

APPENDIX D

Administrative Responsibilities for Lockdown Procedures

Designated person in charge of school designates a scribe to assist the principal/designate to document event.

Examples of Lockdown Situations: Armed intruder inside or outside the building

Procedures	Completed	Time	Initial
1. Announce "Lockdown" – Repeat announcement 3 times			
2. Call 911 – Report location, nature, mobility of threat, # of students, description of students, victims needing medical attention, is use of violence random, or targeted?			
3. Turn off or ignore bells.			
4. Have secretary/designate contact shops, and other areas of concern, to confirm announcement was heard.			
5. Refer to procedures for special needs students (Appendix G)			
6. Contact Supervisory Officer (see Board Checklist).			
7. Contact Communication Manager			
8. Contact custodian if possible			
9. Call any other necessary sites where our students may be located: i.e. field trips, so they do not return to the school			
10. Move to secure location with emergency bag if possible.			
11. If principal or vice-principal are not in the school, they should be called immediately.			
12. Create documentation of situation when possible.			
13. When given the all clear by police, announce "All Clear" or "Evacuation" as advised.			

Important Phone #'s

Principal:	_____	Superintendent:	_____
Vice-Principal:	_____	Principal(s) of Adjoining School(s):	_____
Board office:	_____	Custodian:	_____
		Communication Manager:	_____