



Section 5 School Lock Down/Evacuation Procedures

Note: All adults working in the building must be familiar with and trained in these procedures. Staff are expected to maintain a 'locked' door so as to facilitate quick response should a lockdown occur.

All outside doors with the exception of the main door must be locked at all time.

5.1 Lockdown

Any member of staff can and should call a lockdown if they perceive an intruder threat to the safety of individuals in the building. In other circumstances, such as serious injury, environmental threat, etc., the Lock Down will be at the discretion of the principal or designate.

1. In the event of an emergency requiring a lock down, the initiating staff will announce the following (or similar) message over the intercom:

**ATTENTION ALL STAFF! WE HAVE AN EMERGENCY LOCK DOWN!
PLEASE SECURE ALL CLASSROOMS! I REPEAT! WE HAVE AN
EMERGENCY LOCK DOWN! PLEASE SECURE ALL CLASSROOMS!**

Note: The school must ensure that a system exists to communicate immediately with all staff members, both inside the building and on the grounds. Some forms of communication that can be used to signal a lockdown are the constant ringing of the bell, notification via walkie talkie, etc.

2. Call Emergency Services **9-1-1.**

3. Call the Superintendent, when deemed safe to do so, who will deal with all communications including media and inter-school.

4. All adults in the building without direct student supervisory duties are expected to find the closest secure location to wait until the lockdown has been lifted.

5. Teachers will check the hallway outside of the classroom for ANY students and take them into your classroom. (It does not matter if they are in your class. A check for missing students will take place to ensure all students are accounted for.) Do not go checking for any students who

have left the room. If your classroom is by a washroom, yell into the washroom “There is a lockdown. Stay where you are!”

6. Shut and lock your classroom door (REMEMBER TO ALWAYS CARRY YOUR KEYS!!), ensure all blinds are pulled and lights are off. This includes the gym. DO NOT OPEN THE DOOR OR RESPOND TO ANY CALLS/KNOCKS/NOISE FROM OUTSIDE THE DOOR UNTIL THE OFFICE STAFF HAS ANNOUNCED OVER THE INTERCOM THAT THE LOCK DOWN IS OVER!

An emergency light that faces the playground will be turned on by the staff in room 115. Another administrative assistant will contact 911 and remain on the phone.

7. Group students low to the ground in a corner of the room that is out of sight of any windows cracks in doors, etc. If you are in the gym, move students to the equipment room and lock the doors.

8. Demand silence in the classroom. Whisper when giving directions or responding to students’ questions.

9. Students who are out-of-doors:

If your class is outside when a lockdown is called, the red light facing the playground will be turned on. The supervising teacher(s) is to line up the students and escort them to Medicine Hat High School or the Moose Rec Centre. For this reason, it is extremely important to check out with the office before you go. You will be contacted when the lockdown is over.

13. Late arrivals at school:

Students who arrive at school late, and see that door to the office is closed/locked, are to exit the building immediately, and, should their ride have left, proceed across the street to Medicine Hat High School until after the lock down. Please inform the cashier why you are there, as, if safety permits (after the emergency personnel arrive), office staff may contact the store to check if anyone has come over. After the lock down is over, a staff member will call or walk over to get the students.

14. Person is not secured in a classroom:

Students who are in the washroom when the announcement for a lock down has been made, ensure the door is locked. Remind students to remain there until the end of the lock down. Students need to remember to remain silent and not to respond to any noises until office staff announces the end of the lock down.

15. Follow police direction with respect to ending the Lockdown and/or Evacuation of students. A lockdown will not officially end until a police officer, or school administrator, has physically

unlocked the classroom door and provided further instructions to teacher and class. **When the emergency situation is over, an identifiable staff member will make an announcement over the intercom as follows:**

ATTENTION STAFF! THE LOCKDOWN IS NOW OVER.
I REPEAT THE LOCKDOWN IS NOW OVER.

16. During a lockdown it is imperative that staff and students disregard any fire alarm.
17. Inform parents how and when children may be picked up.

5.2 *Evacuation*

In the event that the school response team deems it necessary to evacuate the building in response to a threat, the following steps should be taken:

1. Use an appropriate system to **provide clear and concise directions** to alert students and staff that **an evacuation is happening and how to proceed**.
Note: School must ensure that a system exists to communicate immediately with all staff members, both inside the building and on the grounds.
(If an evacuation is necessary due to a gas leak, remind staff that no electronics are to be used, do not shut off lights or close doors when exiting the classroom/building.)
2. Call Emergency Services **9-1-1**.
3. Call the Superintendent.
4. Follow established fire drill evacuation procedures.
5. Move to the designated evacuation site.

5.3 *Potentially Dangerous Chemical Spill*

1. Secure students away from spill.
2. Notify office of spill. Wait for emergency procedure instructions from the office.
3. If a lockdown is called:
Stay inside and away from windows and doors. Continue to keep all doors and windows closed.
Do not operate light switches.

4. If evacuation is necessary:

Do not vacate the building until notified by the office, the fire department, or the city police.

Follow evacuation procedures for all occupants.

When school Lock Down/Evacuation procedures are used for an actual event (not a drill), they are considered a “crisis” and need to be debriefed.

Refer to Administrative Procedures and Forms for More Information

TO BE UPDATED ANNUALLY