

**The signal for Lockdown is currently continuous intermittent ringing.**

[lockdown@onewhero.school.nz](mailto:lockdown@onewhero.school.nz)

- 1) Upon hearing the alarm, teachers are to secure their classrooms and move students to an area of the room that is secure (if possible) and away from the windows.
- 2) Teachers will take the role for that period, taking note of those present and any students absent. Teachers then email [lockdown@onewhero.school.nz](mailto:lockdown@onewhero.school.nz) to report their role and open communication.
- 3) **Staff are requested not to contact Police or any other parties off school property. This will be handled exclusively by SLT and the communication team (Admin).**
- 4) **In the event of Lockdown, teachers are to ensure that students do not use their cell phones or contact outside parties.**
- 5) Students and teachers are to remain in lockdown until the all clear is given by either the Police or SLT. Each class will be informed individually by either Police or SLT.
- 6) Any staff not teaching at the time of a Lockdown are required to make themselves secure and email [lockdown@onewhero.school.nz](mailto:lockdown@onewhero.school.nz) to confirm safety and whereabouts as soon as possible.

\*Addendum to the procedure for the Y13 Common room:

Notify the office as soon as possible regarding who is in the room.

Lockdown procedure; Administration block (SLT and Office staff).

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In the event of a clear and present threat to the school community;

- 1) Secure the office.
- 2) Any staff in the Administration block at the time of Lockdown are to make their way to the office and begin the lockdown process.
- 3) Begin to sound the bell to alert the rest of the school.
- 4) Notify the relevant emergency authorities (Police, Ambulance etc.)
- 5) Check email on [lockdown@onewhero.school.nz](mailto:lockdown@onewhero.school.nz) for class and staff confirmations from around the school. Liaise with the Emergency services.
- 6) Keep communication from staff open and inform police of any relevant information forthcoming.
- 7) Remain in Lockdown until the all clear is given by the emergency response team.
- 8) Start the process of notifying Parents/Caregivers and other parties, in conjunction with the Principal or Person in Charge.