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Secure School / School Lockdown Policy

(Revised January 2009)

Definitions

Local Emergency Response Authorities

Local Emergency Response Authorities include local policing, RCMP, Fire Department, and Health/ Emergency authorities and/or designated community members.

Secure School

A **secure school** is a course of action necessary when incidents arise during the school day that pose an immediate threat to student and staff movement throughout the building. These incidents may include but are not limited to:

- ✚ Suicide or death on school grounds
- ✚ Natural/ industrial disaster
- ✚ Missing child
- ✚ Any perceived threat within the school where it is deemed that students would be safer in their classrooms.

Lockdown

A **lockdown** is an emergency course of action necessary when it is not possible to safely evacuate the school building due to the presence of an armed intruder. Steps are required to isolate students and staff from danger by requiring everyone to remain in secured areas of the building.

The **Lockdown Procedure** will be initiated in the event of an internal or external threat to the safety of the school population. This will include:

- ✚ Student/ Person with gun
- ✚ Shooting
- ✚ Hostage Situation
- ✚ Abduction
- ✚ Barricaded Student
- ✚ Intruder in the school
- ✚ Violent Person in or outside the school

School Keys (front door, main entrance, etc) and a laminated floor plan will be given to the RCMP. A second crash bag will be secured at the town hall as back up.

The following procedures must be followed if/ when a lockdown is called:

1. Lockdown signal will consist of 3 short rings of the school bell system followed by an announcement over the PA system “Emergency Lockdown”.

NOTE: Any staff member can call a lockdown procedure if they see/ hear or are informed of a threat.

2. Designated staff will be notified via VHF radio to lock main entrance door and to verify that other exterior doors are closed. (ie. West entrance/ Gym Doors)
3. The main office will become the primary place for emergency operations. If for some reason this is not possible directives will be issued by the assistant principal and/or the acting assistant principal.
4. Contact RCMP/ Police immediately giving as much detail as possible. If normal phone lines are out, use emergency power fail line by safe in office or cell phone.
5. Contact CEO/ Director (Darin Pike’s Office 758 - 2381) and the Manager of Communications (Mary Tucker 758 - 2371)..
6. Office personnel/ administration should scan local area and draw any students/ persons into the office area and secure office.
7. The principal/ office personnel should make sure main door is locked (Allan key stored at main office). This will be the procedure until a bell system and security cameras are installed at the main entrance.
8. Teachers and staff should scan/ check hallways for students and direct them to the nearest classroom. Physical Education classes being held in the gym should move to the equipment rooms and lock all doors. Any classes using the Library and Cafeteria should stay in these rooms and turn out all lights, draw all curtains/ cover the window in door (where applicable) and lock all doors. Any persons that are in the staffroom should remain there, turning off all lights, closing the drapes and locking the door.

9. During lockdown students must sit or lie silently along a safe wall (where applicable) (Wall not visible through door in classroom window). Get small/ out of sight and stay there!
10. All classroom windows should be closed. Cover all windows/ draw all drapes. All lights should be turned off.
11. Take attendance in each classroom and make note of students who are absent and any additional students who have entered your room (call office- try to determine who is accounted for).
12. No one is permitted to leave, and no one, including a parent, is allowed in the building/ on school grounds during a lockdown.
13. All cell phone ringers by staff should be turned off.
14. The use of email and text messaging is forbidden.
15. The administration/ designated will communicate to each classroom to determine any irregularities noted using the classroom P.A. where possible. Those without P.A.'s use VHF radios. This must be done quickly and as quietly as possible. If a cell phone is available call the main office at **662-2201/2035 or 687-0318 (principal's cell)**.
16. All school bells should be ignored.
17. Disregard fire alarm signals **unless...**
 -  **you have first hand knowledge that there is a fire in the building**
 -  **you are in imminent danger, or**
 -  **you have been advised by the police/ school administration to evacuate the building.**
18. If an evacuation does occur, all persons/ classrooms will be directed by the police or school administration to a safe location. (**All students/ staff will go directly to the church**). Once there teachers will take roll call to account for all students.
19. It is important for all teachers/ staff to remain calm and assure students that everything is okay and that the situation is under control.
20. Only open doors when “all clear” can be guaranteed by the **RCMP**. At times there are reasons for staff/ students to remain in their classrooms, even after the “lockdown” is officially called off. (ie. Police may have to search for accomplices, staff may have to take attendance, etc.)

Lockdown Procedure during Unstructured Time at School

In the event that the threat to school occurs during non instructional time, teachers and staff are

to draw students into the safest / secure area. They are to get small, out of sight, quiet, and stay there until the lockdown is lifted by the RCMP.

- ✚ In the Gym, students/ staff are to go to the equipment rooms and stay there.
- ✚ In the Resource Room/ Library students/ staff should close windows, draw drapes, turn out lights, and get in corners away from the windows and stay there.
- ✚ In the Technology Lab students and staff should close windows, draw drapes, cover windows and stay there.
- ✚ In the Canteen/ Cafeteria area students and staff should close windows, draw drapes, cover window in door, turn out the lights, and get in corners away from the windows and stay there.
- ✚ In washroom areas students/ staff should go to the nearest available room/ classroom.
- ✚ In shower room areas students/ staff should go to the fitness room/ equipment rooms in the gym and stay there.
- ✚ In the corridors/ stairwells, students/ staff are to go to the nearest classroom / safe room and move to the designated secure area in the classroom /room and stay there.

In the event that a threat to school occurs while students/ staff are outside the building on playgrounds, students/ staff are to go to an alternate safe location down over the banks in front of the school, or in the bushes to the sides of the school or behind the school.

In the event that a threat to the school occurs while students are on the bus, bus drivers need to keep students small, quiet and out of sight until lockdown is lifted by the RCMP.

In the event that no teacher/ staff member are with students in these locations then the students themselves have to get out of sight, get small, quiet and stay there. They must sit or lie silently trying to remove themselves as a potential target.

The following procedure must be followed if/ when a Secure School announcement is called:

1. Secure School Signal will be an announcement, “May I have everyone’s attention please.....Secure the School

NOTE: Any staff member can call a lockdown procedure if they see/ hear or are informed of a threat.

2. Designated staff will be notified VIA VHF radio to lock main entrance doors until Security System is installed, and confirm all other exterior doors are closed/ locked (ie. West Entrance and Gym Doors).
3. The main office will be used as the primary location for Secure School Operations.
4. Contact local Emergency Response authorities when applicable.

5. All classroom doors must be locked. Teachers and staff should scan / check hallways for students and direct them to the nearest classroom.
6. All classroom windows should be closed/ curtains drawn.
7. Take attendance, noting absent students and any additional students who have entered the room.
8. Teachers / staff should page the office if an emergency situation arises in the area. (PA, Cell Phone, VHF Radio. Main office phone numbers 662-2201/2035 or 687-0318-Principal's Cell.
9. Wait for the Administration / designate to contact you regarding attendance and / or other necessary information.
10. Do not allow students to leave the area.
11. Remain calm and continue teaching until secure school call is lifted.
12. No one (except Local Emergency Response Authorities), including a parent, is allowed in the building during a Secure School Procedure.
13. All school bells should be ignored.
14. Fire alarm signals may / can be used during this time to signal a school wide evacuation. If this does occur follow current Evacuation / Emergency procedures. Roll call should be taken.
15. It is important for all teachers / staff to remain calm and assure students that everything is okay and that the situation is under control.
16. Only open doors when "all clear" is announced via the PA system by the School Administration / Designate.

Secure School Procedure During Unstructured Time at School.

In the event that a situation occurs during non-instructional time, teachers/ staff are to draw students into the safest secure area.

-  Check all corridors / stairwells / washrooms, etc.
-  Close all windows / locks doors / draw curtains.
-  Do not allow any students to leave the room.
-  Speak / talk to students on any topic keeping them calm and reassured.

In the event that an issue arises while students / staff are outside the building on the playground /

school grounds, be prepared to supervise the playground area or bring all students into the gymnasium using exterior doors.

In the event an issue arises while students are on the bus, they can remain there. The bus drivers should speak / talk to students on any topic keeping students calm and reassured.

Regardless where you are stay there until the “All Clear” is announced by the School Administration / Designate .

Teachers/ staff are to act in a “Due Diligence Capacity” following these procedures to the best of they ability under the unique circumstances of the immediate situation.

It is important to remember that “NO” Emergency Procedure is all encompassing, therefore we can only do the best we can do at a particular time. During a lockdown procedure, it is necessary to follow all outlined procedures and get out of sight, down and quiet.