

LOCKDOWN

Anyone observing a threat or serious potential threat must contact the main office immediately to initiate the lockdown.

All staff members including custodial staff must know the lockdown phrase and how to announce it including knowledge on how to properly operate the PA system.

All exterior exit/entrance doors remain "as is" at the time of a lockdown. In planning no one is designated to lock/unlock exit doors after lockdown is announced — all persons must secure themselves in a shelter area.

The Principal or Designate will:

- Announce the following message over the PA system "ATTENTION ALL STAFF AND STUDENTS. IMPLEMENT SCHOOL LOCKDOWN PROCEDURES." Identify who is making the announcement. Use this plain language, no codes and repeat the message several times.
- Use the AIR HORN to inform classes or students that are outside the building. One long blast.
- Activate emergency services. Call 911 and inform the dispatcher that the school is in lockdown. Have someone remain on the line with the dispatcher.
- Disable bells if possible.
- Notify Superintendent of Schools or Safe School Coordinator through the main SBO switchboard. 250.652.7300
- Remain in a secure location and communicate with the office/administrative staff and with police from there.
- Do not move out of the school until directed by Police.

Classroom/Staff response:

- 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 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 lockdown 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.