



PAPAKAIO SCHOOL

Lockdown Procedure 2017



The purpose of this procedure is to give a clear plan for going into a “Lockdown State” to gain control.

Lockdown is called by Principal, Teacher or Staff-member when there is a danger to students in the area, such as an armed person, a dangerous animal or an aggressive individual.

- Lockdown drills are carried out twice a year.
- On hearing the lockdown signal; a series of three short bursts on the fire-bell repeated several times, students and teachers remain in classrooms, or make their way quickly to the nearest classroom.
- If at lunch time the bell is rung normally to get children inside and once the playground is clear a lock-down will be activated.
- Doors are locked and blinds are pulled down.
- Lights off
- Teachers check their phones for a text message to explain.
- Students and teachers keep away from the windows and follow directions from the text i.e. down on the floor, at desks or on mat, remain silent.
- Children must stop using all technology.
- Class roll to be taken.
- Text to office or Principal your status.
- The “All Clear” signal will given by the school leader by visiting classrooms.

Written February 2017