

133 – SCHOOL LOCK DOWN

Background:

Wild Rose Public Schools recognizes the need to provide a safe and secure learning environment for its students. Schools shall refer to the Emergency Response Manual for specific information and procedures.

Each school shall determine which doors are to remain open during class time. In the event of an emergency there may be the necessity to lock down the entire school. Each school shall have in place and practice lockdown procedures.

General:

In the event of an emergency the principal or designate will alert staff and students to return to the nearest classroom, lock the door and remain inside until instructed to come out. The school will use one of the following two procedures.

Administrative Lockdown Procedure

The Administrative Lockdown Procedure is used in situations where imminent danger is not in play, but students need to be kept in class and not in the hallways (i.e. a situation or a threat that is outside but near the community; could be a dangerous animal around).

- a. Lock the doors, take attendance, and alert the office of missing students.
- b. Keep teaching as usual.
- c. Initiate communication with all stakeholders (Superintendent, etc).

Emergency Lockdown Procedure

The Emergency Lockdown Procedure means something has or is happening and everyone needs to hide and take cover.

- a. Use intercom or use e-mail to inform of the situation and to obtain information (i.e. student location and absences, etc).
 - b. Call 911 or the local emergency number.
 - c. Ensure that all doors are locked.
 - d. Inform Superintendent's office.
1. Classroom Teacher will:
 - a. Lock their classroom doors, leave their lights on and close blinds if applicable;
 - b. Keep students away from exposed areas (doors and windows).
 - c. Restrict usage of cellular phones (ask to turn off, keep as quite as possible).
 - d. Await announcement to resume regular activities. (All Clear).
 2. Any students outside of the school building or not in the proximity of the classroom must go the shortest route to a pre-arranged designated safe point.

3. The R.C.M.P. will give the “all clear” to each classroom in person.
4. Formal attendance will be taken once the all clear is given.
- 5 All official communications to media will be through the office of the Superintendent for Wild Rose Public Schools.

Reference:

Wild Rose Public Schools Emergency Response Manual, In Place Sheltering
Section 18, 20, 27 School Act

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