

LOCK DOWN

Background

A school lock down is an emergency protocol established to protect people inside a school facility from a dangerous internal or external threat. The term “lock down” can be defined as an emergency course of action taken by an agent of authority, such as a school superintendent, principal, or police force, to contain and confine people in a building, controlling their movement so that a threat or problem can be located and resolved immediately providing for maximum safety with minimal chaos.

Procedures

1. A lock down shall be initiated if there is an imminent threat to the safety of staff and students.
2. Each site shall maintain site specific Emergency Management Plans and Crisis Response Handbook (flip chart) outlining what to do in the case of a lock down and shall share these plans with staff in August of each year. Emergency plans shall be readily accessible to all staff members of the school.
3. Each site shall follow the protocols outlined in their site specific plan should a lock down be declared.
4. Site specific plans shall be reviewed by stakeholders each year, modified and documented as required.
5. Lock down drills shall be planned and carried out in accordance with the site’s Emergency Management Plan and Crisis Response Handbook in a manner that is sensitive to the age of the students involved.
6. Each school site shall have a minimum of two (2) lock down drills during the school year. Varied times will ensure that all staff and students are exposed to the drill.
7. Drills will be reported and documented.
8. Following an unplanned lock down, schools will:
 - 8.1 Complete a lock down incident report. The report will include:
 - 8.1.1 Details of Incident: Those involved in incident and nature of their involvement (staff, students, outside agencies, etc.);
 - 8.1.2 Debriefing Summary;
 - 8.1.3 Recommendations.
 - 8.2 Ensure all involved are debriefed and informed of available supports.

8.3 Communications for all sites shall be shared in consultation with Central Administration.

Adopted/Revised: FEB 2017/MAY 2017