

St. Joseph's Academy Lockdown/Secure School

Definitions, Differences/Similarities

Please note the information below relating to important safety procedures for students and staff.

Lockdown Definition – (A “lockdown” will be clearly announced)

A lockdown is an emergency course of action necessary when it is not possible to safely evacuate the school building due to the presence of **an armed intruder**. Steps are required to isolate students and staff from danger by requiring everyone to remain in secure areas of the building.

Secure School Definition and Examples – (“Secure School” will be clearly announced)

Secure school is a course of action necessary when incidents arise during the school day that poses an immediate threat to students and staff safety and well-being requiring school administrators to restrict students and staff movement throughout the building. These incidents may include but are not limited to:

- Suicide or death on school grounds
- Natural/industrial disaster
- Missing child
- Any perceived threat within the school where it is deemed that students would be safer in their classrooms

	Lockdown	Secure School
Lock classroom doors	√	√
Scan hallway and direct students to nearest classroom	√	√
Lock outside entry doors	√	√
Sit or lie along safe wall	√	x
Cover windows and doors	√	x
Do not allow students to leave room	√	√
Communicate with office	x	√
Continue teaching	x	√
Turn off lights	√	x
Disregard school bells	√	√
Take attendance in each room	√	√
RCMP ends situation	√	x

√ = yes

x = no

Eastern School District Emergency Lockdown/Secure School

St. Joseph's Academy Procedure

Lockdown

A lockdown is an emergency course of action necessary when it is not possible to safely evacuate the school building due to the presence of an armed intruder. Steps are required to isolate students and staff from danger by requiring everyone to remain in secured areas of the building.

Secure School

A secure school is a course of action necessary when incidents arise during the school day that pose an immediate threat to student and staff safety and well-being requiring school administrators to restrict student and staff movement throughout the building. These incidents may include but are not limited to:

- Suicide or death on school grounds
- Natural/industrial disaster
- Missing child
- Any perceived threat within the school where it is deemed that students would be safer in their classrooms

The following elements must be addressed:

1. Lockdown signal must be different from secure school signal. Lockdown signal will be a warning bell followed by this announcement over the PA:
"Please initiate emergency lockdown procedures"
2. Office personnel scan local area and draw any students into office area and secure.
3. Do not allow any unauthorized persons in the building.
4. Unassigned teachers and staff scan immediate work area and draw any students to secure area. Remain in secure area until lock-down ended.
5. Teachers and staff to scan/check hallways for students and direct them to the nearest classroom.
6. Lock all classroom interior/exterior doors.
7. During a lockdown students must sit or lie silently along a safe wall. (Wall not visible through door or classroom window. May not be available in all situations.)
8. During lockdown cover any windows in classroom doors.
9. Take attendance in each classroom, make note of students who are absent and any additional students who have entered the room.
10. Do not allow students to use washrooms or lockers. Do not use radio or TV.
11. All cell phone ringers must be turned off.
12. The use of email and text messaging must be monitored by a teacher.
13. Disregard school bells.

14. It is important for teachers to remain calm and assure students that everything is okay and that everything is under control.
15. Do not open doors until the decided "all clear" signal is given.
16. Lockdown and Secure School procedures shall be practiced a minimum of three times a year.

If lockdown occurs outside of classroom:

- ▶ Outdoors
Go to GLADA Building
- ▶ Cafeteria
Remain There
- ▶ Recess/Lunch and students are in the corridor
Go to nearest classroom
- ▶ Gym
Go to gym office
- ▶ Bus
Remain on the bus
- ▶ Washroom
Remain there

Remember the phrase: ("Get hidden, Get small, Get Quiet")

This is a DRAFT Policy.