

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 169.2
PROCEDURE:	ARMED INTRUDER		

BACKGROUND

An armed individual that poses an immediate threat to the safety of others.

Emergency Code: “Attention all students and staff ... It is necessary at this time to begin a school-wide lockdown.” All students are to remain in class (go to the next class if on a break). Students in the hallway are to report to the nearest classroom. Teachers lock your classroom door.

1. Staff Response

- 1.1. In the event of a drill, an announcement will be made concluding the drill and resuming normal operations. In the case of a real emergency, remain in your lockdown locations until personally “rescued” by law enforcement or fire department official or an administrator. Do not evacuate for a fire alarm. The intruder may have pulled the alarm.
- 1.2. Classrooms (labs, gym, library, etc.) – They are to move to the safe location, sit on the floor and remain quiet. Direct your students to “Duck, Cover, Hold”. Check the area immediately outside your classroom door. If there are any students in the hallway, direct them into your classroom and into a safe location. Close and lock your classroom door. Turn off the lights and close the blinds. Keep your attendance record with you and note any “extra” students. Be quiet and wait.
- 1.3. Hallways – Direct students to immediately go into the nearest classroom and follow the teacher’s directions.
- 1.4. Washrooms – Instruct students to remain in the washroom. They are to go into a stall, close the door and remain there until “rescued”.
- 1.5. Outside the Building – Do not re-enter the building! Teachers immediately take students to the designated evacuation site and wait for further instructions. Remain with your students. Do not release students to leave or to parents until instructed to do so.
- 1.6. All school personnel are to remain in their lockdown positions until rescued.
- 1.7. Remember that your primary responsibility is the safety of the students and yourself. Do not put either in jeopardy.

2. Administrators and/or Response Team

- 2.1. An administrator or staff member makes a lockdown announcement.
- 2.2. Available staff will contact the RCMP for immediate assistance.
- 2.3. If possible, the Principal or designate will contact the Division Office.
- 2.4. Instruct person(s) answering the phone to direct all inquiries to the Director's/designate's office.
- 2.5. Keep phone lines open for police use (including student phone).
- 2.6. Establish a command post with phone access.
- 2.7. Keep maps of the buildings and grounds available in more than one area of the facility (i.e. main office, custodian's area, fire hall, RCMP detachment).
- 2.8. Identify individuals familiar with the building to assist the police in locating and isolating the intruder.
- 2.9. If injuries occur, implement first aid procedures until rescue service arrives.
3. Follow Up Procedures
 - 3.1. Keep a written log of events.
 - 3.2. Prepare a written memo for staff and parents.
 - 3.3. Call an emergency staff meeting.
 - 3.4. Implement necessary follow-up activities.
 - 3.5. Schedule follow-up programs for students and staff to review the security plan.

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