

Policy:	Lockdown/Secure Schools	OPER-601
Division:	Operations	

ADMINISTRATIVE PROCEDURES/REGULATIONS.

1. 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.

- 1.1 Announce Secure School over the public address system.
 - a) Schools should have a contingency plan in case of power outage, PA failure, etc.
- 1.2 Contact local emergency response authorities if applicable to the situation.
- 1.3 Teachers and staff check hallways for students and direct them to the nearest classroom.
- 1.4 Teachers are to take attendance, noting absent students and any additional students who have entered the room.
- 1.5 Teachers are to page the main office if an emergency situation arises in an area.
- 1.6 Teachers are to wait for administration to contact them regarding attendance and or other necessary information.
- 1.7 Do not allow students to leave the area.
- 1.8 Remain calm and continue teaching until the secure school call is lifted.
- 1.9 Schools shall develop procedures that address situations in which the secure schools call is made during unstructured times e.g. recess.
- 1.10 Consult with the Director of Communications regarding potential post-event communication to parents.

2. 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.

- 2.1 Lockdown signal shall be a warning bell (if PA system is capable of this) followed by this announcement over the public address system: *"Please initiate emergency lockdown procedures"*.

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- 2.2 If a “secure school” signal is utilized, the lockdown signal shall be different from secure school signal.
- 2.3 If an event starts as a “secure school” but escalates to be an armed intruder situation, the lockdown call should be made if possible given the circumstance.
- 2.4 Contact police immediately and follow their instructions e.g. staying on the line.
- 2.5 Contact CEO/Director of Education and Director of Communications as soon as it is practical to do so. Note this may be accomplished by asking the police to make contact if they ask you to stay on the line as per above, or by having a separate person concurrently contact NLESD.
- 2.6 Close all curtains/blinds, etc.
- 2.7 All students, staff, and visitors are to lie or sit silently along a safe wall (a location that reduces visibility of occupants by person looking through the door/window).
- 2.8 Teachers are to give direction to class that all cell phone ringers shall be turned off.
- 2.9 The use of email and text messaging shall be monitored by a teacher.
- 2.10 Disregard bells and alarms, including the fire alarm.
- 2.11 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.
- 2.12 Remain calm and assure students that the situation is under control and that help is on the way.
- 2.13 Develop procedures that address situations in which the lockdown call is made during unstructured times.
- 2.14 Post-event communication to the school community shall be developed by the CEO and/or designates and implemented in consultation with the school administration.

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