

MILES MACDONELL COLLEGIATE

LOCKDOWN PROTOCOL

1. Initiating Lockdown:

An announcement will be made via the school's PA system stating the following:

This is _____ "CODE"

"Attention all staff and students. The school is now in lockdown. All students should report to the nearest classroom."

This message will be repeated three times.

2. Lockdown Protocol:

All staff and students will participate in the drill (to include all personnel in a prep, visitors to school). No student or staff member will be allowed to move in or out of the building during the drill.

STEPS

- All staff and students in classrooms or other rooms in the school are to remain in those rooms.
- All staff and students in the hallways/bathrooms at the time of the lockdown are to enter immediately the nearest classroom and remain there.
- Teachers are asked to "sweep" any students in their hallway into their classroom.
- All doors to the rooms are to be locked.
- All lights are to be turned off.
- All persons are to be out of sight as much as is possible (away from doors/windows).
- All cellular phones/digital and electronic devices must be off and out of sight.
- All blinds/curtains are to be drawn. Cover hallway window with paper.
- IGNORE ALL BELLS
- DO NOT ANSWER THE DOOR prior to the all clear signal.
- DO NOT RESPOND VERBALLY TO ANYONE OR ANYTHING prior to the all clear signal.
- The police will have a pass key to all classrooms.
- Remain quiet until the all clear signal.

3. Ending Lockdown:

The school will remain in lockdown until notified by an administrator. The following will be announced via the school's PA system:

"Attention all staff and students. This is _____ CODE. The school is no longer in lockdown."

This message will be repeated three times.

Specific Areas

1. Cafeteria: Students in the cafeteria are to sit by the NORTH wall. One of the Gym A teachers will move into the cafeteria to supervise.
2. Gym A: Students in Gym A will move into the weight room. One teacher will supervise the cafeteria.
3. Gym B: Students in Gym B will move to the stage classroom.
4. Library: Students in the library will move into library office corner (computer corner).
5. Theatre: Students in the theatre will move onto the stage.
6. Cosmetology: Students in the Cosmetology lab will move to Southeast corner.
7. Student Council Office: Students will move immediately to the main office Xerox room.
8. Student Services Department: Students will move immediately into Student Services computer lab.
9. Staff Room: All staff in the staff room will move into kitchen (keep doors locked).
10. Main Office: All personnel in main office will move into the Xerox room.
11. Outside of the building: For students and staff who are outside of the building when the lockdown occurs, you are to report to the YMCA building to the west of Miles Macdonell Collegiate. They will be contacted and will expect your arrival. Students are to sign in at this alternate site.

NB - All parents are to report to the YMCA as a collection point.