

Secure Our School & Emergency Lockdown Safety Checklists

A – SECURE OUR SCHOOL

There are many possible reasons for a school to initiate the 'Secure Our School' procedures. As such, school leaders will use their discretion in situations where some of these measures may not be necessary.

- ❑ **First Step:** Upon receipt of information from the police, a staff member, or any other source, the Principal will initiate the Secure Our School procedures by making the following PA announcement:

“Can I have your attention now. Staff members, secure our school within the next 2 minutes. There is not an immediate threat to children, but we want to be safe and secure. Please check and vacate open areas.” (repeat 3 times)

- ❑ **One Long Continuous or Repeating Bell:** will be sounded to notify students and staff to proceed into the school if the event occurs when the majority of students are outside of the building. (i.e. recess, special event, etc.) During regular class-time, walkie-talkies and cell phones can be used to notify staff members who may have students outside of the building for curricular purposes.
- ❑ **Two Phone Calls:** An office staff member will call **911** to inform police (if the police are unaware) and will also call **403-227-7070**. The receptionist will connect the caller with the Superintendent.
- ❑ **Secure Our School:** Upon hearing the announcement, school staff will:
 - Check hallways, open areas, and washrooms for students/guests and direct them to secure locked classrooms or offices. Close and lock exterior doors where directed to do so.
 - Close and lock classroom or office doors. Close windows and pull window coverings down.
 - Direct students/guests to sit quietly in chairs.
 - Ensure that electronic devices are turned off and put away. (Note, in some cases a single device may be used upon discretion of the supervising staff member.)
 - On the front door and/or 'manned doors', post a sign that informs students, parents, or guests that the school has been secured for the safety of our students. The sign should give stakeholders direction on what to do next. This will vary according to school context and type of threat.
 - If possible, take attendance and email the office staff of missing or additional students/guests.
 - Keep doors locked and closed until a 'de-escalation' announcement has been made or a police officer has provided adequate identification. (i.e. slipping a business card under the door)
 - Refrain from using the classroom telephone, except to provide information about the external threat if the situation allows.
- ❑ **Ignore A Fire Alarm During This Event:** If an actual fire is observed, move to a safe location.
- ❑ **Once Spaces Are Secured:** The Principal, with assistance from designates, will:
 - 'Advance' the situation (if necessary) to 'Emergency Lockdown'. (See Section B)
 - Lock all outside doors to limit access to the building.
 - Liaise with and take direction from police. Maintain an constant, open phone line with the Superintendent or designate.
 - 'De-escalate' the situation (if appropriate) by providing students, staff, guests with 'de-escalation' announcements, under the direction of the police. The Principal may be able to make adjustments to the security level to maximize the comfort of staff, students, and guests. (i.e. students may move freely in the classrooms, use washrooms, etc.) *Alerts to parents may also be possible at this point if the situation warrants them.*
 - Provide students, staff, and guests with an 'all clear' announcement when it is safe to do so, under the direction of the police.
 - Complete 'Section C - Follow-Up After the Event' as soon as possible following the event.

B – EMERGENCY LOCKDOWN

❑ **First Step:** Upon observing an immediate threat, a Principal or staff member will initiate the emergency lockdown by pressing the **RED mushroom button** (if available) to notify authorities, ensure swipe station doors are locked, and make automatic PA announcements (where possible).

❑ **An Announcement:** If a secure location is available, the following PA announcement can be made:

“Can I have your attention now. This is an immediate emergency lockdown. Please hide or run to a safe place immediately. Staff members, secure all rooms immediately.” (repeat 3 times)

❑ **Call 911:** Staff members will call **911** to inform police. (Each school will have previously designated at least four people to call 911) Only when it is safe to do so shall the Principal call **403-227-7070**. The receptionist will connect the caller with the Superintendent.

❑ **Continuous Whistle Blasts or Verbal Directions:** will be used by staff on supervision to lead students safely away from the school if the emergency lockdown occurs when the majority of students are outside. (i.e. recess, special event, etc.) During class-time, walkie-talkies and cell phones can be used to notify staff members who may have students outside for curricular purposes.

❑ **Hide – Locked Classroom/Office:** All students, staff, and guests inside or near secure classrooms/offices will go to the closest, most secure location, lock the door and hide. The staff member (or most responsible person) will:

- Do a quick check from the doorway of the room to gather as many students/guests from the hallway as possible.
- Close and lock doors. Close windows and pull window coverings down.
- Direct students/guests to sit quietly on the floor, (in the smallest group possible), out of sight.
- Ensure that electronic devices are turned off and put away. (Note, in some cases a single device may be used upon discretion of the staff member or most responsible person.)
- Keep doors locked and closed until police open your door or a police officer has provided adequate identification. (i.e. slipping a business card under the door)

❑ **Hide – Washroom:** If a secure room is not available and exiting is not an option, students, staff, and guests will go to the nearest washroom, enter a stall, lock the door, and raise their feet.

❑ **Run – To A Safe Place:** People outside of the building or near exterior doors will quickly move away from the school, away from the threat and report to first responders when they arrive.

❑ **Ignore A Fire Alarm During This Event:** If an actual fire is observed, move to a safe location.

❑ **When It Is Safe To Do So:** The Principal, with assistance from designates, will:

- Liaise with and take direction from police. Update the Superintendent or designate if possible.
- Complete ‘Section C - Follow-Up After the Event’ as soon as possible following the event.

C – FOLLOW-UP AFTER THE EVENT

- ❑ **The Superintendent, Liaison Superintendent, Communications Officer, and Health and Safety Manager:** will assist the principal or designate with all communications and evacuation procedures following the lockdown. All media inquiries will be directed to the Communications Officer at 403-227-7085.
- ❑ **An ‘All Clear’ Announcement:** will be made by the Principal or designate when the lockdown is lifted by the proper authority. (i.e. police, municipal authority, Superintendent, etc.)
- ❑ **Evacuation and Dismissal Instructions (If Applicable):** will be prepared and will:
 - Be coordinated with the Transportation department where busing is needed.
 - Inform staff members how to safely evacuate the building.
 - Inform parents when and how students may be picked up.
 - Provide guidance to parents who have made special arrangements for care in the event that parents are not home. When a student is released to an individual other than a parent, a staff member will obtain a signed statement from that person including the child’s name, pickup time, pickup person’s name, final destination and phone number at final destination.
 - Be reviewed by the Principal at the end of the day to ensure procedures were followed.
- ❑ **An Update for Students and Staff:** will be prepared and relayed to every classroom by the most rapid and efficient means within 15 minutes of the conclusion of the lockdown. This provides the Principal or designate with an opportunity to inform students what happened, reduce anxiety, and thank students, staff, and guests for their participation in the lockdown.
- ❑ **An Email Alert for Parents:** will be prepared and sent out immediately following the event within 30 minutes of the ‘all clear’ announcement. A copy of the email will also be copied to all school staff.
- ❑ **Classroom Visits:** will be carried out by the Principal or designates to debrief with students and answer questions that they may have. These visits will occur the within one school day of the lockdown and on the same day as the lockdown where possible.
- ❑ **A Staff Meeting:** will be held as soon as possible to review the lockdown, debrief with all staff, and share communication plans.
- ❑ **Support and Counselling For Students:** will be arranged collaboratively by the Principal, Family Wellness Worker, and Associate Superintendent Student Services.
- ❑ **A Critical Incident Report:** will be completed by the Principal within 24 hours of the lockdown.

D – THREE BEST PRACTICES FOR OUR SCHOOLS

- ❑ **Use Your Discretion:** The type of threat (and time to respond) for the Secure Our School procedures will dictate the level and type of response required by the Principal.
- ❑ **Keep Doors Locked:** On a day to day basis, classroom and office doors should always be locked, but may be left ajar.
- ❑ **Post An Emergency Lockdown Checklist:** in each room in the exact spot that people would gather on the floor in the event of an emergency lockdown.