REQUIRED FOR LICENSING

Playcentre Aotearoa Lockdown Procedure

PRINT AND HAVE EASILY ACCESSIBLE AT CENTRE

Includes Lockdown Drill Guidelines

In an emergency situation when the occupants of the Playcentre are in the proximity of an immediate direct threat or criminal act, it can be safer to remain inside a building, not evacuate outside and not allow anyone to exit the building or any unknown people to enter the building. For example:

1. When there are individual(s) who may be violent in the vicinity of the Playcentre
2. If there are individuals seen with weapons in the vicinity of the Playcentre.
3. Police describe the nature of a situation and direct you to lockdown rather using the term 'shelter in place'.
4. The Education Review Office are asked by Police to direct the centre into lockdown until further information becomes available.
5. If you are advised of an incident/event but are not provided with sufficient information at the time, then a lockdown is advised until further information becomes available from Police or other emergency services.

A Lockdown Drill is a discussion for parents, volunteers and staff, ***without*** children. It should occur once per term as per the drill schedule to ensure that all centre members know what to do if necessary.

Items in italics are relevant for Lockdown Drills only.

Step	Lockdown Procedure
1	*Note the time of the need to Lockdown*
2	Get to safety a) Bring tamariki, adults and visitors to interior rooms where possible, or an area away from glass and external windows. If an interior room or space away from glass and external windows is not available, secure all windows further by covering them or closing blinds and/or curtains if you have them. b) Call any tamariki or adults who are outside to come inside as quickly as possible. c) Appoint a suitable person to assist anyone requiring assistance. d) Close the building, locking all windows, exterior doors, and any other openings to the outside. e) Turn off all the lights. f) Cover windows if you can with blinds/ curtains or other coverings. g) Gather essential emergency resources and supplies, including a mobile or portable phone, tablet and/or written register h) Turn phones to silent and monitor for incoming calls i) If required due to affected air quality, seal all cracks around the doors and vents into the room with duct tape and plastic sheeting.

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3	**Check and notify** a) Take the daily roll and ensure everyone's name who is in the room is written down. b) Notify emergency services where you are, and the number of people present if they are not already aware. *(Role-play this in case of a Drill)* c) Begin an activity or game where tamariki can keep quiet. d) *Complete a staff roll call on the tablet to confirm the discussion has taken place.* e) *Provide a simple summary for both tamariki and adults on what worked well and improvements that could be made using Emergency Drills Quick Reference and Reflection Records.* f) *Sign and date the daily roll/register confirming the completion of the Drill* g) *Ensure Centre processes are followed to track Drill completion.*
4	**Contact whānau and others** a) If the decision to lockdown was not given by the Police, then contact them and explain the nature of the incident b) Call parents/whānau or emergency contacts for any tamariki who do not have parents/whānau present c) Advise them of the situation and what action they should take at this time (e.g. whether they are able to come and collect tamariki or if they will need to wait until the situation is safer) d) Contact the Playcentre Area Office and advise them of the action being taken and get updates about the event and they will contact Education Review Office
5	**Stay updated** Listen for a formal announcement signifying it is the end of the lockdown: a) Remain in the lockdown area or room until further instruction is received from Police, Playcentre Area Office or through the Education Review Office b) Or if the decision to lockdown was made by the centre, then the centre will lift the directive themselves c) If the emergency event is not directly targeted at the centre then the centre can safely move from lockdown to sheltering-in-place
6	**When the Police/Emergency Services advise it is safe to leave:** **Or** if the decision to lockdown was made by the centre, then the centre will lift the directive themselves. a) Follow the centre's emergency management plan b) Parents/whānau who are present may take their tamariki home, as long as at least two adults remain present until all tamariki have been collected c) Call the parents and/or emergency contacts of any tamariki who do not have their parent/whānau present and advise that they can collect their tamariki d) Record on the daily roll with the tablet and/or written register who took each child home and the time they did so

Reference: Ministry of Education (2023). Planning and Preparing for Emergencies