



LOCK DOWN



AN EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO STUDENTS OR STAFF AT WELLINGTON HIGH SCHOOL

A LOCK DOWN IS INDICATED BY THE INTERMITTENT RINGING OF THE SCHOOL BELL

LOCK DOWN PROCEDURES ARE INITIATED AND POLICE ARE ADVISED - **DIAL 111**
STAY ON THE PHONE WITH EMERGENCY SERVICES IF REQUIRED TO DO SO

TEACHERS TO CLEAR ALL TOILETS, HALLWAYS AND ANY OTHER RESOURCE ROOMS OR ROOMS WITHIN THE IMMEDIATE VICINITY

GO INSIDE OR STAY INSIDE - LOCK DOORS AND WINDOWS - **TURN LIGHTS OFF AND ELECTRONIC DEVICES ONTO SILENT**

LIE FACE DOWN ON THE FLOOR IN THE CENTRE OF THE ROOM, AWAY FROM DOORS AND WINDOWS

MINIMISE NOISE AND MOVEMENT

BE AWARE THAT FURTHER INFORMATION MAY TAKE SOME TIME - BE PATIENT

ONLY A MEMBER OF THE SENIOR LEADERSHIP TEAM WILL PHYSICALLY RELEASE ALL ROOMS