Card

Classrooms/ Labs/ Workshops


Upon a lockdown being signalled.....

Teacher to....

	Action
	Lock Door
	Lock Windows
	Draw Curtains/ Close Blinds
	Turn off Lights
	Turn off electrical equipment – except for teacher cellphone/laptop
	Signal administration/SLT by text or e-mail
	Await further instruction – Expect to be in lockdown for several hours
	Pass around paper for student to write their names – full names and DOB
	Follow instructions from Emergency Services and SLT
	Place Red/Yellow/Green Card in both internal and external windows
	Complete this check list
	Take Cover under Desk

Remain in Lockdown until familiar all clear is given
Ignore any evacuation alarm
Do not open the door until familiar all clear is given

Students To....

	Action
	Switch off all electrical devices
	Switch off mobile phones
	Move away from windows and doors
	Take cover under desks
	Remain silent
	Follow Teacher's instructions
	Follow instructions from Emergency Services
	If there is no Teacher present complete Teacher's action points above
	Follow instructions from Emergency Services and SLT

Lockdown Procedure Classrooms/ Labs/ Workshops

Communication with Administration and Emergency Services

Place the appropriate card in both internal and external windows once the room is secure.

Use the red card to indicate that lockdown is incomplete or assistance is needed urgently.	Use this card if some students are "missing" from the class or assistance would be appreciated (not urgent)	Use this card to indicate that lockdown is complete and all is well.


Out of Classroom Response

Assemblies

Initiating a lockdown during assembly time is a straight forward exercise, the assembly hall should be treated in the same manner as a classroom during the lockdown and the **Assembly response checklist** should be followed. Staff should move to the doors nearest them and ensure that they are locked promptly and curtains should be drawn. Staff must be vigilant in monitoring students, to ensure there is silence, and all electronic equipment is switched off.


Lock Down Procedure Response Card Assembly Hall

**Upon a lockdown being signalled....
Teacher in charge to instruct staff to...**

	Action
	Lock Doors – Have a teacher remain at each entry/exit point
	Lock Windows
	Draw Curtains/ Close Blinds
	Turn off Lights
	Turn off electrical equipment
	Signal administration/SLT by text or e-mail
	Await further instruction – Expect to be in lockdown for several hours
	Take cover near exits
	Follow instructions from Emergency Services and SLT
	Place Red/Yellow/Green Card in both internal and external windows
	Complete this check list

**Remain in Lockdown until familiar all clear is given
Ignore any evacuation alarm
Do not open the door until familiar all clear is given**

Teacher in charge to instruct students to....

	Action
	Switch off all electrical devices
	Switch off mobile phones
	Move away from windows and doors
	Adopt head down “brace position”
	Remain Silent
	Follow Teacher’s instructions
	Follow Instructions from Emergency services

Out of Classroom Response:

Students and Staff out of class/ Non Classroom Lessons:

During lesson time some students and staff may not be in classrooms. They may have left the room temporarily for any number of reasons.

The in-class response section detailed that students who are immediately outside of the room should be rapidly ushered into the room prior to the door being locked.

Students and staff that are further away from their allocated room need to complete one of the following depending on their circumstances:

1. Upon Hearing a lockdown student/teacher heads to nearest classroom prior to it being locked and follows the teacher's instructions.
2. Student/staff takes cover in nearest available location; empty classroom, restroom, store room, Gym, Changing Shed
 - Lock or barricade door/s if possible
 - Remain silent
 - Make contact with school administration/SLT or Police
 - Provide your location and who you are with
 - Await further instruction or until all clear is given

Visitors and Contractors

At any time there are people on the school site that are neither staff nor students, these may include; parents, visitors, students from other schools and contractors.

It should be a general rule that the short term visitors to the site are always in the company of a member of the school's staff, thus if any emergency does occur then the staff member can advise the visitor on what to do. If this is not the case then including the following in a visitor induction would be appropriate:

Upon being made aware of the school entering into an emergency situation (through whatever appropriate means), visitors are required to follow the school's procedures and not leave the site unless asked to do so.

In the case of a lockdown this means taking refuge at/in _____ location until advised otherwise.

Contractors by contrast are often unaccompanied, in this case part of the contractor induction process should be to detail amongst many other things how the contractor is expected to behave upon the activation of any emergency signals.

Upon being made aware of the school entering into an emergency situation (through whatever appropriate means), contractors are required to follow the schools procedures.

In the case of a lockdown this means taking refuge in _____ (a pre-determined location) until advised

It would be unwise to advise contractors to enter a classroom upon a lockdown being activated

Interval and Lunchtimes

These times are potentially the most challenging to plan an effective lockdown response for.

If lock down is signalled during interval or lunchtime staff and students should:

- Move to nearest emergency area – Gymnasium, Hall, Library
- Follow instructions of Teacher
- Teachers to initiate standard lock down procedure for these areas
- Students/teachers that are some distance from these areas should take refuge at the nearest safest location and follow 'Out of Class Response'

15 Minutes Before and After School:

If lockdown is signalled before or after school staff and students should:

- Move to nearest emergency area – Gymnasium, Hall, Library, Whanau rooms
- Follow instructions of Teacher
- Teachers to initiate standard lock down procedure for these areas
- Students/teachers that are some distance from these areas should take refuge at the nearest safest location and follow 'Out of Class Response'

Special Events:

Event organiser is to pre- determine where participants should move to in the event of a lockdown as part of the event planning. E.g Hall, Gymnasium or Classroom/s being used by event organiser.

Standard lockdown procedure should be used for the identified areas.

Communication

Communication is the most crucial element when signalling and during a lockdown procedure.

- All teachers/employees of Spotswood College must ensure the school has their current cell phone numbers on record.
- All teachers/employees of Spotswood College must have a cell phone on their person at all times whilst on School Grounds or working.
- School Administration will ensure all Teacher/employee phones are able to be communicated with simultaneously by text message using an appropriate system
- If teachers/employees receive a text message 'Lockdown' they are to immediately follow lockdown procedure
- Updates regarding the lockdown will be sent using text message

THE ALL-CLEAR SIGNAL/CODE

The "All-clear signal/code" will be:-

Text message to all staff 'Lockdown procedure ended' the text will include instruction on what to do next. E.g. Return to normal activities, report to Staff room etc.

THE PROCEDURE TO END A LOCKDOWN SITUATION

The Principal or designated deputy will make the decision to give the All Clear.

- The All Clear will be given either by phone, text, e-mail or in person by a member of SLT or a member of an emergency service.
- If further action is required after the all clear is given this will be communicated at the time. Staff, students and visitors are to comply with instructions given during and immediately after a lockdown.
- If no further action is required after the all clear is given staff, students and visitors can return to their normal activities.

SLT CONTACT PHONE NUMBERS

Mark Bowden: 027 449 1991
Daryn Shaw: 027 900 9585
Martyn Knapton: 027 821 1939
Chris Lapworth: 027 959 5372
Paula Cast: 021 2121369

POST TRAUMATIC INCIDENT RESPONSE

Immediately following the all-clear being given, the Principal will meet with his/her senior management team and make a decision as to what "Traumatic Incident Response" needs to be provided in regards to any trauma that may have occurred to students, staff or authorised visitors.

This may include (but not limited to) such things as:-

- A de-brief in the assembly hall, staffroom
- Text and email messages sent to Caregivers
- Counselling services for staff, students, visitors
- The schools Apps(when in place)

If necessary the BOT – **Traumatic Incident Response Policy (T-I-R-P)** will be implemented.

Acknowledgements:

"Developing a School Emergency Lockdown Response Plan," Safe Schools.co.nz, 05/17/2012

Emergency Situation Arises

