

### Lockdown – Emergency Preparedness

A lockdown is a response to an emergency situation wherein the evacuation of a school building is neither safe nor advisable and steps are required to isolate students and staff members from danger by having everyone remain inside the building.

A lockdown is used in a serious emergency situation where the threat is inside, on or very near to the school. A lockdown requires that all students be kept in classrooms or other designated locations that are away from the threat. A lockdown minimizes access and visibility in an effort to shelter students, teachers, staff and visitors in secure locations. Staff members within the school (includes caretaking, teachers, administrative team and other support staff) are responsible for students and endeavor to ensure that no one leaves the designated area.

If an incident is a major violent act that poses an imminent threat to the life and safety of students and staff, the staff member will inform the office to make the LOCKDOWN announcement.

1. The administrator/office staff who receives the call will:

- Make the LOCKDOWN announcement.
- The following announcement will be made over the school PA system inside and outside the school: **Emergency – lockdown – lockdown – lockdown. This is not a drill. I repeat lockdown. Initiate lockdown procedures immediately.** This announcement should be readily available at the location of the office PA microphone(s).
- Call 9-1-1.
- Identify yourself, the school and full address.
- Identify if anyone is injured and the severity of the injuries.
- Stay on the line and continue to provide information as requested by the emergency operator.
- Explain safe approach (routes/entrance) for police and advise police where they will be met.
- Attempt to communicate with staff and classrooms that are off-site.
- Begin to document times and events related to the incident.
- Turn off bells/buzzer system where possible.

2. If possible, no one should speak to the suspect until police arrive. If the incident is a criminal matter, police are in charge upon their arrival in the school.

3. Inform the school superintendent as soon as possible.

4. Classroom teachers inside the main building will:

- Gather everyone in the immediate vicinity into their classroom or to another secure area if safe to do so.
- Ensure that students move away from doors, windows and remain absolutely quiet. Beware of sight lines.
- Lock or secure door(s) and cover classroom door window(s) if possible.
- Turn off lights and close blinds.
- Take cover if available (get behind/under something solid e.g., desk).
- Only contact the office with information regarding the situation.
- Ensure that cell phones are not used except to communicate vital emergency information about the situation. Cell phones should be shut off.

- Take attendance.
- Ensure that students remain in the safe location until otherwise notified by the principal.
- Power down all student computers if possible.

5. Teaching staff outside of school building(s) will:

- Ensure that students and staff do not enter the school.
- Proceed immediately to pre-determined off-site evacuation location.
- Take attendance.
- Monitor that students remain at the evacuation location until further advised by administration or police.

6. Washrooms

- Predetermined staff will gather all student(s) in the immediate vicinity of their classrooms, then quickly check their assigned washroom(s) and take any students from the washroom(s) into their classroom to lockdown.
- Secondary school students should be trained to get out of the washroom and into the nearest classroom or secure area immediately upon hearing the lockdown announcement.
- Staff and/or students trapped in a washroom should attempt to secure the bathroom door, enter a stall, lock the door and climb on top of the toilet.

7. Open Areas – Cafeteria, Library, Hallways, etc.

- Considerable time and attention in your school lockdown planning needs to be given to open areas.
- If the open area has door(s) leading outside, consideration should be given to evacuation plans to the exterior of the school.
- In the event a fire alarm is activated after a school has gone into lockdown, staff and students shall NOT respond as they normally would, but shall remain locked down if it is safe to do so. Staff and students must, however, always be aware of other dangers, such as fire, and be prepared to respond accordingly to ensure their own safety.
- In the event of a prolonged situation, or a situation where the threat has been contained, the school emergency plan will include provisions for a controlled evacuation of the areas of the school not in the vicinity of the contained area. Police will make the decision whether a controlled evacuation will take place and will direct the evacuation process. This will normally be done on a room by room basis with police escort.

Reference Division specific Emergency Response Plan(s).

### Safety Talk Discussion

**Be Accountable: Choose safety - work safe - and go home injury free!**