

# **SECURE SCHOOL/SCHOOL LOCKDOWN**

**CODE: J-JLI**

## **Administrative Regulations**

### **Definitions**

#### **“Local Emergency Response Authorities”**

Local Emergency Response Authorities” includes local policing (Royal Newfoundland Constabulary or Royal Canadian Mounted Police), fire department and health/emergency authorities and/or other designated community members.

#### **“Secure School”**

A course of action in which school safety is best achieved by ‘securing’ the school and restricting student and staff movement throughout the building.

#### **“Lockdown”**

An emergency course of action to secure students and staff in a safe location in the event of an armed intruder.

### **Dissemination of Policy**

1. The Principal shall ensure that this policy is discussed at a staff meeting early in the school year.
2. The Principal shall ensure that this policy is communicated to students, parents and community members early in the school year.

### **Secure School**

Given the diverse configurations and physical layout of our buildings, each school’s plan may differ but the following common elements shall be included in each plan.

1. Announce Secure School over the public address system.
2. Contact local emergency response authorities if applicable.
3. Teachers and staff check hallways for students and direct them to the nearest classroom.
4. Lock all doors.
5. Take attendance, noting absent students and any additional students who have entered the room.
6. Page office if an emergency situation arises in an area.
7. Wait for administration to contact you regarding attendance and or other necessary information.
8. Do not allow students to leave the area.
9. Remain calm and continue teaching until the secure school call is lifted.
10. Schools shall develop procedures that address situations in which the secure schools call is made during unstructured times.
11. Consult with the Manager of Communications regarding communication to parents.

12. Secure School Procedures shall be forwarded to each school's respective Senior Education Officer by October 15 of each school year.

### **Lockdown**

Given the diverse configurations and physical layout of our buildings, each school's plan may differ but the following common elements shall be included in each plan.

1. Lockdown signal shall be different from secure school signal.
2. Lockdown signal shall be a warning bell followed by this announcement over the public address system: "Please initiate emergency lockdown procedures".
3. Contact police immediately.
4. Contact CEO/Director of Education and Manager of Communications.
5. Lock all interior/exterior doors.
6. Close curtains.
7. All lie or sit silently along a safe wall (Wall not visible through door or window).
8. All cell phone ringers shall be turned off.
9. The use of email and text messaging shall be monitored by a teacher.
10. Disregard bells and alarms.
11. The Police are the only authority to lift a lockdown. Stay in the secure area until notified by police that the lockdown has been lifted.
12. Remain calm and assure students that the situation is under control and that help is on the way.
13. Develop procedures that address situations in which the lockdown call is made during unstructured times.
14. District communication plan shall be implemented in consultation with the school.
15. Lockdown Procedures shall be forwarded to each school's respective Senior Education Officer by October 15 of each school year.