



SCHOOL LOCKDOWN POLICY

Reference: AD003

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This document is subject to change throughout the academic year

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I. Introduction

Lockdown procedure is set up to face a terrorist assault on the school.

II. Lockdown Procedure

If the sound of **three brief whistles** is heard or an administrator announces the lockdown in person or through a message or email:

- a. Everyone is to stay where they are inside the school building.
- b. **Classroom teachers** are to:
 - Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - Lock the door.
 - Lower or close any blinds.
 - Place students against the wall, so that the intruder cannot see them looking in the door. Look for the '**Safe Corner**'.
 - Turn out lights and computer monitors.
 - Set their mobile phones to SILENT MODE
 - Keep students quiet.

Note: All staff members should locate and hold on to their attendance sheet prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

- c. Physical education classes being held in the swimming pool should move into the multipurpose room, lock doors, or find a safe area.
- d. Any students in the school restaurant should hide under the tables or behind the equipment.
- e. Any students moving from one building to another should run to the nearest classroom and hide.
- f. If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
- g. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- h. Anyone in the hallway should move to the closest classroom immediately.
- i. Nurses/school workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.

Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.

Everyone should stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown. For further directives, law enforcement officers and administrators will have keys to open the doors or



announcements will be made over the intercom. An administrator will signal all personnel if the lockdown has been lifted.

SILENCE IS ESSENTIAL: COMMUNICATION MUST BE DONE BY MESSAGES AND NOT VERBALLY

III. Evacuation

If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication by messages.