# TOTS ON THE ROCK LOCKDOWN PROTOCOL –Parent Information (In the case of a Violent Intruder)

This protocol is intended to ensure that in the unlikely event of a lockdown , parents of children attending Tots On The Rock know about the procedures in place to keep children and staff safe.

* The Ministry of Education sends out an alarm to centres via text message
* Staff are alerted and the signal for lockdown is given. At our centre we use:

**Safety Armadillo**

* Our first priority is to keep your child safe
* A designated staff member will lock the outside gate and entrance door to the building. The gate and door will not be unlocked until such time as the lockdown emergency is declared over by authorities. **Parents will not be able to gain access to our centre until authorities give the all clear**.
* Staff will guide children to our designated safe area
* A designated staff member will contact all parents via either phone, text or email using the emergency contact list and advise parents of children’s safety status
* Once the authorities have given the all clear, staff will hand over the children to their parents or authorised persons

If you have any questions about this Centre Lockdown Protocol, please ask a Centre Staff member.

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