

### School Lockdown

When there is a threat to the safety of the school community, the following **minimum standards** are to be implemented:

#### **Lockdown Procedure:**

- Building administrator will announce that the school is in lockdown – the word "lockdown" must be part of the announcement.
- All individuals will immediately lock down
  - this means that internal spaces will be secured
  - persons in hallways and washrooms will be collected by staff if it is safe to do so
  - lights must be turned off and persons seated out of sight as much as possible
  - cell phones must be off and out of sight
  - close blinds and curtains

**No individuals are to move through hallways or stand near doors. Do not open doors unless the all-clear signal is announced by administration.**

- Call 911 and provide the following information:
  - Phone number(s) at which you can be reached by responding officers for information
  - Where the emergency packages are located both in the school and off-site
  - Ensure front doors to building remain unlocked to allow police access to the school

#### **Communication/Notification:**

- Call the Administration office
- Call the site with your Emergency Package and tell them to expect the Police
- Inform neighbouring school if they are in proximity
- Inform evacuation site

#### **Content of Emergency Packages:**

- The Emergency Package should contain the following:
  - Internal master keys to allow Police access to classrooms and other interior spaces
  - Cell phone numbers and names of school administration
  - Photocopied maps of the school with the following highlighted:
    - Doors police can use to enter the building (unlocked)
    - Exit doors
    - Washrooms

- Location of monitors related to the school surveillance system, if applicable
- If the school is large, search zones should be identified

**Additional considerations:**

- Identify an evacuation site for those who are caught outside the school or who are locked out of a secure area
- Identify areas in the school that might not hear the lockdown command (ie. gym, music room, industrial arts...)
- Design a back-up communication plan. This must NOT include anyone walking through hallways
- Teach students what to do if they arrive at school to discover it is in lockdown. (Proceed to evacuation site, sign in, and remain there until directed otherwise.)
- Consider times outside of regular classes. Develop a school and age appropriate plan for these scenarios
- If classroom doors can only be locked by a key, the door handle should always be left in a locked position

**Lockdown Practice:**

- Conducting lockdown drills is an important part of Emergency Preparedness.
  - At the beginning of each school year a letter will be sent home informing parents of safety procedures including lockdown practices
  - Pre-teaching will occur in the classrooms prior to the drill
  - Everyone in the building will participate in the drill
  - A minimum of two drills per school year will be conducted
  - A report on the date and time of the drill as well as significant comments will be sent to the Administration Office