

## **EMERGENCY LOCKDOWN POLICY/PROCEDURE (REVERSE EVACUATION)**

### **Rationale:**

To ensure all children, teachers, other staff, parents and any whānau are kept safe from harm, calm and cared for in the event that Four Seasons Kindergarten declares themselves in lockdown or we are required to go into lockdown by New Zealand Police or the Ministry of Education.

### **Regulations Requirements That Guide This Policy:**

Reg. 45 & 46 ECE 2008

### **Licensing Criteria That Guide This Policy:**

HS4, HS5, HS7, HS8, HS27

### **Reasons for Lockdown:**

- Severe weather/storms preventing the safe leaving from kindergarten
  - Extreme smoke from fire in surrounding buildings
  - 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
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- A lockdown would be used anytime a threat is present that requires the children and any other persons at the service to be contained and protected inside or in a safe location away from the service.
  - 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.
  - 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.
    - At Four Seasons Kindergarten our designated safe space is upstairs in the playgroup space.
    - Sheets will be used to cover doors and windows where there are no curtains.
    - All external doors and gates will be locked by the person responsible once all children and any other persons are in the upstairs area.
  - The person responsible or other designated person must be nominated to manage the lockdown procedure.
    - At Four Seasons Kindergarten the person responsible is the kaiako rostered on kai duty.
  - Communication channels such as social media, text and radio must be predetermined so as to update families and be informed of the situation.

- Text message will be sent to parents as indicated on the enrolment form.
- A message will be posted on the Four Seasons Kindergarten Facebook page
- A message will be posted on the Four Seasons Kindergarten website
- A phone call will be made to all parents as nominated on tamariki enrolment forms once all persons are accounted for and settled in the safe space.
- The phone to be used for communication will be the Four Seasons Kindergarten mobile; 027 504 0966.
- As the lockdown may go on for several hours, access to (or taking with you) the Civil Defence Kit, especially first aid kit, water and food is vital.
  - At Four Seasons Kindergarten this is located under the stairs in the front foyer area. There is sufficient food, water and supplies to last for 3 days.
- Another emergency kit including other items needed such as device chargers, nappies, wipes, medication and bedding should be easily accessible also.
- Depending on the location of the threat, children may need to be taken to a safe place outside of the building. Ensure all teachers and other staff know of potential safe places to hide.
  - At Four Seasons Kindergarten this is located in the rear carport area behind the garage.
- The Manager / Service Provider is to ensure Lockdown/ Reverse Evacuation drills are to occur quarterly and a record made and filled in the office. Whanau will be notified prior to a drill taking place, including the language used to communicate with tamariki, so as to support tamariki.

#### **Lockdown Procedure:**

- Sound the alarm (shout LOCKDOWN, avoid using the fire alarm) and quickly and calmly remove children and all other people from the indoor and outdoor play spaces/ hallways and toilets and bring them to the upstairs playgroup area.
- Close and lock all windows and external doors.
- Close curtains/blinds.
- Turn off lights/music/anything making sound.
- Lock internal doors or barricade with furniture.
- Ensure everyone remains low to the ground and away from any windows.
- Ensure everyone remains as quiet as possible.
- Using the roll, ensure everyone is present and accounted for.
- Once lockdown has been determined, no one is to enter or exit the premises until the all clear has been given. In the event that a parent arrives to collect a child/children, they will remain with the group in the safe space until the all clear is given by Police.
- No one is to answer the door under any circumstances until the all clear is given.
- Once everyone is safely in the designated safe spaces, if Four Seasons Kindergarten has declared lockdown, police must be informed of the situation - Call 111
  - Identify yourself and Four Seasons Kindergarten, including address; 78 Kaimanawa St.
  - 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.
- Inform parents of lockdown and keep them informed of proceedings as best as you can.
  - This is done via the Four Seasons cellphone, with a text message.

- Once police arrive, liaise with them to secure scene.

### **Following the Incident:**

- The aftermath of a lockdown situation will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff and children, concerned parents, disruption to Four Seasons Kindergarten and media interest.
- The Trauma Incident Teams from the MOE will provide support.
- Manager or SPC to liaise with the media if necessary. Employees are not to communicate with media.
- Manager and/or SPC will decide whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses)
- Teachers, parents/caregivers are encouraged to talk away from children so as not to project their fear, worry etc onto children.
- Ensure the continued monitoring of the wellbeing of all children, their families and teachers, providing appropriate support.
- All teachers and other staff offered leave, counselling and support.
- For further information on helping children through trauma:

[www.education.govt.nz/school/student-support/emergencies](http://www.education.govt.nz/school/student-support/emergencies)

Approval Date: November 2019

Review Date: November 2020

Signed kaiako:

Signed whanau: