

LOCKDOWN PROCEDURE (Internal threat)

- Person in Charge announces a lockdown:
- Person in charge will state three times: Lockdown, Lockdown, Lockdown or “Attention all staff, secure the building now. Ignore the fire alarm and class change until further notice. Teachers position your students for safety.”
- Note: If a person is violent, the Person in Charge may want to give specific instructions if necessary.
- Person in Charge must contact 911 immediately.
- Person in Charge must contact the RCE School Staff person. (Family of Schools Coordinator).

Staff should do the following:

- In the event of a fire alarm “Remain in the school until otherwise advised” unless directed otherwise or smell smoke.
- “Movement is restricted, ignore class change bell”
- “Close blinds” or “Turn off lights” and Lock your classroom door.
- Position students in a safe corner
- All cell phones are powered down. Teachers' cell phones are silent.
- If there are students out on the sports field the supervising teacher should take all students to the bus garage.

Person in Charge must decide whether to secure the exterior school doors taking into account the following:

- Is the threat already inside the building? If yes, then do not secure the exterior doors.
- Can police responding to the threat access the building if it is secured? If no, then do not secure the exterior door.
- Person in charge will meet with uniformed police officers and provide building plans and any other necessary information.

- **Terminating a lockdown:**

- Person in Charge will consult with the lead emergency response agency before terminating a lockdown.
- Terminating a lockdown will be communicated to each classroom individually by the Person in Charge or the Police or by a general announcement: Rupert has left the building. This will be stated three times.
- The Person in Charge or the Police will use a master key to enter the room OR will identify themselves with proper ID and request entry to the room from the teacher.

MEDIA

During a Lockdown or a Hold and Secure the person in charge will do the following:

- Direct any media to speak with police for any information or ongoing updates;
- Advise the media that any and all information will be provided by the police throughout the event.
- Contact Heather Calder

LOCKDOWN PROCEDURE (External threat)

- Person in Charge announces a lockdown:
- Person in charge will announce “Lockdown, Lockdown, Lockdown” or “Attention all staff, secure the building now. Ignore the fire alarm and class change until further notice. Teachers position your students for safety.”
- Note: If a person is violent, the Person in Charge may want to give specific instructions if necessary.
- Person in Charge must contact 911 immediately.
- Person in Charge must contact the School Board Staff person. (Family of Schools Coordinator)

Staff should do the following:

- In the event of a fire alarm “Remain in the school until otherwise advised” unless directed otherwise or smell smoke.
- “Movement is restricted, ignore class change bell”
- “Close blinds” or “Turn off lights” and Lock your classroom door.
- Position students in a safe corner
- All cell phones are powered down. Teachers' cell phones are silent.
- If there are students out on the sports field the supervising teacher should take all students to the bus garage.

Person in Charge must decide whether to secure the exterior school doors taking into account the following:

- Is the threat already inside the building? If not, then secure the exterior doors.
- Person in charge will meet with uniformed police officers and provide building plans and any other necessary information.
- **Terminating a lockdown:**
- Person in Charge will consult with the lead emergency response agency before terminating a lockdown.

● Terminating a lockdown will be communicated to each classroom individually by the Person in Charge.

- It can also be terminated via the PA system by the principal stating Rupert has left the building X 3
- The Person in Charge or the Police will use a master key to enter the room OR will identify themselves with proper ID and request entry to the room from the teacher.

MEDIA

During a Lockdown or a Hold and Secure the person in charge will do the following:

- Direct any media to speak with police for any information or ongoing updates;
- Advise the media that any and all information will be provided by the police throughout the event. Contact Heather Calder

HOLD AND SECURE PROCEDURE (Internal threat)

- Person in Charge announces a hold-and-secure
- “Attention all staff, the school is now in hold-and-secure. Attention all staff, the school is now in hold-and-secure. Attention all staff, the school is now in hold-and-secure.” or just Hold and Secure X3
- Person in Charge will determine whether to contact 911.
- Person in Charge must contact School Board Staff person

Staff should do the following:

- In the event of a fire alarm “Remain in the school until otherwise advised” or smell smoke.
- “Movement is restricted, ignore class change bell”
- “Close blinds” or “Turn off lights” and Lock your classroom door
- All cell phones are powered down. Teachers' cell phones are silent.
- You can continue work as usual but be prepared to move to a lockdown situation.
- If students are on the sports field during an Internal threat they can continue with their class and should not come back into the building until the hold and secure is over. If it turns into a Lock down proceed to the bus garage.

Terminating a hold-and-secure

- Person in Charge will consult with the lead emergency response agency before terminating a hold-and-secure.
- Terminating a hold-and-secure call can be communicated to each classroom individually by the Person in Charge or the Emergency Responders or by announcing “Rupert has left the building” x 3

MEDIA

During a Lockdown or a Hold and Secure the person in charge will do the following:

- Direct any media to speak with police for any information or ongoing updates;
- Advise the media that any and all information will be provided by the police throughout the event.
- Contact Media Specialist Heather Calder

HOLD AND SECURE PROCEDURE (External threat)

- Person in Charge may call for a hold-and-secure
- Person in Charge announces a hold-and-secure
- “Attention all staff, the school is now in hold-and-secure. Attention all staff, the school is now in hold-and-secure. Attention all staff, the school is now in hold-and-secure.” or Hold and Secure X3
- Person in Charge will determine whether to contact 911.
- Person in Charge must contact the School Board Staff person.(Family of Schools Coordinator)

Additional directions to staff and students may be added as appropriate:

- If the threat is outside and it is safe to get the students inside the building please do so and follow internal procedures. If students are on the sports field and the person in charge deems that it is not safe to get to the school, students should take refuge in the bus garage.
- If safe, take children to a place of refuge.

Terminating a hold-and-secure

- Person in Charge will consult with the lead emergency response agency before terminating a hold-and-secure.
- Terminating a hold-and-secure call can be communicated to each classroom individually by the Person in Charge or the Emergency Responders.

MEDIA

During a Lockdown or a Hold and Secure the person in charge will do the following:

- Direct any media to speak with police for any information or ongoing updates;
- Advise the media that any and all information will be provided by the police throughout the event.
- Contact Heather Calder, our Media Specialist.

