

### **Ko Taku Reo Preschool lockdown procedure (e.g. bad weather, toxic spills or dangerous person/s)**

The following measures will be used to ensure the safety of children and staff in the event of a lockdown.

A lockdown is initiated either by a staff member or by the building/site warden (the lockdown alarm is a blue flashing light). The staff member is to make an announcement that the centre is in a lockdown situation. The staff member making the announcement is to first inform the staff members outside in the playground that we are going into lockdown and that all the children need to be brought inside immediately. The staff member then informs all rooms (sleep room, bathroom, office) that we are going into a lockdown situation. The staff member will inform reception of the lockdown, and the receptionist will activate the lockdown switch. If no receptionist is at the desk the staff member will activate the switch (big red button on the wall behind reception labelled 'lockdown switch').

The most senior staff member or responsible person on the premises is to control the lockdown. All staff and children are to remain and or proceed indoors and follow lockdown procedures:

1. Lock all doors and windows. Put down all blinds (if possible).
2. Keep all children inside.
3. Take children, cell phone, attendance sheet folder and emergency medication e.g. Epi pens, asthma medication etc into the sleep room. Lock the door and windows and put the blinds down. Turn off the lights. Keep quiet.
4. Telephone POLICE: 111; or other Emergency Services, if required. NO other phone calls are to be made. Cell phone is to be put on vibrate.  
**Give the following information:**
  - The telephone number for this site: 0800332369 and 021 0275 9784.
  - Your name.
  - The site name: Ko Taku Reo Preschool, 3 Archibald Road, Kelston, Auckland.
  - Give clear directions- come through main gate and we are the big building on the left-hand side.
  - Explain what is happening and why help is required.
  - Detail or estimate how many people are involved.
  - Stay on the line if possible as they can call other Emergency Services and provide advice. Tell the Ambulance, Fire or Police where you will meet them.
5. Follow directions from controlling staff member. Emergency kit is stored in the resource room with food, water and other necessities.
6. Inform parents/caregivers via text message and Community post through Storypark. Tell parents/caregivers not to call or come to the preschool as they will not be attended to. They can contact 111 with any questions.
7. An "All Clear" announcement will end the lockdown. This will come from either the police, controlling staff member, or building/site warden. Parents/caregivers will be notified via text or community post as soon as possible after the police or controlling staff member have ended the lockdown

8. Lockdown Checklists are to be completed after “All Clear” is given.

**Appendix:**

- Lockdown checklist

Reviewed	April 2026
Review partners	Lead Teacher, Staff,
Next review date	February 2027
Signed:	
Preschool Lead	Susan Swolfs