



LOCK-DOWN PROCEDURES

In case of lock-down which happens about two or three times a year, we would like to re-establish specific procedures to follow.

When teachers and students are in the classroom.

1. An alarm (All Call 92# - European siren) will sound followed by an announcement saying, "This is a Safety Lock down...teachers, check the halls and bring in any students you see – then lock your doors."
2. Teachers should lock their doors, cover their windows, turn out the lights and turn off T.V.'s.
3. The custodian will lock all outside doors.
4. Teachers need to:
 - a. Report to the office via e-mail or intercom (missing, and recovered students, along with any visitors in the room).
 - b. Have students sit on the floor against an inside wall away from doors and windows. No one is admitted to the rooms after the door has been shut and locked.
 - c. Read a book or story to students.
 - d. Do not answer a knock to the door. Remain silent.
5. Administration will knock and announce if they are entering the room.
6. Ignore all bells until released from the lock down.

*When teachers and students are not in the classroom.
(This will probably be during lunch or recess)*

1. A different alarm will sound.
2. The office staff and principal will announce "This is a Safety Lock-down" (most will be in the faculty room)
3. Teachers are to go to their rooms immediately.
4. Staff & Aides will usher the students back to the classroom from the multipurpose room if area is safe. If not, we will leave the students in the multipurpose room.
5. When students are on the playground, the office will ring short continuous bells outside. At this time the aides and available personnel will usher the students into the building ASAP where they will go directly to their classrooms.
6. Follow procedures 2 through 6 above.

