

## **Lockdown Emergency response protocols for Parent**

In the event of a lockdown, the School will inform you via text message that a Lockdown has been initiated. During any emergency response process, the School's primary focus is the safety and welfare of students and staff. Our SMT and staff are well briefed on Lockdown procedures.

A school lockdown serves several functions, including the following:

- Removes students and staff from the threat;
- Isolates the dangerous situation from much of the School;
- Allows for an accurate accounting of students and staff within each assembly area; and
- Depending on the situation, facilitates and organised evacuation away from the dangerous area.

Note: Lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

In general, there are two main lockdown situations:

1. Lockdown with warning: The threat is outside the school.
2. Lockdown: The threat or intruder is inside the school.

When either lockdown is initiated it is imperative you:

- Remain calm,
- Stay away from the School,
- Do not contact your daughter or provide updates to them of external circumstances that may upset them or other students in lockdown, (all student mobile phones will be turned off),
- Do not contact the School,
- Rely on the regular communications from the School,
- Wait for the ALL-CLEAR text which will inform you whether you can pick up your daughter, or if classes are resuming as per normal.

### **Lockdown with Warning Procedures**

- This is initiated to keep students away from a situation that is occurring in the community or School Grounds. There will be no direct threat to students and staff.

### **Lockdown (with Intruder) Procedures**

***Police will be on site within ten minutes of receiving notification that lockdown (with intruder) has been initiated at the School. Police will remain in constant communication with SMT until they are onsite and work with SMT to manage the response to the intruder(s).***

- It is imperative you stay away from the School and rely on the communications that will come from the School via text message.

### **Special Lockdown Considerations**

The School has special procedures in place to respond to a Lockdown that may occur outside classroom learning time. Students and staff have been briefed on what to do in these circumstances.

#### **Lockdown Prior to School Starting procedures**

- If your daughter is at home, stay there.
- If you are on the way to School, turn back home.

#### **Lockdown After School procedures**

- If your daughter is onsite, the School will be aware they are onsite (due to after school hours protocols) and manage their safety and wellbeing.
- Please follow all normal Lockdown Parent response protocols in this situation.

**Lockdown when there are Students and Staff offsite procedures**

- If a School Lockdown is initiated while students and staff are offsite, the Teacher of this group will be contacted and informed to remain away from the School until the all clear has been given.
- Please follow all normal Lockdown parent response protocols in this situation.

**Offsite Lockdown that has Rangī Ruru and staff present procedures**

- The School will notify Police that Rangī Ruru students and staff are onsite.
- Please follow normal Lockdown Parent response protocols in this situation.