

# KAIKORAI VALLEY COLLEGE



## LOCKDOWN PROCEDURE

*(This information is for staff only - NOT TO BE discussed with students)*

### RATIONALE

There may be a time when it is imperative to lockdown the school in order to keep students and personnel, including contract workers, safe from intruders who may pose a risk to the safety of others. In order for this to happen safely and efficiently, the following guidelines must be implemented.

### GUIDELINES

1. If a threat is identified the office and a member of the Senior Leadership Team is notified and will call the police, arrange for the bells to ring and for a text alert to be sent.
2. Repeated short rings (regular and short) on the school bell signal an emergency, requiring a 'lockdown' of the school. A text will be sent to students and staff. A text will also be sent to caregivers informing them of the situation.  
Text to staff/students: KVC - the school has been placed in lockdown, follow lockdown procedures. You will be updated as soon as possible.  
Text to caregivers: KVC - the school has been placed in lockdown. Do not contact the school or your child. Updates will be sent to you.
3. The bell will stop after a few minutes – however the lockdown is still in place. The lockdown will only be lifted by a senior staff member or emergency personnel, who will travel around the school notifying classes. A text message will also be sent to staff and students. Staff and students will then probably be assembled for a debriefing, probably still under instruction from the police.
4. **Lockdown Room Advice**
  - i. Seat students on the floor – out of sight from windows and doors (where possible). Lock every door you can see including block outside doors if you feel it is safe to do so. Shut windows and close curtains and blinds.
  - ii. Turn off all lights and electrical equipment.
  - iii. Reassure students and discourage students from using phones or devices texting, or posting status updates, as we do not want parents/others arriving at school to see what is going on. It could be unsafe for them too. Keep people quiet, talk in whispers – movement and noise attract attention. Pass a piece of paper around for students to write their name on – ready to hand in when the lockdown is lifted.
  - iv. Do not let students out of the room to use the toilet.
  - v. The lockdown remains in place even if the fire alarms are activated. (Evacuate only if there is evidence of smoke or fire nearby. If this happens, keep the group together but do not join with others, and do not assemble on the tennis courts. Select somewhere where there could be cover from the actions of an armed intruder. If possible, text your location to a member of the Senior Leadership Team.
  - vi. If an armed intruder emergency occurs between classes or intervals/lunchtimes move students indoors (the closest block). We suggest the following is stated to the students when the bell is ringing. "We have an emergency in the school grounds. There is a problem. The police have been called. Please go inside immediately. Move now. It is not safe outside. Go to the nearest building/classroom quickly" etc.
  - vii. All this is obviously governed by where any incident is taking place. We hope these instructions never have to be followed.
5. Any students and staff who are out of school on an activity will be contacted and told not to go to school until further notice.

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| Date of confirmation by the Board | 25 May 2016      |
| Reviewed                          | 28 August 2019   |
| Reviewed                          | 15 February 2023 |
| Next review                       | 15 August 2025   |