

St Columba's Catholic School

Emergency Lockdown Procedure

Rationale:

All staff and students need to be thoroughly aware of the correct procedure to follow in case of any emergency, which might place them in danger.

Purpose:

1. To provide 'lock down' procedures so students and employers can be secured and protected inside school buildings should there be a perceived or actual threat to our school community. Examples of potential lockdown situations: chemical spills, intruders, gas leaks.

Guidelines for Lockdown:

1. In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the school office to raise the alarm. The Office staff member receiving the incident call will notify the Principal or DP.
2. The Principal and/or the person-in-charge (PIC) at the time of the incident will determine the need for a 'Lock Down' and sound the appropriate alarm.
3. An Emergency Lockdown will be indicated by the ongoing sounding of the lockdown alarm and the voice-over Lockdown.
4. The Principal or PIC shall immediately contact Police and provide as much information as possible.
5. Fire evacuation alarms are not to be sounded.

Procedures:

1. If the 'Lock Down Alarm' is sounded before school, during morning tea or lunchtime, students are to move directly to the nearest classroom as long as it is safe to do so.
 - a) Any staff who are outside at the time the alarm sounds should direct any adults or children who are outside, to move inside to the nearest building.
 - b) Support staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so, as directed by the Principal.
 - c) The Principal or DP must stay in or move to the office area to facilitate communication and direct the lock down.
 - d) Field occupants go immediately to the Hall.
2. Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
3. Lock classroom and other doors, if safe to do so. Staff must check that connecting doors to classrooms are locked and outside doors.
4. Close and lock windows. Close curtains.
5. Turn off lights and computer monitors.
6. Each person should stay away from windows and doors, and remain low to the ground.
7. Everyone should remain quiet.
8. All communication must go through the office.
9. Before a drill, instruct students to lock themselves in the cubicle if they happen to be in a toilet at the time the alarm sounds.
10. Staff with mobile phones should ensure they are turned on, and frequently check them for messages. Phone numbers need to be current. Ensure office has contact details correct.
11. Classroom doors should not be opened under any circumstances unless it can be ascertained that there is no danger to those inside.
12. A staff member should take a headcount and obtain the name of each individual in the room. When practical, email (on subject line – record if all present), or phone the names of the children and staff in the room to the office (admin@stcolumbas.school.nz) – to inform the office of the names of extras or missing from the class/area.

13. Should the fire alarm sound, do not evacuate the building unless:
 - a) You have first hand knowledge that there is a fire in the building, or
 - b) You have been advised by Police or the Principal to evacuate the building.
14. Student and staff should stay where they are until official notification is provided by the principal or an identified police officer that the lockdown is over.
15. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal or designated serious incident coordinator should notify parents via local media and with the assistance of local police.
16. In conjunction with local police, the Principal or designated serious incident coordinator should arrange for parents to pick up from school at a designated safe area.