

## Administrative Procedure 167

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# LOCKDOWNS

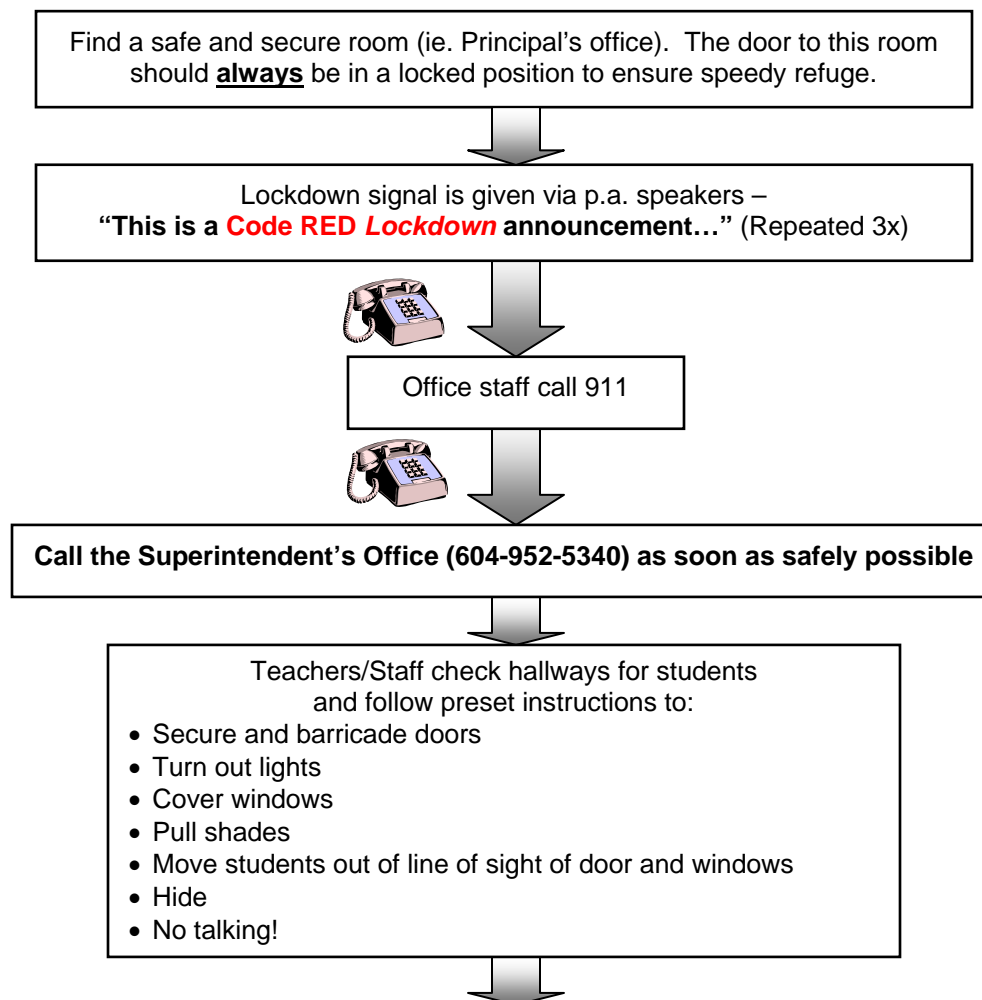
## District Action for Emergencies (SAFE) Plan

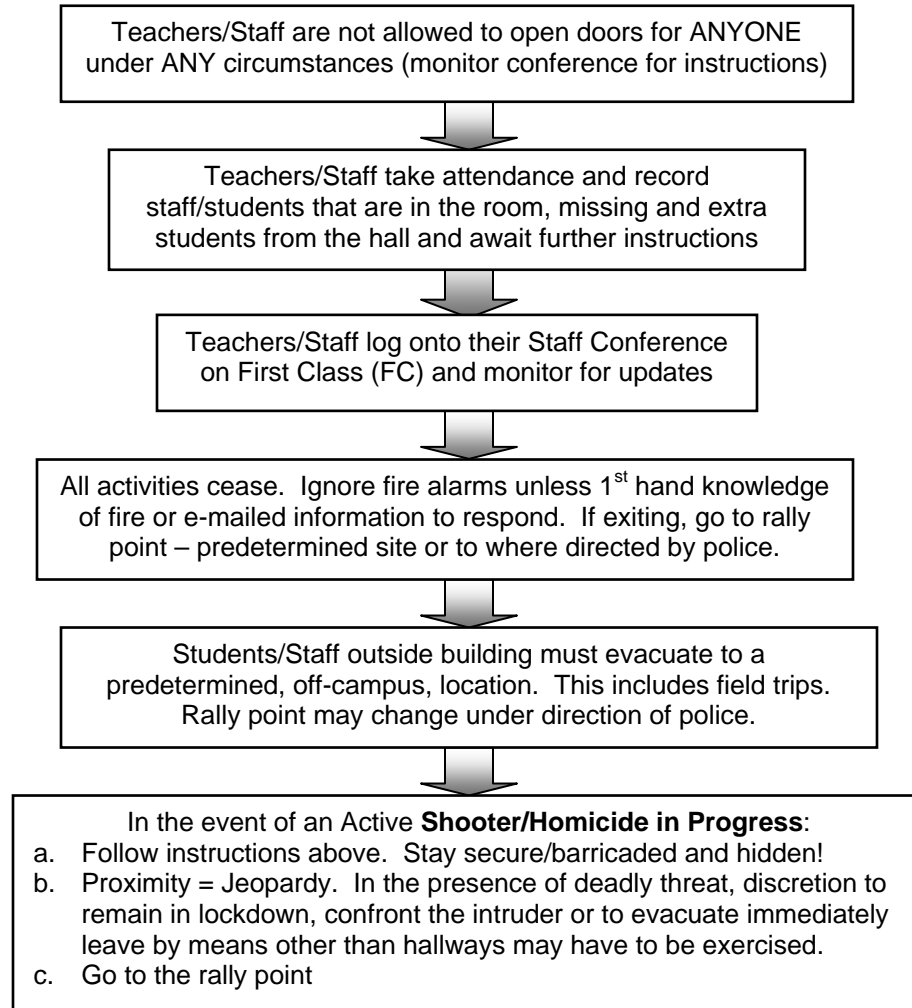
### EMERGENCY PROTOCOL

### **CODE RED - LOCKDOWN**

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when building has an intruder.

#### Steps to implement Lockdown after a threat has been identified:





**NOTE: When evacuating leave with hands up until clear of police perimeter.**

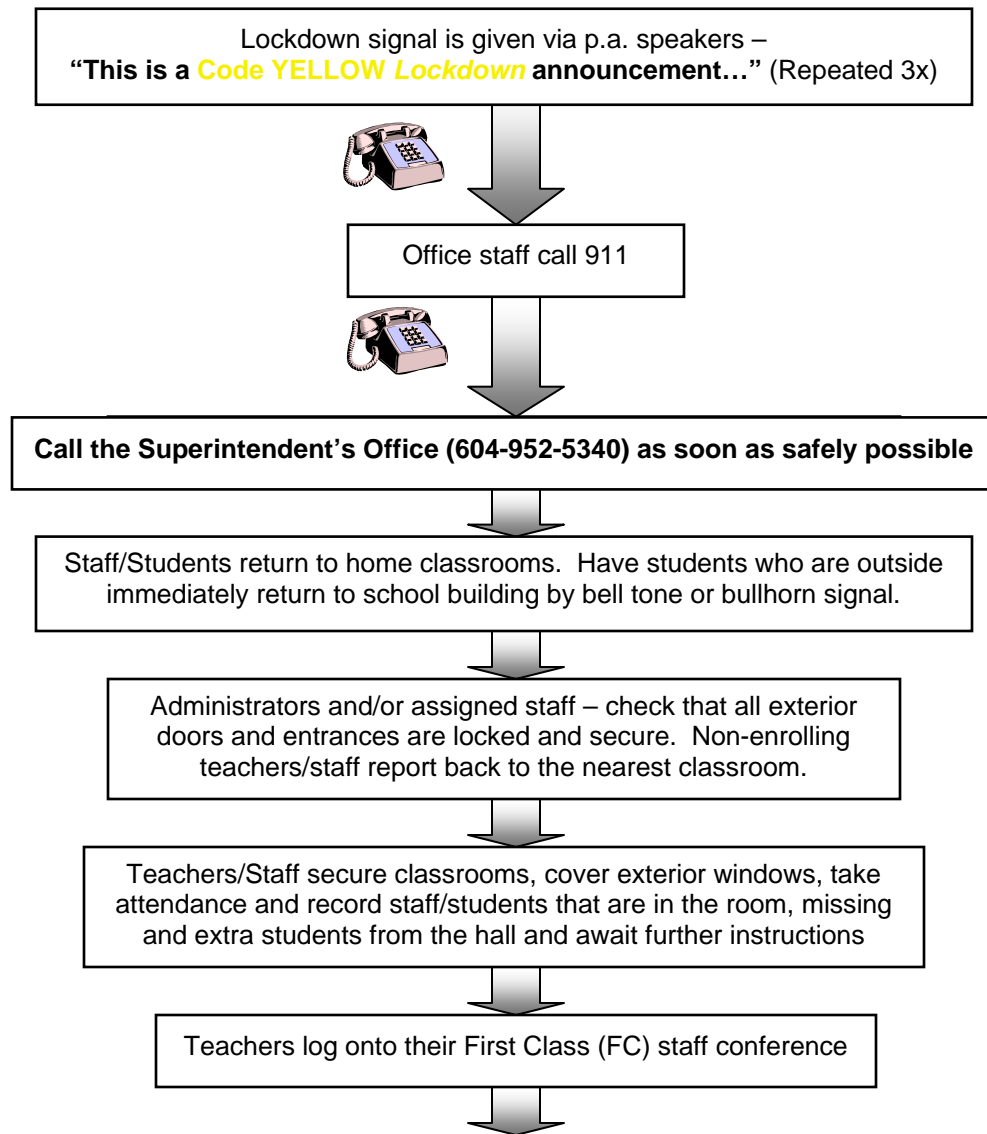
**“Code GREEN** - All clear” x3 on p.a. and FC. Called only after building is secured and most have been evacuated by police. Only open/come out for identified police officer.

## District Action for Emergencies (SAFE) Plan

### **EMERGENCY PROTOCOL** **CODE YELLOW - LOCKDOWN**

This is a procedure, which allows the school to continue with the normal school day, but forbids outside activity and unnecessary room to room transit. No unauthorized personnel are to enter the building. Most commonly used when incident is occurring outside school building, on or off school property, and there is no immediate or active threat.

**Steps to implement Lockdown after a possible threat has been identified:**



Students do quiet seatwork. Do not open doors (no bathroom/drinks).  
Ignore fire alarms unless 1<sup>st</sup> hand knowledge of fire or e-mailed  
information to respond. If exiting, go to rally point – not grounds.



Monitor main entrance and allow only AUTHORIZED  
personnel into building through this point

**NOTE :** **Code YELLOW** may move to **Code RED** should threat become immediate and active.

**“Code GREEN** - All clear” x3 on p.a. and FC.  
Called only after threat has been resolved.

## Code RED - Lockdown

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when building has an intruder.

### Steps to implement Lockdown after a threat has been identified:

1. Lockdown signal is given via p.a. speakers –   
**"This is a Code RED Lockdown announcement ..."** (Repeated 3x)
2. Office staff call 911.
3. Call the Superintendent's Office or as soon as safely possible.
4. All persons report to nearest securable room.
5. Teachers/Staff check hallways for students and follow preset instructions to: 
  - Secure and barricade doors
  - Turn out lights
  - Cover windows
  - Pull shades
  - Move students out of line of sight of door and windows
  - Hide
  - No Talking!
6. Teachers/Staff are not allowed to open doors for ANYONE under ANY circumstances (monitor conference for instructions).
7. Teachers/Staff take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions.
8. Teachers/Staff log onto their Staff Conference on First Class (FC) and monitor for updates.
9. All activities cease. Ignore Fire alarms unless 1<sup>st</sup> hand knowledge of fire or e-mailed information to respond. If exiting, go to rally point – predetermined site or to where directed by police.
10. Students/Staff outside building must evacuate to a predetermined, off-campus, location. This includes field trips. Rally point may change under direction of police.
11. In the event of an Active **Shooter/Homicide in Progress:** 
  - a. Follow instructions above. Stay secure/barricaded and hidden!
  - b. Proximity = Jeopardy. In the presence of deadly threat, discretion to remain in lockdown, confront the intruder or to evacuate immediately leave by means other than hallways may have to be exercised.
  - c. Go to the rally point.

***NOTE: When evacuating leave with hands up until clear of police perimeter.***

12. **Code GREEN** – All Clear x 3” on p.a. and FC. Called only after building is secured and most have been evacuated by police. Only open/come out for identified police officer.

## Code YELLOW - Lockout

This is a procedure, which allows the school to continue with the normal school day, but forbids outside activity and unnecessary room to room transit. No unauthorized personnel are to enter the building. Most commonly used when incident is occurring outside school building, on or off school property, and there is no immediate or active threat.

### Steps to implement Lockout after a possible threat has been identified:

1. Lockout signal is given via p.a. speakers –  
"This is a Code Yellow - Lockout announcement..." (Repeated 3x)
2. Office staff may call 911 and then call the School Board Office.
3. Staff/Students return to home classrooms. Have students who are outside immediately return to school building by bell tone or bullhorn signal.
4. Administrators and/or assigned staff - check that all exterior doors and entrances are locked and secure. Non-enrolling teachers/staff report back to the nearest classroom.
5. Teachers/Staff secure classrooms, cover exterior windows, take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions.
6. Teachers log onto their First Class (FC) staff conference.
7. Students do quiet seatwork. Do not open doors (No bathroom/drinks). Ignore fire alarms unless 1<sup>st</sup> hand knowledge of fire or e-mailed information to respond. If exiting, go to rally point – not grounds.
8. Monitor main entrance and allow only AUTHORIZED personnel into building through this point.

**NOTE :** Code YELLOW may move to Code RED should threat become immediate and active.

9. "Code GREEN – All Clear x 3" on p.a. and FC. Called only after threat has been resolved.

### Administrative Assistants: Code Red/Yellow

In the case of a **Code Red** - Administrative Assistants must secure their **safety first**. Go to a secure room. This would not necessarily be the Principal/Vice-Principal's office and does not need to be a room with a computer.

Principal/Vice-Principal's office doors should always be locked so that it need only be closed to be secure.

Once you are secure, if you feel safe and are able to, announce "This is a **Code Red**" (repeat 3 times) (this announcement code be a deterrent for the intruder). If you still feel it is safe for you – call 911 inform them it is a **Code Red** and name your school. If you do not feel it is safe to say more – do not say anything else. If you still feel it is safe, call the Superintendents office (604-952-5340) informing them of the situation.

In a **Code Red** **do not** answer the phone, lights out and be quiet.

The First Class Emergency Conference is a secondary concern and most important once the police have the situation under control. Monitor it only if you feel it is safe for you to be using a computer.

The police will not communicate with school staff until the situation is under control. They will probably be in contact with the SBO first and the SBO may send an update to the staff emergency conference.

Once the situation is under control they may come to the office to review the First Class Emergency Conference and if you have not been monitoring it they could at that time secure a computer for you to use.

A **Code Yellow** could be many different things so you will need to assess the situation and make a decision as to what you should do – always, your safety first.

In a **Code Yellow** the announcement "This is a **Code Yellow**" (repeat 3 times) needs to be made by an Administrator or Administrative Assistant and calls to the police and the Superintendents office (604-952-5340) informing them of the situation.

In a **Code Yellow** staff need to monitor the First Class Emergency Conference until an "**Everyone Accounted For**" message is posted by an administrator/administrative assistant. Once staff receives this message they can continue teaching/quiet activities in their classroom.

In elementary schools it may be easier to record the information on the First Class Emergency Conference if teachers entered their **Division #** and Room # (if they know it) under *Classroom #*. Division #'s would be quicker to check off. Staff in offices should enter the room/office # but if they do not know the room number they should not open the door to find it they should just give the room description (e.g. L.A. Room)

**Education Assistants** should have a classroom key so that they can get themselves and the students they are working with to a safe location. They should also be reminded to inform the teacher that is reporting into the First Class Emergency Conference to report that they are in the classroom.

The District Action for Emergencies (SAFE) Plan – EMERGENCY PROTOCOL reads that the **Staging Area** is "Established by Police". The Staging Area is actually established by the **school** and your Assistant Superintendent should be informed of its' location. Also the Staging Area should be **near** the school, **not at** the school. Police recommend it be at a community centre, if one is close enough, and should **not** be another school.