

30 PROCEDURE: LOCKDOWN EMERGENCY PROCEDURE**Aim**

To ensure all tamariki, Kaiako, other staff, parents and any whānau are kept safe from harm, calm and cared for in the event that Montessori Children's House Wanaka declares ourselves in lockdown or we are required to go into lockdown by New Zealand Police or the Ministry of Education. *ECE Regs, 45 & 46 Licensing Criteria, HS4, HS5, HS7, HS8, HS27*

Reasons for Lockdown:

- Severe weather/storms
- Extreme smoke from fire
- Chemical or hazardous substance spill
- Gas leak/atmospheric hazardous substance
- Dangerous animal/insects
- Potentially dangerous intruder/unwanted or uninvited visitor
- Potentially violent/dangerous person near by
- Unidentified external substance

30.1 A lockdown would be used anytime a threat is present that requires children and any other persons at our centre to be contained and protected inside or in a safe location away from the premises of Montessori Children's House Wanaka.

30.1.1 Lockdown means that all windows and external doors are closed and locked and where possible internal doors are locked once all children and other persons have moved to a safe space/position.

30.1.2 A safe space needs to have no visible access from outside; have enough room for children to engage in quiet activities, access to appropriate heating or cooling and preferably still have access to toilet facilities or a covered portable toilet with some privacy where possible.

30.1.2 The Managing Teacher or designated teacher responsible will manage the lockdown procedure in collaboration with all kaiako and staff.

30.1.3 Communication channels such as Facebook, Educa, text messages and radio stations will be contacted to update families and be informed of the situation.

30.1.4 As the lockdown may go on for several hours, access to (or taking with you) the Civil Defence Kit, first aid kit, water and food is vital.

30.1.5 Another emergency items including device chargers, nappies, wipes, bottles, medication and bedding should be easily accessible also.

30.1.6 Depending on the location of the threat, tamariki may need to be taken to a safe place outside of the building.

30.1.7 All kaiako and staff will ensure they are aware of potential safe places inside and/or outside the premises.

31 ***Termly Lockdown drills will occur and the relevant paperwork completed and signed and filed in the correct folder. – to discuss***

Lockdown Procedure:

- Blow the whistle gently and call out "INSIDE" and quickly and calmly remove children and all other people from the outdoor playgrounds/ hallways and toilets and bring them to the designated lockdown spaces.
- Close and lock windows and external doors.

- Close curtains/blinds.
- Turn off lights/music/anything making sound.
- Lock internal doors.
- Ensure everyone remains low to the ground and away from any windows.
- Ensure everyone remains as quiet as possible.
- Help to keep tamariki as calm as you can (reading quiet stories, activities etc)
- Confirm everyone is present and accounted for using the day sheets.
- Once lockdown has been determined, no one is to enter or exit the premises until the all clear has been given by the Managing Teacher or designated teacher responsible.
- No one is to answer the door under any circumstance until the all clear is given.
- Once everyone is safely in the designated safe spaces, if Montessori Children's House Wanaka House has declared lockdown, police must be informed of the situation - **Call 111**
 - Identify yourself and Montessori Children's House Wanaka, including address
 - Details of situation
 - Details of any casualties
 - Description of weapons, number of shots etc
 - Description and location and identity of offender if known
 - Identify the 'target' of aggression if known
- Everyone must remain in the safe location until the ALL CLEAR is given by Managing Teacher or designated teacher responsible.
- Inform parents and whanau of lockdown and keep them informed of proceedings as best as you can.
- Once police arrive, the Managing Teacher or designated teacher responsible will liaise with them to secure the scene.

Conclusion of Lockdown

- Remain locked down until the all clear has been given. At this point proceed to the usual evacuation point.
- Roll call to be taken.
- Children will be released to the parents only when the 'all clear' is given by the Police.
- Follow process for parents picking up their children.
- Ring the Ministry of Education Trauma Team.
- The Board of Trustees will liaise with the media if necessary.
- **Montessori Children's House Wanaka Employees are not to communicate with the media.**
- If the media phone or attend Montessori Children's House Wanaka, staff will advise them that the Board of Trustees will deal with any questions (ask them to ring back or take a phone number for the Board of Trustees to contact them)
- The Managing Teacher in conjunction with the Board of Trustees will decide whether to temporarily close or continue operating.
- Kaiako, parents/caregivers are encouraged to discuss the incident away from children.
- Ensure the continued monitoring of the wellbeing of all children, their families and teachers, providing appropriate support as necessary.
- All Kaiako and other staff may be offered leave, counselling and support at the discretion of the Managing Teacher.