

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.12

PROCEDURE: LOCKDOWN

BACKGROUND

A Lockdown is the process of protecting students and staff from external and internal dangers. A Lockdown is used when the potential for violence within the campus exists. It is important for staff to be aware of what is happening, but in a manner that does not cause panic. Possible reasons for whole building containment could include severe weather conditions, power failure or downed power lines, chemical or hazardous material spill outside the building, or a potentially dangerous situation in the attendance area of the school.

Emergency Code: (Individual School plans may vary)

Lockdown Short, rapid, continuous bursts of sound

“Lockdown, Lockdown, Lockdown.”

“Attention all students and staff ... we have a lockdown situation please remain in the school until further notice.”

If hostage (or gun) in the building:

“All students report to the nearest classroom...armed intruder in the building”

PROCEDURES

The process for Lockdown should include the following:

1. The Lockdown signal should be sounded to alert all staff and students to implement Lockdown procedures.
2. Call 911 if appropriate. Notify the Director/designate.
3. Direct all students and visitors to the nearest room. Lock the door, close windows and provide maximum concealment (close blinds/drapes and cover windows to obscure visibility).
4. As an additional safety precaution, the Principal may assign staff members to monitor the school entrances.
5. Provide maximum cover (protection from weapons) by positioning students/staff against the wall that provides the most protection, keeping everyone seated as low as possible and remaining quiet.

6. All exterior doors should be locked; windows should be closed and maximum concealment provided.
7. Phone lines are to be open for police usage.
8. Person(s) answering the phone shall direct all inquiries to the Division Board Office.
9. Lunch arrangements will be made if the lockdown occurs over the noon hour.
10. A Lockdown continues until Police or Principal/Administrator unlocks the door and verbally gives the "All Clear" signal.
11. Students/staff and visitors who are outside the building must implement the safest approach for the particular circumstances. This may include Reverse Evacuation, Relocation or searching for cover and concealment.
12. Follow-up Procedures:
 - 12.1 Call an emergency staff meeting
 - 12.2 Implement necessary follow-up activities
 - 12.3 Schedule follow-up programs for students and staff to review the security plan.

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