



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date January 2015	Page 1 of 1
Policy Section School	Identification SCH-1026

LOCKDOWN PROCEDURES

TEACHERS IN CLASSROOMS

- You will hear an announcement:
“PROCEED TO LOCKDOWN MODE”
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 - Make sure all your students are in your classroom. Gather any students in the hallway. All students in the hallways/washroom go to the nearest classroom.
 - Lock the door as soon as possible or place a desk to secure the door.
 - Tell children to line up in the designated area.
 - This area should be the least visible area from the door.
 - Ask the children to sit down **QUIETLY**.
 - Take attendance.
 - Take attendance of students who belong in this class using the attendance register or class list.
 - List children who belong to other classes.
 - Turn off the lights.
 - Stay where you are until you hear further instructions.
 - **DO NOT CONTACT THE OFFICE.**
 - The office will contact you to determine if you are missing any students from your class or if there are extra students.
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- **REMAIN CALM – MODEL THE APPROPRIATE RESPONSE**
 - **INSTRUCT STUDENTS TO SIT QUIETLY IN THE DESIGNATED AREA**
 - **DO NOT LEAVE THE CLASSROOM UNTIL DIRECTED TO DO SO**
 - **THERE MUST NOT BE A SOUND IN THE ROOM**

IF TEACHERS AND STUDENTS ARE IN OTHER AREAS OF THE SCHOOL

- **GYM:** Students in the Gym go to the nearest locked room.
- **COMPUTER LAB:** stay in the computer room and secure door.
- **LIBRARY:** go quietly to the **Computer Lab**. The librarian will lock the library doors.
- **FOYER:** go to the Resource Room.
- **PRIVATE MUSIC TEACHERS AND STUDENTS** participating in private music lessons, go to nearest classroom.
- **SUPPLY ROOM/STAFF ROOM:** remain there. Secure the staff room AND supply room door to the hall.
- **Primary WASHROOMS:** go to nearest classroom

- **Junior / Intermediate WASHROOMS:** go to nearest classroom
- **Any classes outside enter the East entrance door and go to the nearest classroom.**

If for any reason a child cannot get into a classroom, instruct the student to try the next classroom. If they still cannot find an unlocked classroom, instruct them to go to the office.

OFFICE RESPONSIBILITIES

Principal, Vice Principal and Office Secretary:

- Outside office doors are locked.
- Principal and Office Secretary come to Main Office.
- If one is on lunch or away – sub is Vice-Principal.

DURING A LOCKDOWN

Office Secretary

- lock front doors
- provide for police the Fire Safety Plan for floor plan.
- supervise students/visitors in main office
- receive other students to main office
- contact Computer Lab and Resource Room to check who is locked down in those rooms.

Principal

- notify the police
- use P.A. to contact rooms which are not secure, record attendance in each room “Are there any extra adults or students”
- reconcile attendance from various locations
- relay further instructions to staff, students and visitors

FOR DRILL PURPOSES - LOCKDOWN *Designate will circle school*

- *check that all rooms are locked*
- *check washrooms, gym, staff room, computer lab and library doors*
- *return to office area with report*

RECORD OF LOCKDOWN DRILL REPORT

DATE: _____ **TIME:** _____

SCHOOL: _____ **PRINCIPAL:** _____

REPORTS OF OCCUPANTS OR OTHERS EXPERIENCING DIFFICULTY HEARING THE LOCKDOWN COMMAND:

DID STUDENTS RESPOND FAVORABLY TO THE DRILL? YES NO

DID STUDENTS RESPOND IN ACCORDANCE WITH THE LOCKDOWN PLAN? YES NO

DID STAFF RESPOND IN ACCORDANCE WITH THE LOCKDOWN PLAN? YES NO

WERE SPECIAL NEEDS STUDENTS PROCEDURES FOLLOWED? YES NO

DEFICIENCIES NOTED:

GENERAL COMMENTS: (i.e. scared children, everyone exited without difficulty)
