
Emergency Response Protocol: Lockdown

Situation

- Intruder in the school that may pose a threat
- Report of a student with a weapon, school personnel unable to locate student or ascertain the veracity of the report
- Lockdown may be called by:
 - Any staff member who becomes aware of an immediate threat
 - The principal upon receiving the report of a potential threat
 - The police

It is necessary to isolate students and staff from a potential threat and to prevent intruders from entering occupied areas of the building.

Announcement: “Activate Lockdown immediately. Activate Lockdown immediately. Activate Lockdown – Now!”

****repeat as required****

Procedures

- Staff check common areas and students are directed from the hallway or washrooms to stay in the nearest classroom until further notice.
- Call 911 if not done already; stay on the phone with the operator if possible.
- Leave exterior door “as is”.
- Close and lock classroom doors; barricade if possible.
- Cover and stay away from windows and doors; turn off lights.
- Keep quiet and calm; avoid cell phone use.
- Do not open the door until the lockdown is cancelled
 - Police have deemed it safe to leave, or
 - Principal has determined that the threat no longer exists

Special Circumstances

- Ensure loud classrooms (PE, shop) are aware of the lockdown.
- Those in open-air classrooms should secure themselves in a smaller room if possible.
- Do not open the door if a fire alarm sounds, unless there is physical evidence of fire.
- Classes not in session (break times, before or after school):
 - If inside the school, direct staff and students to the nearest room.
 - If outside the school, move away from the school building and proceed to secondary evacuation point.

