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| **11.0 LOCKDOWN** |

Schools are required to practice a school lockdown a minimum of twice per year and should involve all of the occupants in a school. (Suggest 1 in the fall and a 2nd in the spring). Please contact the school SRO and ask them to attend, so they can review your procedures with you.

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| **LOCKDOWN PROCEDURES** |

When there is a known threat or possible threat to the safety of students and staff within the building or school environment, the following procedures are to be implemented.

Any staff member who receives information or has reason to believe that there is an imminent threat to the safety of the school community or work site must contact the main office immediately. If administration is not immediately available, an alternate staff member must activate the lockdown procedure without delay.

**Admin Office Responsibilities:**

* Principal/ Vice Principal / Teacher in charge will announce that there is a school lockdown in effect. Announcement:

“LOCKDOWN, LOCKDOWN, LOCKDOWN NOW”

**Note: do not deviate from the announcement above. All schools must use the same wording.**

* All office staff will immediately proceed into school lockdown.
  + Close and lock the door.
  + Move large objects in front of the door to barricade the door.
  + Turn out the lights
  + Move to a safe place away from windows and doors
  + Place all phones on vibrate.
* Secretary will call 911 simultaneously as the above announcement.
* Give your name, the school’s name, and full address.
* Nature of the situation / threat.
* Current location of the threat maker if known.
* Stay on the line and continue to provide information as requested by the 911 operator.
* Never hang up to confer with the principal or anyone else as you may be the only “eyes and ears” of the responding members who are enroute to the school.
* If possible, document times and events relating to the incident
* Principal will call the emergency notification line.
  + Senior admin team links will inform your evacuation site, contact transportation to divert busses (where required).
* Hide in a secure location within the room (behind your desk or in an adjoining office, etc.). If necessary, barricade the door or windows.
* Notify staff and classes outside to immediately move to the off-site assembly area(s), account for the students and be prepared to move to a relocation site.
* Notify transportation if busses are in the process of arriving for drop off or pickup.
* Wait patiently and quietly until you receive the “ALL CLEAR” from the police and wait for further instructions.

**Staff / Student Responsibilities:**

* Upon hearing the lockdown announcement, cease all activities and initiate lockdown.
* If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location, then proceed to the designated meeting location.
* If you are not near or cannot get to an exit safely, clear the hallway and bathrooms by the classroom. Move everyone into the classroom, but only if safe to do so.
* Close the classroom door. Doors should be **locked at all times** as staff will not have the time to go out and lock the door.
* Turn off the lights and make the room appear uninhabited.
* Barricade: move any large, heavy objects in front of the door to barricade it. All moveable items such as chairs, desks, filing cabinets, etc. should be used as well. Once closed, DO NOT open your door for anyone. (The person knocking at your door may be the intruder!)
* Close all blinds / curtains or paper windows to prevent any view into the room from the corridor.
* Direct students to move into a safe place away from windows/doors and where walls might be thicker, along the wall adjacent to the door, away from the line of site from the main door and below the level of the windows.
* Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room).



Green areas are safe zones.

Red areas are danger zones.

* Remain silent.
* Silence all electronic devices. All cell phones must be turned to vibrate. Students are not to use cell phones.
* Use strategies to silently communicate with first responders, if possible. For example, in rooms with exterior windows make signs to silently signal law enforcement officers and emergency responders to indicate the status of the room's occupants.
* Counter an attack or distract an assailant to allow other staff and students to safely evacuate the area of immediate danger. Evacuate the building whenever possible and go to the designated school meeting place.
* Where classrooms are located next to washrooms, watch for students leaving the washroom and summon them into the classroom, but only if it is safe to do so.
* Have the students remain silent to give the impression that the room is empty
* Ignore any dismissal bells. If the fire alarm is activated during a lockdown, ignore the alarm and remain in lock down. If fire or smoke is detected prepare student to follow their evacuation route as quickly and quietly as possible.
* Staff and Students will wait patiently and quietly until they receive the “ALL CLEAR” from the designated school/office personnel or until their room is cleared by the police.
* Any staff / students outside the school during a lockdown should proceed to the evacuation staging area, away from the school and await further instruction.

**Open Concept Schools Only:**

The design of the building means that staff and students will respond differently depending on where they are located within the building when a Lock Down is signaled.

* For those schools with open concept, no classroom doors:
  + If it is safe to do so, it is best to “scatter and flee” from the building using the nearest exit.
  + Students should know their muster location/alternate evacuation site.
  + Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Teach students that even if there is not an adult with them, they must go to the alternate site in an emergency situation.
  + Any classrooms in the building that have doors should follow the instructions above.