

## LOCKDOWN POLICY

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### Rationale:

A Centre lockdown is a procedure that is initiated when the Centre Management believes that there is a credible threat to children and staff safety. The goal is to keep children and staff safe and while it may be frightening or disruptive, it is important for everyone to comply with the lockdown for safety reasons.

### Guidelines:

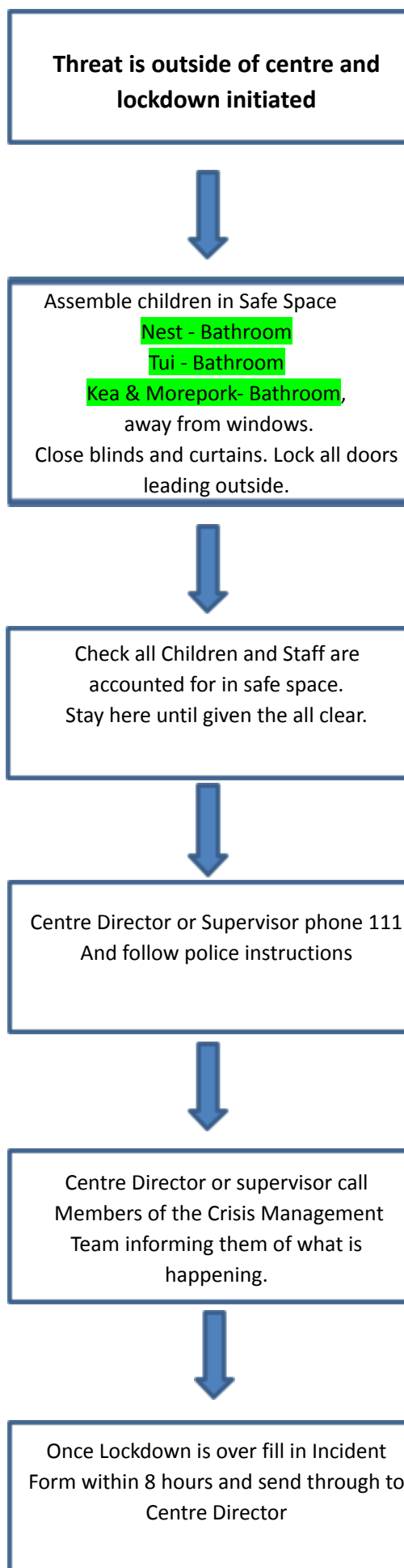
The Centre will establish a Crisis Management Team. This team must include members from Centre Management Team, the closest Treetops Centre to the site. Each Centre must keep a Crisis Management Team contact list including telephone numbers. (Appendix A) They must also have a detailed site plan of the Centre indicating doors, windows, power mains, water mains etc. This information needs to be kept in a file and updated every 6 months.

### Procedure:

In the event of a lockdown the following steps will be taken:

1. Centre Manager will signal the lock down drill by alerting every room repeating the code word: **RED MAT TIME.**
2. All children and staff must move inside, all windows and doors to be closed & locked except for the front fire exit door which cannot be locked.. If classrooms have blinds or curtains, staff will close them.
3. Move children and staff to the centres designated safe space (Nest - sleeproom, Tui - bathroom, Kea/Morepork - bathroom) - Bring your emergency grab bag and room phone with you.
4. Staff and children will remain there until given the all clear by the Centre Manager.
5. Teachers will use the day register to check and ensure all children and staff are accounted for within the safe space.
6. The Centre Manager will make contact with police. You must follow their instructions. Call persons on the Crisis Management Team outside the Centre, informing them what is happening. Centre Manager will keep staff informed.
7. Remember stay in safe space until told otherwise.

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## **LOCKDOWN LETTER TO PARENTS**

Dear Parents / Caregivers,

As many of you have already heard, yesterday our Centre experienced a very unusual event. (Insert a description of the incident).

When a dangerous situation of this type occurs, our centre has procedures in place to ensure the safety of all children and adults within our Centre. One procedure is for all adults and Children to come to the safe space within the Centre and lock all doors and windows. (Insert a statement regarding the effectiveness of the lockdown).

I would like to take this opportunity to compliment children and staff for their cooperation during this lockdown procedure. Their actions help to reinforce my belief that even when frightening events occur, we are able to make our centre a safe place.

Some children may continue to be upset by this event. Teachers have talked with them and will continue to provide emotional support. If you feel that your child continues to be disturbed by this event, please contact (Insert the relevant name, address and phone number).

While this event was frightening, it is important to acknowledge that it is a very rare occurrence. Our Centre is and will remain a safe place. If you have any questions or concerns please feel free to contact me.

Yours Sincerely,

Centre Manager