

Emergency Lockdown Policy

Category:	<i>Operational</i>	Approval date:	<i>July 2023</i>
Last Reviewed:		Next Review	<i>June 2026</i>

Authorised by: Chief Executive

Purpose

Vision College Ltd is committed to keeping all staff, students, contractors, and visitors safe at its workplace. To support this commitment, we have and will continue to put in place policies, procedures, resources, and training to effectively manage and respond to situations as they arise.

Meaning of “lockdown”:

Lockdown is a term that is used to secure a building or site by controlling the access of people to and from a workplace. A lockdown is initiated when there is a violent or dangerous situation that poses an immediate threat to the occupants of the building. The building will be secured in an appropriate manner to protect the occupants of the building.

Examples of “significant or imminent threats”:

A workplace would usually trigger a lockdown for significant or imminent threats or hazards that impact the health, safety, or security of people and assets in the workplace. Examples of significant or imminent threats are:

- An armed, violent, or overly aggressive intruder inside the building (“red” lockdown)
- An armed, violent, or overly aggressive person outside the building (“orange” lockdown)
- A person on site who poses a serious risk to people and property (“orange” lockdown)
- An environmental incident that could affect the health & safety of the occupants if allowed outside (“orange” lockdown)
- If the Police or emergency services instruct management to initiate the emergency lockdown procedures (“orange” lockdown)

Guidelines and Procedures

1. Lockdown Procedure:

An emergency lockdown procedure has been created to respond to significant or imminent threats. Refer to **Appendix 1**

2. Types of lockdowns: There are two types of lockdowns:

- An external threat lockdown
 - An internal threat lockdown
- 1) Orange LED Lighting – The threat is outside the building (external threat lockdown)
 - 2) Red LED Lighting – The threat is inside the building (internal threat lockdown)
 - 3) Green LED Lighting – No lockdown procedures are needed

Note: When the “Red or Orange LED Lighting” is triggered in one building, the “Orange LED Lighting” will automatically be triggered in other buildings, and the outer doors of these buildings will be locked.

3. Who can initiate or cancel a lockdown?

- 1) Selected staff members who have the Emergency Lockdown App on their mobile phones can trigger or cancel a lockdown when required
- 2) The Police can advise the selected staff members on the initiation of a lockdown.

4. Emergency Notification and Communication:

- 1) In the event of an immediate danger requiring lockdown, the person witnessing the incident must notify a senior member of the management team
- 2) A lockdown will be triggered by the Emergency Lockdown App which will in turn trigger the LED Lighting system and the siren

- 3) Selected members of the building/s with emergency lighting will be notified of the lockdown threat either by SMS/text, phone call, or email
- 4) A representative of each building on the Activate Community Park at 21 Ruakura Road will be notified by automatic email notification of the lockdown
- 5) A senior member of the management team will make the call to inform the Police and provide as much information as possible
- 6) During a lockdown, should the fire alarm sound, do not evacuate the building unless:
 - a) you have first-hand knowledge that there is a fire in the building, or
 - b) you have been advised by emergency services or senior management to evacuate the building.

References

- Good Practice Guide – Lockdown in Government Workplaces
<https://www.healthandsafety.govt.nz/a-z-topics/physical-security-2/good-practice-guide-lockdown-in-government-workplaces/>
- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
- Education and Training Act 2020
- Get Ready – Emergency Preparedness in New Zealand: <https://getready.govt.nz/>
- Ministry of Education - Preparing for emergencies, traumatic incidents, evacuations, and lockdowns
<https://www.education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-incidents/preparing-for-emergencies-and-traumatic-incidents/>

Records

Policies will be kept in this location:

G:\Corporate\Manuals, Policies, Procedures and Forms\Manuals, Policies and Procedures\Policies

Amendments to this Policy

Vision College Ltd reserves the right to change this Policy from time to time.

Disclaimer

Vision College Ltd reserves the right to change or replace this policy at any time. Where there is a dispute with regard to the interpretation of this policy or any part thereof, Vision College Ltd reserves the right to clarify the intention and meaning of this policy. The clarification as provided by Vision College Ltd will be seen as the final decision on the interpretation of this policy.

APPENDIX 1



LOCKDOWN (Maukati)

LED LIGHTING | STAFF or POLICE | TEXT FROM MANAGEMENT

Will notify you of a lockdown.

Lockdown is implemented when there is serious security risk to building occupants (E.g., violent or armed intruder).

ORANGE | Campus is in Lockdown

- 1. Secure entry and exit points
- 2. Do not leave the building
- 3. Communicate threat to staff and occupants

RED | Campus is in Lockdown

- 4. Move immediately to the nearest safest room with as many people as possible
- 5. Barricade door, cover window, turn off lights and stay out of sight
- 6. Stay silent, turn off mobile phones, keep calm and wait until an authority releases you

GREEN | Campus is Normal

- 7. No lockdown procedures needed