



WHAKATANE INTERMEDIATE SCHOOL SUPPORT INFORMATION FOR LOCKDOWN INCIDENT – 2016

POST LOCKDOWN INCIDENT FOLLOW UP

Actions taken following violent incidents can have a major impact on the well-being of staff, students and the wider community. Follow-up procedures may include the following:

- Post incident debriefing assembly on evacuation site on field
- Crisis Response Team for counselling for staff and students
- Provide appropriate information to parents, caregivers, staff, students and the community regarding the incident.
- Debrief by Police of school administration present at the time of the incident
- Coordinate Police or Principal / BOT news release.
- Evaluate the adequacy of the Violent Incident Emergency Response plan and making modifications as necessary.
- Identify lessons learned and developing further preventative measures.
- Maintain close contact with any injured victims and families.
- Maintain close cooperation with Police service to facilitate completion of investigations.
- Complete all necessary legal, insurance and administrative forms and documents as required.

POLICE

Once police arrive on the scene, they must have ultimate command of the incident. Staff, students and other occupants must provide full cooperation and follow police direction. Police will control access to the school and designated off-site locations. Police will assign an officer to the off-site location to communicate information to staff, students and families. Police will direct families arriving on-site to pre-designated, off-site evacuation locations where they can receive information.

STAFF / STUDENTS RESPONSIBILITIES IN ASSISTING POLICE

Staff, students and other occupants need to be aware that any site(s) may contain crime scene evidence. Avoid unnecessary tampering with or disturbing evidence. To the extent possible, leave all objects exactly as they are in order to protect the crime scene for law enforcement investigations. Discourage others from disturbing potential evidence. Keep the area isolated.

COMMAND POST

A Command Post is the focal point for command and control of the emergency situation. This is where the Police will direct the overall response to the incident and where the Principal will work closely with the Police, providing required support. The Police will identify an appropriate and safe area for this and is likely to be the Principal's office.

The following supplies will be available:

- School floor plans of the whole school with buildings names and access points.
- Master set of keys
- Contact lists
- Student and staff lists on hard copy and computer
- Markers, pens and paper
- Megaphone
- First aid kit
- Caution tape
- Copy of the timetable
- Alphabetical list of students with phone numbers
- Emergency medical information for students