

## Lockdown Procedures: Information for teachers and students

- If you see or suspect a dangerous intruder or serious threat to the safety of students, notify the office immediately. Main Reception Desk is local 450, Principal's local is 453 and Vice-Principal's is local 457
- Once the threat has been confirmed, principal or designate will make announcement over the PA “Implement lock down procedures. This is not a drill” and will repeat 3 times (in the case of a drill announcement will start with “THIS IS A DRILL”)
  - Immediately cease all business (i.e., teaching, group work, meetings, etc.)
  - Direct students and staff to an area where there will be the least possibility of being seen and instruct them to sit on floor and keep away from and below the level of the windows.
  - Clear hallways. Instruct all students and staff to immediately enter the nearest classroom.
  - Without delay lock all doors providing access to the classroom and barricade room.
  - In an elementary setting, staff teaching in the classroom(s) closest to the washrooms should be assigned the task of getting those children into classrooms.
  - Turn off classroom lights, pull down blinds on doors and windows if possible.
  - Put all electronic devices on SILENT (Mute – NOT vibrate) and instruct students to refrain from using cell phones.
  - Be as quiet as possible.
  - In the event that a fire alarm is pulled once a lock down has been called, staff and students shall not respond as they normally would do to a fire alarm, but shall remain locked down, if it is safe to do so.
  - Ignore school bells.
  - In the washrooms, staff and students should lock the door if possible, enter a cubicle, lock the door and crouch on the toilet seat. Remain there in the least visible area.
- When/if possible take attendance (who is absent (not at school), who is missing, do you have extras) and when/if possible email to [romssafearrival@sd63.bc.ca](mailto:romssafearrival@sd63.bc.ca).
- Wait in lock down position until given further direction by admin or over PA.

## Special Considerations:

(\*please keep in mind that each situation will play out differently and that these are intended as guidelines to follow)

- If you have stepped out of your class but are not too far away and you are not in harms way, proceed quickly back to your class.
- If you are not close to your classroom, you are on a prep, or are not assigned to a class, proceed to the nearest secure spot or proceed to refuge area:
- Refuge areas: On Blue Floor - Band room, Learning Commons and on Green Floor – Computer Lab
- On your way to secure spot/refuge area, assist in clearing the hallways of students by directing them to the nearest classroom or to refuge areas.
- Once in the refuge area follow the same procedures as outlined above (Direct students to an area where there will be the least possibility of being seen and instruct them to sit on the floor, turn off cell phones/pagers and keep away from windows. When/if possible take attendance and email to [romssafearrival@sd63](mailto:romssafearrival@sd63))
- If you have students outside of the building (e.g.for PE), gather them together, do not enter the school. Look for the nearest shelter or area where you can remain, as much as possible, out of sight.  
\*\*identify these areas in advance of the drill
- In preparation for these drills, please implement a buddy system with the classroom/(s) next to yours. When you step into the hallway to lock your door, make sure that the classroom next to yours has a staff member in it.