

Lock-down Procedures

Procedures for Teachers

- 1) Executive Principal/Designee **makes this announcement**: “This is a lockdown” or “This is a lockdown drill practice!”
- 2) Teachers **open classroom doors and quickly secure all students who are in the hallway or in general vicinity**
- 3) Teachers **lock your classroom door from the inside, turn off all lights, and place opaque cover over glass panel in the door**. Have your **red/green emergency folder in hand**. **Move children** to the far side of the room **away from window view**, if possible. Students should sit down on the floor, if required and instruct them **to remain so, quietly**.
- 4) **Take attendance** to ensure that all students in your class are present. **Note names of students** you may have **brought into your class** at the lock down. Check any **adjoining room** for students, mark **attendance** and note down names of students **who are unaccounted for in the room**. (Although a teacher cannot leave, keeping a record of who is present with YOU is critical in an emergency).
- 5) **Do not open the door for anyone regardless of what you hear going on outside**. If someone knocks on the door, **do not respond**. An administrator may be under duress and be **forced to ask you to open the door**. **Do not**.
- 6) **Keep cell phones on ‘silent mode’**. Your administrator may be trying to contact you by cell phone.
- 7) **Be prepared** to follow further instructions from the Principal or Designee.
- 8) **NEVER open the door** or leave the classroom **until the all clear signal is given**.
- 9) **Regular classroom teachers** whose class is with a specialist in the school **should join the specialist and the class**, if possible. However, if that move would jeopardize the safety of any person, the classroom teacher should **lock down at his/her own immediate safe location**.
- 10) Students **who are outside should go to the nearest classroom** possible for lock-down.
- 11) **Playground aides** are to guide students to the **nearest available rooms possible**.
- 12) If students are **unable to get into the building**, they are to **lie flat on the ground behind objects or trees**. Students should **not run, but remain face down, flat on the ground**.

If Lockdown Occurs During Recess, Lunchtime or Stay Back

- 1) **Staff working at the canteen should remain inside** and listen to instructions there.
- 2) If **students are outside at recess (near canteen / play field)**, they are to **go to the nearest classroom** or to the **Hall** and lie on the floor there.
- 3) **Playground aides** need to enter **nearest classroom** immediately.
- 4) **Students** need to be **told to remain at school and not go home**.

Teachers

- 1) During **regular class time** - Follow lockdown procedures as specified.
- 2) If your class is at a **special lesson room, lock your door** and leave to join your students.
- 3) Each Grade/Dept. **chair teacher checks the restroom and for students on hallway**.
- 4) Canteen manager checks the canteen and the nearby restrooms.
- 5) During Stay back – teachers
- 6) During **Recess, Lunchtime / stay back** teachers who are not already **near the canteen / play field** or teachers who are in workroom **will move quickly to other areas** such as canteen, play field etc. and assist there.
- 7) **Students need to be taught** that if **they are outside**, they **must enter the building at the nearest entry point**; they **should NOT try to get to their own classrooms**.

Administration Office Team/P.E. Teachers (if not with class)

- 1) Assist by **locking the many outside doors** to your area.
- 2) Check to assist building **security guards doing the same.**
- 3) **Staff at reception, Executive secretary, GRC, PRC & PRO** lock all the entry doors (front, rear & two side doors) and will lead other staff in the reception including parents and visitors etc. to any nearby rooms (depending upon the number of people and space available in the room) and lock door behind them.

Canteen Staff

- 1) Canteen staff/aides to assist - they need to move quickly to the canteen doors and help gather as many students possible **into the canteen** (if only few students are there) **or be moved to the hall** (if more students are there), lie face down; no talking. **Prior to the lockdown Take 15 seconds**, then SHUT and LOCK doors. (You must secure the area quickly for the safety of all other children!).

Security:

- 1) Gate House: lock gates and lock themselves into security cabin. Only open gate when police arrive or **all clear** is given.
- 2) Need to communicate the situation to the AO/ Principal/Reception/ other Guards & other SLT Members.

Playground Aides (follow these procedures unless instructed otherwise)

- 1) Usher all students into **the nearest classroom**; aides should also enter the building.
- 2) **If that is unsafe to do, then, lie flat on the ground, and remain quiet.**
- 3) **Instruct students that they must not leave campus.**

Auditorium:

- 1) Everyone in the Auditorium goes up and sits on the stage. The view is to be covered by spreading the curtain.
- 2) An Adult will close the curtains.
- 3) Everyone stays in that position until **all clear** given to Security guard on Radio

Principal's Script for "Call Chain"

Designated officials ask the person /teacher who answers:

- a. Are all your **homeroom students accounted for?** Is **anyone missing?**
- b. Is there anyone in **your room who is not in your class list?** What are **their names?**
- c. Do you have an **adjoining room?** Are all **the students in that room accounted for?**

Document all information given to you from the classrooms you have contacted.

When all calling chains have been completed, report to the Principal/Designee. Efforts to make attendance check has to be done to ensure all students have been accounted for.

How to Help Students Learn Emergency Procedures.

- 1) Teachers **should practice this in-class** BEFORE any actual emergency.
- 2) **Practice all procedures** exactly as they are written.
- 3) **Answer all questions** and try to relieve as much anxiety as you can.
- 4) **Stress the importance** of careful listening for directions.
- 5) Tell students to **never leave campus** on their own in any emergency situation. **Discuss the safety and practical reasons for this.**
- 6) **Talk about what students should do**, if for some reason, you are not there when a lockdown situation occurs.
- 7) **Stress the need for students** to go with any teacher who can help them during a real emergency.
- 8) **Talk about what students should do if they are in the restroom, library, hallway**, etc. if a real emergency should happen.
- 9) **Discuss** what to do if **students are in the canteen, recess, or special class locations** during a real emergency.
- 10) **Tell students that if they are not with their homeroom** teacher during an emergency, she/he will be notified about their location, and join when safe.
- 11) **Discuss** why everyone **needs to remain calm and quiet**.
- 12) **Reassure** students that **parents and police will be notified immediately** in any real crisis situation.
- 13) **Admit to students** that you may not have all the answers, but reassure students that, **you will take charge of all situations and keep them safe.**

Crisis Reporting Procedures

Only the following personnel are authorized to report a crisis to local authorities:

- a. Principal or his Administrative Designee, if unable then ...
- b. Manager School Operations or Facilities Manager, if unable then ...
- c. Appointed Grade/Department Chairperson, if unable then ...
- d. Head Counselor

This plan should be shared only with administrative personnel and staff.

Should there be a need for a medical station to be established outside the main office area; the **multipurpose room** will be the **first choice**, and the **clinic** will be the **second choice**. In the event of any type of office, building, or campus **evacuation**, **health office personnel should take all student medications and medical emergency kit to the location of the new medical station.**

Office Seizure

Should the **administration office be seized**, the **Library/main guardroom will be notified**, if possible. The **Library/main guardroom** will then become the **operational base**. A campus lockdown will take place immediately, although there can be no intercom announcement of that change.

- a. Chairperson will **phone local authorities**.
- b. Chairperson will **notify the Counselors**.
- c. Chairperson will **notify all classrooms** of the situation immediately. For obvious reasons, avoid the office completely.



Lockdown Checklist

Principal/Designee will:

- 1) Determine if there is a need for a campus lockdown and if so, make the “all-call” announcement
- 2) Notify the Corporate Office as per crisis management and school emergency response protocol.
- 3) Alert office and Admin staff
- 4) Call local authorities
- 5) Call Fire Department
- 6) Lock administration office doors, restrooms and conference rooms
- 7) Alert Head Guard/senior guard, outside playground aides and teachers outside the buildings. Instruct them to enter a building nearest to their location.
- 8) Wait 1 minute. Begin radio contact check with Heads and health office.