



Things to Remember

1. Always remain calm and quiet. Follow all instructions given to you.
2. Pay attention and move away from any source of danger.
3. If possible, get behind a locked door.
4. Once inside, move away from windows and doors.
5. Once a classroom door is shut, staff have been instructed NOT to open it.
6. Look for the Code Lockdown Kit and follow the steps. Kits are located in each class room and office.

CLASSROOM INSTRUCTIONS FROM THE CODE LOCKDOWN KIT

Follow these steps, quickly and carefully:

1. Close and lock all doors. Do NOT open them once shut.
2. Turn off lights and all equipment.
3. Shut and close blinds.
4. Cover door windows.
5. Sit on floor, away from doors and windows.
6. Take attendance on form.
7. KEEP CALM and totally quiet.
(turn cell phone sounds off)
8. Await instructions from principal, vice principal or emergency personnel.
9. Do not use the PA system as it ties up communication.

CODE LOCKDOWN

SCHOOL COMMUNITY INFORMATION



**ALLAN A. GREENLEAF
ELEMENTARY SCHOOL**

CODE LOCKDOWN PROCEDURES AT GREENLEAF

What Is Code Lockdown?

A code lockdown is a safety procedure designed to ensure that students and staff are safe from a source of danger (internal or external).

Internal Threat

Anyone who has threatened or caused bodily harm or death, OR an unsafe situation inside the school (for example, the presence of a weapon or an unwanted visitor).

External Threat

An external threat may include: someone who is targeting the school, an unsafe situation in the neighbourhood such as a gas leak or downed power lines. In the case of an external threat, you will be directed to remain inside the school.

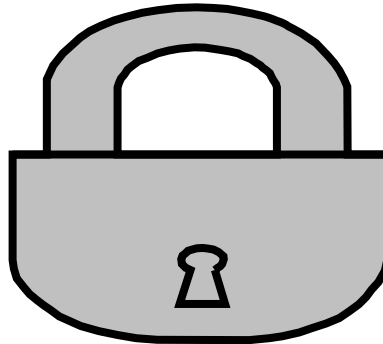
How Do I Know It Is A Code Lockdown?

- You will hear this warning message on the P.A.

“We are in a code lockdown procedure. Clear all hallways and open areas. Please remain in your classroom... Stay there until notified by the principal, vice principal or the police.”

This message will run continuously during the code lockdown

Always assume that every code lockdown announcement is a real threat. Act calmly and quickly!



What Is My Role?

When you hear the code lockdown announcement, take action in a calm serious and orderly manner.

GET IN!

- If you are in a classroom, **stay there!** And follow the instructions in the Code Lockdown Kit
- If you are close to an available room, **get in!**
- Find a secure hiding spot wherever you can. (preferably with a locked door and away from windows)

GET QUIET!

- Move away from windows and doors.
- Crouch down.

Remain in your hiding spot until you are directed otherwise by school administration or emergency personnel.