

# Emergency Preparedness - Intruder Lockdown

## 4110-42 | Emergency Preparedness - Intruder Lockdown

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Intruder Lockdown is used when it is necessary to lockdown the school due to a serious and immediate threat in the school. Anyone observing a threat or serious potential threat must contact the office immediately to initiate the lockdown (**initiating the lockdown is the first priority**).

### **Intruder Lockdown procedures** (these actions happen rapidly)

- The principal or designate will order and announce “**Activate Lockdown Now**”.
- Repeat announcement several times. If it is a drill, announce it as a Practice Drill.
- If this is **NOT** a drill, a call will be placed to **9-1-1**.
- **If safety permits**, immediately direct all students, staff and visitors to the nearest classroom or secure space.
- Classes that are outside of the building **should not** enter the building. Move outside classes to primary evacuation site or an alternate location if possible.
- Lock classroom doors and barricade if possible.
- Leave exterior doors “as is” – do not approach them.
- Move people away from windows and doors. Close and lock all windows and pull curtains or shades.
- Turn off lights.
- Keep out of sight.
- Remain silent.
- Ignore dismissal bells.
- If fire alarms should be activated during a lockdown, students and staff shall not respond as they normally would. Remain locked down if safe to do so. **Use critical thinking skills**. Be prepared to react if necessary should fire or smoke be detected.
- Cell phones are not to be used except to communicate pertinent information to emergency services. Cell phones should be put in silent mode so communication can be transmitted.
- **DO NOT** respond to anyone at the door until “all clear” is announced.
- Notify the Superintendent or other Board Office Staff at the emergency phone number: **250-624-5911** (if possible).
- Board Office Staff will send a message to itinerant employees advising them not to go to the school.
- The Principal or designate will announce “all clear” only after the police have advised that it is safe to do so.
- The RCMP will check in with every classroom. Once the RCMP have deemed all classrooms safe the “All Clear” will be announced and further instructions will follow.