



School

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## **Lockdown Procedure**

### **RATIONALE AND PURPOSE**

The Dunedin Rudolf Steiner School is implementing this procedure to ensure that in the event that students, staff and visitors, being faced with hazards in the school grounds or outside the school, may have to be locked inside the building for their own safety. This may occur in situations where there are trespassers or violent intruders (on Police advice), natural threats, (such as a swarm of bees, wasps, chemical spill), or a police incident in the community etc.

The aim is to provide a safe and secure environment for students, staff and other people at the school.

### **IMPLEMENTATION**

1. On recognising the situation calls for lockdown, the Principal or Authorised person locks the office (closes the blinds), rings the school hooter<sup>1</sup> constantly for 1 minute, rings police (111) and texts all staff to alert them to the nature of the emergency. The Principal or Authorized Person then assumes a lockdown position themselves in the office, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation.
2. In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults, who are outside but near buildings, are to move into the closest classroom. The teacher in this classroom will communicate via text message with the class teacher responsible for those students at the time of the lockdown.
3. Staff members, who are not teaching at the start of a lockdown, should lock the staffroom or if in the grounds, go to the nearest classroom. In doing so, staff should check outside areas for students and direct them to the nearest classroom and invite in known visitors. If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately get in to the closest room or building before that room is locked down and join whoever is in that room. If people are on the playground or court, they need to approach the nearest building, as soon as they hear the hooter.
4. Procedure in the classroom
  - As soon as possible lock the door, close the curtains or blinds in the room if they are available. Position students on the floor against the wall adjacent to the door or

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<sup>1</sup> Consider the nature of the signal to staff that a lockdown has been initiated. Remember, in some cases it may not be appropriate to sound an audible alarm (violent intruder). If an audible alarm is used consider whether the signal can be heard clearly from all locations in the school, including non-classroom spaces. If the signal cannot be heard, for example, for classes that take place on outside playing fields, then you will need to think of alternative ways and options to communicate with staff.

window or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.

- Any people with phones are required to turn them to silent.
  - Insist that students and adults remain quiet.
  - No one is to answer the door under any circumstances.
  - Remain in this position until “all clear” is announced by the Principal or Authorised person.
5. When police arrive, they will make contact with the Principal or Authorised person when the threat has been averted. When this occurs, the “all clear” is announced to each class by the Principal or Authorised person giving a code word to each teacher so that it is known that this is not being done under duress.

### **Procedure after the all clear**

After the “all clear” is given, the Principal can authorise the contacting of parents, if appropriate.

### **For parents:**

- Information about the school’s lockdown procedure will be disseminated to all parents by email and will be available on the school website. On the very rare occasion a lockdown is called, the School will endeavour to carry out the procedure as set.
- If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Lock-down situations require silence in order not to alert an intruder to the presence of students and staff in classrooms.
- If the children’s stay at school is to be extended beyond the regular time then the parent will receive information about the time and place that the child can be collected via text or phone call. Please be assured in the event of a lockdown that the overriding consideration for the school is the safety and well-being of all children and school personnel.

### **Intruder procedures:**

All visitors to school must first register at the school office. Any visitors who have not signed in are intruders and can be asked to leave the school premises and property immediately.

From time to time, staff may be confronted by an intruder in the school grounds or may need to confront somebody who does not appear to have any legitimate reason for being on site.

In such a case, they should use the following procedure:

- When alerted to the presence of a possible hostile intruder, take another staff member with you to help deal with them.
- Ask a third staff member who is not involved to call the Office.
- Attempt to direct the intruder to the road. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the office to call the police.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as

soon as is safe to do so report the situation to the office, to have the police called immediately.

**Practice drills**

It is a legal requirement that the school practises the Lockdown procedure in an annual drill. In this drill teachers will take their class into a lock down environment following the procedures above and in response to hearing the siren. They will come out of the drill when the Principal or authorised person gives the all clear. All teachers will endeavour to minimise the children’s concerns and to maintain a calm environment for the practice. Teachers will remind students of the need to have these drills or practices as a safety measure.

**Evaluation and Review**

This procedure will be reviewed as part of the school’s review cycle at times when our Health and Safety procedures are under review and at any other time when a review is needed.

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Signed: .....

Designation: .....

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_