

St. Louis Catholic School

Lockdown Procedures Overview

Note: In all situations, staff are encouraged to execute the practical requirements of the emergency lockdown procedure in a state of 'deliberate calm'.

Shelter In Place Procedure

A '*Shelter In Place*' order is given in response to an environmental threat such as a gas leak in the community, toxic spills, potentially dangerous animal at large, etc. In this circumstance, the entire school community is required to remain indoors until the danger has been removed. Basic normal indoor school routines can continue.

Partial Lockdown

A *partial lockdown* secures a school in the event of a criminal activity in the neighbourhood which is not likely to be potentially dangerous to the school community. Again, regular indoor routines can continue.

Full Lockdown

Full lockdowns are used in serious emergency situations when the danger is or may be directed specifically at the school community. Full lockdowns require that all people (students, staff, and visitors) in the school are kept in classrooms or other designated locations as well removed from the danger area as possible. Lockdowns minimize access and visibility and shelters students, staff, and visitors as much as possible. Lockdowns are initiated by the school principal or designate or by police personnel.

School Signs For The Public

In the event of any of the above procedures, signs are posted in the windows at the entrances to the school building to advise anyone on the outside of the building that the school is in a lockdown situation.

St. Louis Catholic School

Emergency Lockdown Procedures

Internal Lockdown Procedure (*Threat Within The Building*)

- All internal doors in the building should be locked.
- Lights should be left on.
- Ground floor curtains/blinds should be left open.
- Staff and students in the classrooms should be situated on the floor in the most secure area of the classroom.
- Face away from windows and doors.
- Staff and students should be as quiet as possible.
- Teacher should take attendance quietly.
- No one is allowed out of the classroom.
- Do NOT use cell phones, radio, T.V.
- Do NOT open classroom door except to authorized personnel (school administration or police) who accurately identify themselves.
- Wait for instructions.

NOTE: Exterior doors to the school are unlocked so that police and emergency forces have rapid access to the building.

External Lockdown Procedure (*Threat Outside The Building*)

- Turn all lights off.
- Close ground floor curtains/blinds.
- Staff and students in the classroom should be situated on the floor in the most secure area of the classroom.
- Face away from windows and doors.
- Staff and students should be as quiet as possible.
- Teacher should take attendance quietly.
- No one is allowed out of the classroom.
- Do NOT use cell phones, radio, T.V.
- Do NOT open classroom door except to authorized personnel (school administration or police) who accurately identify themselves.
- Wait for instructions.

NOTE: All exterior doors to the building remain locked.

SCHOOL

IS IN

LOCKDOWN