

# LOCKDOWN PROCEDURE

Policies and Procedures



The Kind  
Foundation™

Mō tātou katoa. For all of us.

# CONTENTS

- 1 Introduction ..... 3
- 2 Situations Requiring a Lockdown ..... 3
- 3 Lockdown Procedure ..... 3
  - 3.1 Decide if a Lockdown is required and the Lockdown Type ..... 3
  - 3.2 Communicate the Lockdown ..... 3
  - 3.3 Lockdown Commences ..... 3
    - 3.3.1 Full Lockdown..... 3
    - 3.3.2 Partial Lockdown..... 4
    - 3.3.3 Holding people in Situ..... 4
    - 3.3.4 'Active Threat' Lockdown Steps..... 4
  - 3.4 Ending a Lockdown ..... 4
- 4 Document Control ..... 5
  - 4.1 Policy Owner ..... 5
  - 4.2 Parent Policy ..... 5
  - 4.3 Date of Implementation ..... 5
  - 4.4 Review Date ..... 5
  - 4.5 Document Control Procedure ..... 5
  - 4.6 Version Table ..... 5

# 1 INTRODUCTION

Lockdown is a term used to describe securing a building or site by controlling the access and/or egress of people to and from a workplace

## 2 SITUATIONS REQUIRING A LOCKDOWN

Lockdown procedures should be used to manage the following emergency situations:

- Any person in or near a The Kind Foundation site that has a weapon and has shown clear intent to harm others e.g. firearm, knife, etc.
- An intruder(s) or staff member(s) on The Kind Foundation grounds or inside a The Kind Foundation building with a Hostage(s)
- For a specific Bomb Threat on The Kind Foundation grounds.
- Out of control, dangerous animals e.g. dogs, cows etc.
- A Civil Defence emergency (e.g. hazardous chemicals, explosion, a severe storm, electrical cables, etc.) that necessitates secure internal protection of all personnel on site is required.
- An off-site situation where the Police or other emergency service have advised The Kind Foundation there is an imminent danger to all personnel on site and they require The Kind Foundation to be locked-down.
- A large scale protest or riot in the vicinity that poses a threat.
- An off-site situation when the Ministry of Education (MoE) has notified The Kind Foundation that the Early Learning Centre (ECE) should go into lockdown.

## 3 LOCKDOWN PROCEDURE

### 3.1 Decide if a Lockdown is required and the Lockdown Type

If a situation occurs that may require a lockdown, the decision on whether a lockdown occurs and what form it takes will be made by the CEO, Deputy CEO or the most senior staff member on site. This decision process will also include whether there is an Active Threat e.g. if there is an armed intruder in or near a The Kind Foundation building or another serious threat to life.

### 3.2 Communicate the Lockdown

Generally, a lockdown at a The Kind Foundation site can be communicated verbally person to person. However other relevant staff members (e.g. senior management, staff that are rostered to come in to work etc.) will also be contacted via phone call or text message.

Relevant neighbours and other occupants will also be notified as above.

### 3.3 Lockdown Commences

What staff members do during the lockdown will depend the type of lockdown and where they are at the time the lockdown commences. The following should occur depending on the type of the lockdown:

#### 3.3.1 Full Lockdown

A full lockdown means halting all movements in and or out of a workplace to exclude or contain people to keep them safe from harm. In a full lockdown the following will occur:

- If there is an Active Threat then Staff members will follow the Active Threat Lockdown Steps
- All entrances to affected building will be locked
- No entry or exist will be allowed until the lockdown ends

### 3.3.2 Partial Lockdown

A partial lockdown means halting movement in and/or out of part of a workplace, or managing the movement in/out of the whole site. In a partial lockdown the following will occur:

- All entrances to affected building will be locked
- Exit and entry to the affected building will be managed by staff

### 3.3.3 Holding people in Situ

This is when a workplace may ask people to remain in a workplace until some external threat (unrelated to the business of the government organisation) has passed. These tend to be ad hoc, temporary arrangements. In this situation the following should occur:

- Staff members contacted about the lockdown should keep themselves and clients within the area that they are currently in, and wait for further instructions

### 3.3.4 'Active Threat' Lockdown Steps

If a staff member receives a notification that there is an Active Threat then the following steps will be followed:

- Lock all doors and windows
- Draw curtains / Close blinds
- Turn off lights
- Turn off electrical equipment (include phones)
- Signal Senior Management
- Take cover away from doors and windows
- Adopt head down 'Brace position'
- Remain silent

Once the door has been locked it must not be opened again until:

- All clear has been signalled.
- There is imminent danger if you remain in the room (fire).
- Emergency services advise you to leave the room.
- Senior Management have approached the room.

## 3.4 Ending a Lockdown

- The CEO, deputy CEO or the most senior staff member on site will make the decision to give the All Clear.
- The All Clear will be given either by phone, text, e-mail or in person by a member of Management or a member of an emergency service.
- If further action is required after the all clear is given this will be communicated at the time. Staff and visitors are to comply with instructions given during and immediately after a lockdown.
- If no further action is required after the all clear is given staff and visitors can return to their normal activities.

## 4 DOCUMENT CONTROL

### 4.1 Policy Owner

- Health and Safety Officer

### 4.2 Parent Policy

- Emergency Management and Business Continuity

### 4.3 Date of Implementation

- June 2025

### 4.4 Review Date

- June 2026

### 4.5 Document Control Procedure

This document is considered a 'living document' and as such, regardless of the review date, this document remains relevant until such time as a new version is produced or it is retired.

Documents will be identified by a header and footer that states the version number and total number of pages within the document.

Any previous versions or copies will be removed from circulation if obsolete or marked clearly that they are not current. Archived copies and other safety-related records will be kept for seven years and archived accordingly.

Once printed, documents are uncontrolled.

### 4.6 Version Table

Version	Amendments made	Approved by	Date
1.1	<ul style="list-style-type: none"> <li>• General edit</li> </ul>	Crispian Hills	Jun 2023
1.2	<ul style="list-style-type: none"> <li>• Updated for change in organisation name and branding</li> </ul>	Crispian Hills	Nov 2023
1.3	<ul style="list-style-type: none"> <li>• 2 Situations Requiring Lockdown – added A large scale protest or riot in the vicinity that poses a threat.</li> </ul>	Dave Goldsworthy	Jun 2025