

Lockdown Policy and Procedure

SAFE (School Action for Emergencies) Plan

When a school lockdown plan is activated, its purpose is to protect as many people as possible from imminent danger inside the school and to alert anyone outside to immediately leave the school danger area. Activating lockdown quickly will potentially save lives, reduce injuries and will assist police and other emergency responders in dealing with the situation effectively.

Serious violent incidents at schools are rare events however; school lockdown drills must be practiced to ensure staff and students know what to do and are prepared to act quickly. Practice drills educate everyone in the school so that they understand what to do if an incident arises and helps prepare staff to react properly in a stressful situation.

Highroad Academy's SAFE Plan was developed based on the RCMP's publication "Lockdown Procedure Information Package" released on May 21st, 2014. **Two lockdown drills** will be scheduled every school year. Staff and students will always be informed about when a lockdown drill is to occur.

Lockdown Procedures

- A. Hold and Secure
- B. Sheltering in Place
- C. School Lockdown
- D. Accidental Lockdown Siren
- E. Activating a school lockdown
- F. The Call to Emergency Services
- G. High Risk Areas
- H. Parent/Press/Police Staging Area
- I. Roles and responsibilities during a lockdown

Revised: January 2016



A. **Hold and Secure** is used when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school.

Events that trigger a Hold-and-Secure:

- Robbery or any serious criminal offense in close proximity to the school.

Announcement: "Attention all staff the school is now in Hold-and-Secure"
(repeated 3 times)

Additional directions may be added

- Movement restrictions
- Closing blinds, turning lights off, etc.

Actions

- All exterior doors are locked and monitored to allow any student from outside to enter
- Classes continue to function normally
- All available staff report to Principal's office for monitoring assignments

B. **Sheltering in Place** is used when personal safety is considered to be in danger if anyone leaves the school.

Types of events that trigger sheltering in place:

- Weather events such as blizzard
- Environmental event such as a chemical spill
- Dangerous wild animal

Announcement: "Attention all staff the school is now in Sheltering in Place."
(repeated 3 times)

Additional directions may be added

- Movement restrictions
- Closing blinds, turning lights off, etc.

Actions

- All exterior doors are locked and monitored to allow any student from outside to enter
- Classes continue to function normally
- All available staff report to Principal's office for monitoring assignments



C. **School Lockdown** means the restriction of movement of students and staff due to a threat of violence within or in relation to the school.

Types of events that trigger a school lockdown include, but are not limited to the following:

- dangerous intruder
- active shooter
- barricaded suspect

Announcement: Lockdown Siren (10 seconds) followed by “Activate Lockdown – now!” (repeated 3 times) Call 911

Actions:

- Close and lock and barricade (if possible) the classroom doors
- Shut off all lights and try to make the room appear uninhabited
- Close all windows and blinds
- Staff and students should get down adjacent to a wall and on the floor in the designated safe location which is away from the line of sight from doors and below the level of the windows
- Remain silent to give the impression that the room is empty
- Ignore dismissal bells
- Should the fire alarm activated during a lockdown, students and staff shall not respond as they normally would. Remain locked down, if it is safe to do so. Use critical thinking skills.
- Cell phones are not to be used, except to communicate pertinent information to emergency services. Cell phone should be put on silent.
- Staff and students outside the school during a lockdown should proceed to the student evacuation staging area, away from the school and await further instructions. **(Eden Mennonite Church)**
- Remaining in lockdown until your room is cleared by authorities. (RCMP or Highroad Administration identify themselves and release password, then business card put under the door and then unlocked from outside)
- All exterior doors remain as is at the time of lockdown. No one is designated to lock or unlock exterior doors after lockdown is announced. All persons must secure themselves in the sheltered area.

D. Accidental Lockdown Siren

- Announcement: All Clear: Keep Calm (repeated three times)
- Stay in lockdown until released by Department Heads using proper release protocol. (Highroad Administration identify themselves and release password, then business card put under the door and then unlocked from outside)



E. Activating a school lockdown

- Anyone observing a threat or serious potential threat must immediately initiate the lockdown using school code and make the following announcement “activate lockdown, activate lockdown, activate lockdown – now”
- Phone 911

F. The Call to Emergency Services

- Identify yourself, the school name and full address
- Stay on the line and continue to provide information as requested by the 911 operator. Do not hang up as you may be the only eyes and ears of the responding members who are enroute to the school.
- If possible, document times and events relating to the incident

G. High Risk Areas:

- Gymnasium – students should move into the MC kitchen.
- Playground – staging area for staff and students is at Eden Mennonite.
- Washrooms – students should look the door

H. Parent/Press/Police Staging Area

- Chilliwack Alliance Church (Young Street)

I. Roles and Responsibilities for lockdowns:

Principal/Designate

- responsible to complete the school lockdown plan and maintain/exercise it;
- notify parents that the school has adopted the SAFE Plan program.
- Advise them of their role and responsibilities regarding the school lockdown plan and whenever practice drills are scheduled. Inform parents of the designated parent staging area.
- Schedule drills and invite police, fire and Emergency Medical Services (EMS) to attend and other observers as deemed appropriate. Practice drills coordinated with law enforcement, and other emergency responders increase the level of preparedness for all involved and improve multi- agency cohesiveness. Drills should take no more than thirty minutes on average and a short debrief afterwards allows an opportunity to identify any gaps and improve the plan. Record dates of the practice drills for future reference.
- if possible, gather as much information about the incident until police arrive and brief them on the situation;
- include in planning the diversion of buses enroute to the school when appropriate, which are re-directed to the student evacuation staging area(s) and;



- work with local police SAFE Plan Coordinators to update plans.

Office Administration staff

- A school staff member will immediately announce the lockdown phrase over the PA system. While 911 may also be called simultaneously, if alone always initiate lockdown firstly!
- must be very familiar with the lockdown plan and activation procedure;
- most often in a real situation, school administration staff are called upon to announce the lockdown and therefore should also be given an opportunity to do so during practice drills;
- must not wait to confer with the Principal or designate but must activate immediately. "Seconds Save Lives!" and;
- stay on the line with the 911 operator. Continue to provide information as requested by the operator.

Teaching staff

- teaching staff will normally oversee the classroom lockdown procedure and will follow the procedure outlined in the school lockdown plan. (Initially, if it is safe to do so, get everyone into the classroom from the hallway and begin the lockdown procedure);
- in the elementary school setting, staff teaching in the classroom(s) closest to the washrooms, can be assigned the task of getting those children into their classroom(s). (Thinking skills and the exercising of the plan in the form of drills will illustrate the effectiveness of this);
- begin to document times and events if possible;
- maintain quiet in the room. Direct students to put their cell phones on silent and to not make unnecessary calls. (The staff member should call 911 immediately if they are unsure whether police have been notified or if there is information the responding police should know);
- take attendance and note in writing the names of all students/staff present and;
- no one leaves the room until directed by officials such as police, fire or school administration. It may be a number of hours from the onset of lockdown. (preparation)

Custodial staff

- must confirm that the designated shelter areas are accessible each school day;
- in a lockdown, go to the nearest shelter area, lock down and await further instructions.

Bus Drivers

- know procedure when enroute to school with students or immediately upon



- arrival, upon learning a lockdown is occurring and;
- take students to the student evacuation staging area for safety as described in the school lockdown plan. Take attendance and await further direction from the Principal, staff designate or police officials.

Students

- must be familiar with the school lockdown plan and shelter areas in the school as well as the student evacuation staging area(s);
- must be prepared to respond quickly and follow the direction of staff and/or police or other emergency responders;
- any students with information or knowledge of any threat must take it seriously and bring the information forward immediately to prevent a violent incident from occurring and;
- students with potentially any helpful knowledge during an emergency should come forward immediately also.

Parents/Guardians

- parents/guardians must be aware of the existence of this plan and should reinforce their children's responsibilities as previously noted;
- they must be familiar with the designated parent staging area location where they will gather for information from police/school communications personnel;
- keep cell phone lines clear for use by emergency responders.
- Do not phone students as this could also draw attention to the locations of students within the school inadvertently revealing this to attackers.

