



School Lock Down Information

A lock down procedure is implemented to protect students, staff and community members in the case of potentially dangerous situations arising within the school or nearby community. Most lock downs will be instigated by unknown and immediate threats such as unwanted visitors, intruders, hazardous materials or political unrest.

A 'full' lock down signals a real and active threat to the school community and involves the sounding of the warning signal and the clearing of all public areas of students, staff and visitors securing potential victims in a safe place. A 'modified' lock down is a precautionary response that involves a general announcement about a potential threat and the raising of the campus security status but without the need to immediately secure community members in designated safe spaces.

Lock down procedures should be preplanned and staff and students should be aware of procedures and have an opportunity to practice these.

1. Lockdown Roles and Responsibilities

In the event of a lock down the following roles and responsibilities will be in place:

- Director/Director of Operations, or if necessary Principals – assess the situation and initiate the warning signal, lockdown procedures and liaison with outside agencies
- Principals – seek safety and communicate with administration, office staff and teachers by phone
- Security - building and campus sweep, securing of buildings and campus, informing and updating Director and Director of Operations of situation. After the alarm has sounded the security staff will monitor all gates to the school
- Teachers and Staff Members – ensure the safety of students and adults in the immediate area and make an initial check of attendance
- Office Staff – take cover in a safe place
- Drivers – go to the security office
- Euresst – take cover in Euresst office or kitchen area
- Aya s – go to the nearest classroom or secure area

2. Lockdown Announcement

When Security/Senior Administrator is aware of an intruder or possible threat to the school they will:



- Alert teachers, staff, students and other community members by broadcasting the lock down signal over the PA system in both buildings
- Contact the police

If a teacher, staff member, or other adult discovers a situation that may warrant a lockdown and this has not been announced over the PA system, the staff member will:

- Shout “Lock down, Lockdown, intruder in the building”
- Lock students in the classroom if supervising a class
- Report immediately to elementary, secondary, security or main office areas to alert others to the incident and inform the Senior Administration team of this (Director, Principals, or Director of Operations)
- Director/Principals/PE staff may activate the emergency switch located on their office telephone to alert Security who will then initiate the warning signal

If a student discovers a situation they will alert the nearest teacher, administrator or member of the security staff.

3. General Lockdown Procedures

In the event of a lock down, in all locations teachers/staff will:

- Check area for students or adults and bring them into the lock down room
- Close and lock the doors
- Keep students/adults away from windows and doors
- Keep students/adults calm and silent
- Ask students/adults not to use phones or electrical devices
- Close blinds and turn off lights. Try to block other viewpoints with furniture or other objects.
- Deny access to the room by any unknown person
- Never leave the classroom to search for missing students or adults
- Wait for the all clear signal before exiting the room. The all clear signal will be the turning off of the alarm and coincides with a verbal announcement with a known member of the senior administration (Director, Principals and Director of Operations)

** If for any reason a teacher is not supervising their assigned class at the time of an alarm sounding (i.e., students are unsupervised), it is their responsibility to return to their students.

4. Procedures for Academic Staff

Once aware of the need for a lockdown, academic staff (teacher or TA) will:



- Take attendance – noting the names of students or adults who are missing and those gathered from the corridor who are not normally in the class
- Wait for the signal to be turned off and listen for further instructions, which will generally recommend evacuation to a designated evacuation area (generally the school running track).

In larger or more open areas of the school, teachers will move students and adults to the smallest and safest location within or near to that space as follows:

- Theater – lock students into this area (doors lock from inside)
- Cafeteria – small groups may use the office or kitchen area. During sittings, students will evacuate to the back gate at OC and exit the campus
- Library – one of the computer rooms
- Student Center – nearest classroom
- 3-5 Play Room – Lock doors on ground floor and go up to mezzanine floor
- Gymnasium – Bathrooms
- Sports Field/Playground – Students go to back gate at OC and leave the campus

5. Lockdown procedures for non-academic staff

- Secondary Administrative Staff will take lock down position in the Secondary Admin Meeting Room or nearest lock down area
- Elementary Administrative Staff will take lock down position in the Elementary Admin Meeting Room or nearest lock down area
- Cleaning staff and ayi s take lock down positions in the nearest classroom or designated lock down area
- Parents/community members will take lock down positions in the nearest classroom or designated lock down area

6. End of Lockdown

At the end of the lock down the alarm will be turned off and an all-clear announcement will be made by a recognized member of the senior administration team. The all-clear announcement will generally be followed by instructions to evacuate the building to the designated evacuation areas used in other emergencies. A full attendance check and debriefing will occur at the designated evacuation area.

Normal sweeping and blocking procedures will take place during the evacuation of the



buildings.

Where the police or emergency services are involved in the lock down, they will dictate when the crisis has been resolved and the lock down procedure finished.

At the end of a lock down practice or incident that does not involve outside services, the administration will announce the end of the lock down.

7. Modified Lock Down

The local police authorities may request a modified lock down at a time when there is no immediate threat to the students and adults in the building but when a potential threat has been identified nearby. In this case the following will take place:

- Security or Administration alert students and staff in the building of a lock down using the PA system. This may be accompanied by a spoken announcement explaining the circumstances of the lock down
- Security will check and secure exterior doors of the building and man the campus gates
- Teachers and staff will remain inside the building until notified to do otherwise
- Teachers and staff will maintain normal routines and work environments within their areas
- The end of the lockdown will be announced over the PA system by the Administration