



Te Pākihi o Maru

Together growing hearts and minds

LOCKDOWN PROCEDURE

Outcome

To ensure the safety of all adults and tamariki on site in the event of a lockdown situation.

Procedures

Lockdown will be initiated by the Tumuaki or Acting Tumuaki as a result of incidents at the school or from advice from the Police. All further decisions to be made by the Tumuaki or Acting Tumuaki.

Lockdown will be signaled by a page to the classroom saying “please stay inside as we are getting the locks checked.”

If a lockdown occurs during break time, the air horn will sound.

Staff and Students - Please ensure your personal safety and those in your care at all times.

- All staff remain in the space (classroom, library, hall) that they are in at the time of alarm.
 - **Kororā** - move to the far corner of the room away from the windows
 - **Tui** - move into the breakout space
 - **Piwakawaka** - move into the breakout space
 - **Kereru** - move into the breakout space
 - **Ruru** - move into the bag area
 - **Toroa** - move to the space near the sink and the math resource room
 - **Hall** - move away from doors and windows.
 - **Library** - move into the back resource room and behind the library desk
- If you are outside with a student at the time of the alarm go to the nearest indoor space and go back to your classroom internally.
- Adults lock all doors, shut windows and pull down blinds.
- Staff upstairs are to remain upstairs out of sight.
- Staff in the admin block will lock the front door.
- Staff in the admin block will share the load of locking any other external doors.
- Tamariki to be moved away from the windows and doors and out of sight if possible.
- Any class in the hall to remain will remain in the hall.
- Kaiako to read calmly to children.
- **If a child is at the dental clinic, they will remain there.**

Procedures once in lockdown

- Classroom roll is to be marked.
- Inform the office and senior leadership of any unexpected absences.
- Senior leadership will keep all staff up to date through the staff messenger group.

- **Do not engage with members of the community personally.**
- **Community members are not to be let into the school.**
- The community will be kept informed via text.
- *Safety is paramount! Follow procedure at all times - no leaving to get water. The hall toilets can be used if absolutely necessary.*

All adults and tamariki are to remain in lockdown until Senior Management and delegated staff have physically unlocked your classroom door.