



# WHAKATANE INTERMEDIATE SCHOOL

## EMERGENCY PRACTICES - 2017

### **LOCK-DOWN PRACTICE**

DATE: 21 Feb. 2017

TIME: 1.20pm

POINTS TO NOTE:

- Make sure all know of impending practice
- Ensure Dental Clinic is aware so they can be part of practice
- All outside doors should be locked – including cloak bay doors
- Kevin will lock Admin Block
- Sue W to lock library
- All lights should be turned off
- Must be total silence – even teachers
- Hide away as best you can, eg, in enclosed offices etc
- Those at Tech. went from practice to Tech. and didn't go to assembly area, on field by Syndicate E – as per arrangement