

# Lockdown Procedure

**Event:** Intruder or threat to the school.

The Principal is to be notified immediately of any emergency situation by phoning the front office or notifying in person.

**Principal:** Normal Announcement - Chimes followed by an announcement that will contain Specific Words. Lockdown song will then play. At the conclusion of the song the entire school remains in lockdown until you hear an announcement containing Specific Words.

## Procedure During Class Time

1. Staff to have phone numbers of all staff in their phones, communication via text message only during lockout. If necessary locate missing children using phone becomes priority, once children in immediate care are deemed safe.
2. Students who are in the hallways, toilets, oval or other areas, must enter the nearest classroom.
3. Staff must close and lock exterior doors and windows and draw blinds. Keys must be carried by all staff at all times.
4. Move students to safe corner to reduce visibility
5. Turn off lights (including computer monitors). Remain in position until all clear.
6. Insist that no one enter or leave the building until the immediate threat has passed.
7. An announcement that will include two specific words will signify an end to the lockout.
8. Admin staff prepare to take many phone calls from parents who hear about the lockdown or who arrive at the school and expect to be allowed into the building. Remind parents who demand to take possession of their child that there can be no exceptions made during a lockdown situation.

## Procedure During Recess and Lunch

1. On Alert Siren all staff must return to their classrooms immediately, unless on duty where you will assist children to safety.
2. All children to proceed quickly and quietly to nearest classroom. Those unable to enter a classroom go to the Admin door near the Assistant Principals office.
3. Staff to work as a team to ensure that all children can enter a classroom safely. Ensure doors remain locked
4. Instruct all students to go to the safe part of the room and sit on the floor.
5. Locate missing students using phone (see #1 of Procedure During Class Time).
6. An announcement that will include two specific words will signify an end to the lockout.
7. Admin staff prepare to take many phone calls from parents who hear about the lockdown or who arrive at the school and expect to be allowed into the building. Inform parents of your lockdown policy well in advance of any practice lockdown. Remind parents who demand to take possession of their child that there can be no exceptions made during a lockdown situation.