

Administrative Procedure 132

Revised: October 2017

PROTOCOL FOR SCHOOL LOCKDOWN

Background

A school Superintendent, Principal or police force, to contain and confine people in a building, controlling their movement so that a threat or problem can be located and resolved immediately with the least amount of casualties and chaos.

Value and Core Commitment Link

“All God’s Children”

- “We honour diversity.”
- “Our schools provide a welcoming, safe, and accepting sanctuary.”

Lockdown Procedure - For a threat inside or outside of the building

1. Principal, Front Office Personnel and/or First Witness to the Threat:
 - 1.1 Immediately, upon becoming aware of a threat, call 911 to advise police of the situation. The first witness will trigger the lock down mode and will notify the office as soon as possible.
 - 1.2 Upon receiving a report of a threat an announcement will be made advising that the school is in lock down mode. The office will announce, “Lockdown” three times.
 - 1.3 Office staff may call 911 again to confirm the threat.
 - 1.4 If safe to do so, another office staff member will call the Office of the Superintendent to inform him/her of the lockdown.
 - 1.4.1 The Office of the Superintendent will contact nearby schools/ school jurisdictions to expand the lockdown, as necessary, and provide communication, as required.
2. Teachers:
 - 2.1 Without leaving the doorway of their classrooms staff will gather as many students from the hallways into their classrooms as possible. Should the classroom not contain the necessary shielding to keep students and staff safe, choose the closest safe room that contains as few windows as possible with a secure door.
 - 2.2 Teachers or Educational Assistants will close and lock the classroom door. Blinds or curtains must be closed, and lights turned off. Wherever possible, students are not to be left unsupervised.

- 2.3 Students will assume a suitable position on the floor away from view and supported to be still and quiet.
 - 2.4 **Under no circumstances are the classroom doors to be opened from inside.** The Principal, his/her designate, or police will present themselves and unlock the door from the outside themselves, advising that the lockdown is over. Do not open the locked classroom door under any circumstances.
 - 2.4.1 While in lockdown and the fire alarm sounds, staff are to stay in classrooms with students. Common sense at this time supersedes the Provincial Fire Code. Do not leave the room unless there is an actual fire and it is believed that staff and students are in imminent danger from fire and/or smoke. (Consider a window exit from the class if the need arises). Also consider that leaving the safety of the locked classroom may afford the threat (assailant) the target-rich environment that he/she is seeking to create. The assailant may have pulled a fire alarm, released a bomb or lit a fire; staff are to consider all of the alternatives based on the information available.
 - 2.5 Teachers are not responsible for locking or closing any exterior doors or hallway doors during a Lockdown.
 - 2.6 Teachers will ensure students and staff do not handle any found firearms or explosives, as they may be misinterpreted as potential threatening culprits; alternatively, the explosive or firearm may accidentally detonate.
 - 2.7 Teachers will remain in the classroom or secured area until instructed by police to evacuate, unless dangerous circumstances arise such as a fire or the active assailant enters the room and threatens the secure area. If the teacher determines that it is necessary to leave the secured area, it is preferable to evacuate from an exterior window into the schoolyard. If this is not possible, evacuate from the nearest exit, avoiding long hallways.
 - 2.8 Students arriving at the school will be marshalled into the school unless it is safer to go to a designated "safe place" away from the school. Depending on when lockdown is called, students may be outside at recess or lunch. Principals and designates will have to monitor doors, allowing entry of students if safe to do so, watching closely for any threat.
3. Local police services will attend and respond to the threat.

After a Lockdown Situation

- 1. As time permits, teachers/staff should take attendance and make note of other students who may have joined the classroom.
- 2. If evacuation of the school is necessary, school staff will assist with student needs and care at the evacuation site. They will remain with students and assist with the evacuation.

3. A School Resource Officer (SRO)/partnering law enforcement designate or patrol member may attend the school, liaise with administration and provide security and communications regarding the progress of the emergency situation. All factors will be considered regarding the emergency situation vs. the comfort of the staff and students. When the threat level has diminished, adjustments can be made to the level of Lockdown necessary within the school.

Lockdown Preparation / Planning

1. The following information should be collected and updated when necessary. It should be reviewed annually by school staff:
 - 1.1 Aerial photo of the school campus, area maps, maps of the school layout, and/or blueprints of the school building(s)
 - 1.2 Fire alarm turn-off procedures
 - 1.3 Sprinkler system turn-off procedures
 - 1.4 Utility shut-off valves
 - 1.5 Gas line and utility lines layout
 - 1.6 Cable television shut-off

2. The following information should be collected and updated annually. It should also be reviewed annually by school staff:
 - 2.1 Key responder list
 - 2.2 Evacuation sites
 - 2.2.1 Principals are asked to identify an evacuation site and ensure that any necessary arrangements with the site are made in advance of an emergency.
 - 2.4 Current teacher/employee roster
 - 2.5 Current student photos and attendance roster
 - 2.6 List of Students with Special Needs, Medications
 - 2.7 Locker List

3. School Resource Officers, or local law enforcement, are provided two keys for small schools, or four to six keys for large schools.
 - a. NOTE: The fire department has a locked box on the outside of each Lethbridge school which contains a master key. Any EMS vehicle on scene will have a key to allow entry into the locked box which contains a master school key, should the police require it.

4. Lock Down Practice

- 4.1 Non-traditional schools with open floor plans and larger interior windows which allow easy access to an armed intruder are, and need to be treated as, special circumstances by students, staff and police. Principals should discuss strategies regarding student and staff responses with their School Resource Officer (SRO) or lockdown designate of their local police service.
- 4.2 Schools must practice lockdown drills at least 4 times per year (one in early September; one in November; one in February and one in April). Principals should conduct lockdown practices during class times as well as at recess or lunch. A log must be kept of all lockdown practices, noting the date and time of the lockdown, the circumstances, and the time taken to secure the school facility (*See Administrative Procedure 132, Appendix B: Record of Lockdown Practices*).
- 4.3 If at all possible, School Resource Officers (SROs)/partnering law enforcement designate or patrol member should be requested to be present during school lockdown practices. The SROs/partnering law enforcement designate/patrol member should encourage their schools' staff members to have table top discussions regarding different scenarios, which may necessitate lockdown implementation.

Reference: Consultation with Lethbridge Police Services, Taber Police Services, and the RCMP Detachments serving Coaldale, Picture Butte, and Pincher Creek.