



AP 2-204 – LOCKDOWN

BACKGROUND

In some emergency situations, an evacuation of a building and/or classroom is not advisable. A lockdown is used to protect as many people as possible from imminent danger inside the school and to alert anyone outside to immediately leave the school danger area.

Our first and highest priority during such emergency situations is to provide the maximum level of safety to students as staff as is possible.

PROCEDURE

When a lockdown is announced, everyone is locked into the school. This includes students, staff, volunteers, and all other occupants.

A lockdown should minimize access and visibility. A basic school lockdown involves sheltering students, teachers, staff and other occupants in secure locations. Teachers lock classroom doors, close windows and blinds, turn off the lights, and keep students quiet. Administrative and custodial staff should have designated locations and duties for lockdowns.

Notification:

- An emergency lockdown will be announced via the paging system or intercom.
- The paged instructions for an emergency lockdown are “*Activate lockdown. Activate lockdown. Activate lockdown – now!*”
- Do not use the fire alarm system to initiate the lockdown procedure.
- Staff will carry out duties as pre-arranged.

Office and Clerical Staff:

- Proceed to the nearest enclosed office or conference room and out of visible sight of any intruder or person from the outside.
- Call 9-1-1 and report as many details as possible.
- Call the Division Office and report as many details as possible.
- Place a sign on the front door or front facing window stating that the school is in lockdown, providing it is safe to do so.
- Receive attendance counts and verify that everyone (students, staff, volunteers and visitors) is accounted for.

Students:

- Students in hallways should seek shelter in the nearest classroom or enclosed space.
- Students in any open area should find the closest secure space available.
- Crouch down in areas that are out of sight from doors and windows.
- Should the fire alarm sound, do not evacuate the building unless you have first hand knowledge that there is a fire in the building, or you have been advised by the police to evacuate the building.
- Students will stay in their rooms and remain quiet to make the room appear empty.
- Students in washrooms should be instructed to stay there, attempt to secure the bathroom doors, lock themselves in a stall and make themselves as invisible as possible. (Stand on toilet) If they are in a



washroom and someone opens the door and calls out to see if someone is in there the students are advised to not reply.

- . If a lockdown is initiated, students in outdoor areas should immediately move off school property and away; no one is to enter the school, as this is where the immediate danger exists.

Staff:

- . **The first and highest priority is to provide the maximum level of safety to students as staff as is possible.**
- . Check area immediately outside your classroom and instruct any students to the nearest secure room.
- . Close and lock all classroom doors.
- . Cover glass windows in classroom doors as needed to impede view, leave the top 8 – 10 inches uncovered.
- . Close windows and pull down blinds.
- . Turn off classroom lights.
- . Keep students quiet and calm.
- . Direct students to put cell phones on silent and to not make unnecessary calls.
- . Create cover or a barricade by moving furniture.
- . Keep students away from and below the level of windows, doors and other exposed areas.
- . **As soon as it is safe to do so**, communicate critical information to office staff;
 - o Your location
 - o Nature of the situation/threat
 - o Any known injuries or casualties
 - o List of people with you
 - o Any other pertinent details of situation
- . Do not dismiss any students from your room until you are instructed to do so.
- . Do not open doors for anyone except emergency responders.
- . Do not leave your classroom unless instructed by the police and/or Administration. If an Emergency First Aid Kit is located in your room take it with you.

School Administrators:

- . **The dismissal order will begin with “*The lockdown is now over*”, repeated twice.**
- . Once the dismissal order is received from the proper authority, the Principal shall relay dismissal instructions to every classroom by the most rapid and efficient means.
- . Inform parents or town billets when and how children may be picked up.
- . If circumstances permit, when a student is released to an individual other than a parent, get a signed statement from that person including the child’s name, pickup time, pickup person’s name, final destination and phone number at final destination.
- . Division office (superintendent) will provide information to media.
- . Debrief the Critical Response Team and plan any required follow up.
- . Complete a Critical Incident Report.

Adopted: August 2007

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