SCHOOL SAFETY ALERT SYSTEM
Lockdown/Lockout Procedures

LOCKDOWN	LOCKOUT	ALL CLEAR

LOCKDOWN — INSIDE BUILDING

Announcement: *"Attention "This is a LOCKDOWN. This is a LOCKDOWN. Secure the area. All staff and students report to the nearest classroom and remain there until further notice."*

- Gather students and staff into closest secured room. Check hallways for anyone else & direct to secured room.
- Lock door and stay put.
- Teachers instruct all to duck and cover, staying away from windows, doors and outside walls
- Close windows and blinds
- Turn out lights
- No one is admitted except police or principal.
- No talking and no phone calls out except by an adult. Direct students to turn off cell phones.
- Adult answers school phone
- Take attendance of all people (preferably on Accountability Form.)
- RCMP will identify self.
- Follow directions from RCMP
- *"All Clear"* given
- Exit secure room
- Bring students to designated off-site assembly area
- Write down names again at off-site assembly area – again on Accountability Form.
- Direct students to return to school or classes as advised

OUTSIDE BUILDING

- Do not enter building
- Go directly to designated off-site assembly area and stay put
- Take attendance of all persons
- "All Clear" given
- Wait for others to assemble at off-site assembly area.

LOCKOUT — INSIDE & OUTSIDE BUILDING

Announcement: *"Attention "This Is a LOCKOUT. This is a LOCKOUT. All staff and students report to the nearest classroom and remain there until further notice."*

- Gather all students and staff into closest secured room
- Close door. windows and blinds
- Principal/Vice-Principals lock outside doors - depending on situation
- Lockout in effect until RCMP declare school safe

CLASSES NOT IN SESSION

(before/after school, lunchtime, between classes)

- Direct all staff and students to the nearest secure room.
- Follow procedures under LOCKDOWN or LOCKOUT column as appropriate.

SHELTER IN PLACE (LOCKOUT)

Should be used for any environmental or weather related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

IMPORTANT NOTES

- **LOCKDOWN** is used for situations where there is a dangerous intruder on the school grounds or in the building.
- **LOCKOUT** is used for situations where there is concern about a dangerous individual identified in the immediate vicinity who might enter the school grounds or building.

ALL CLEAR — INSIDE & OUTSIDE BUILDING

Announcement: *"Attention - The School has been given the ALL CLEAR."*

- RCMP informs Principal that the school is safe.
- Principal announces *"All Clear"*.
- Normal school operations resume