

Greenville School – Lockdown Procedures

The following information is to be used in case of an emergency lockdown situation when one has been identified by one of the school staff or administration.

Definition of “Lockdown –internal or external” (“Code L –in” or “Code L-out”):

Internal threat: anyone threatening or causing bodily harm or death

- agitated parent;
- agitated student;
- agitated staff member;
- agitated public member;
- gunman in the building.

External threat could involve any of the following:

- Biological threat (movement within the building OK but NO leaving the building);
- Domestic situation (i.e. individual in nearby residence shooting out of their window);
- Wild animal roaming in the vicinity;
- Severe weather (i.e. tornado)

In the event of an external threat, NO ONE is allowed to leave the building.

PROCEDURE

Principal or designate will ensure that the following occurs:

- Practice these procedures twice per year;
- Ring bell for 30 seconds and if possible, announce “Code L– in” or “Code L-out’ ” over the PA system;
- Office Administrator or teacher will call 911 and stay on the line to provide information requested by 911 personnel;
- Caretaker to call Board Security at 905-527-5032 ext. 2598;
- Board Security to notify Superintendent’s Office and Corporate Communications;
- Stay in Lockdown until notified otherwise by a known staff member;
- Follow police directives; and,
- **In all cases, staff should exercise critical judgement to maximize safety for themselves and the students.**

IF STUDENTS/STAFF ARE INSIDE THE SCHOOL AT TIME OF EMERGENCY

If “Code L-in” or “Code L-out” is announced:

- Bell rings for 30 seconds and announcement is made;
- Go to the closest room, gathering students along the way from hallways, bathrooms, etc.

- Close and lock door;
- Cover window in door, if safety permits;
- Close window blinds, if safety permits;
- Turn off lights;
- Post happy or sad face in the door window (pink happy face: everything's OK in the room; purple sad face: danger or medical emergency in the room; **no face: intruder is inside this room!**);
- Everyone sit or lay on the floor, away from the windows and doors;
- Teacher to take attendance; include names of other students who have gathered in your room;
- Everyone continues with lockdown procedures until PA announcement is made by a known staff member, directing them to discontinue Lockdown, and resume regular school procedures.

IF STUDENTS/STAFF ARE OUTSIDE THE SCHOOL AT TIME OF EMERGENCY

If "Code L – in" is announced:

- Bell rings for 30 seconds and an announcement is made;
- Staff and students should leave the property in an organized fashion, proceeding to the designated "Safe Space" – Spencer Valley School.

If "Code L – out" is announced:

- Bell rings for 30 seconds and announcement is made;
- Staff and students enter the building as quickly as possible and go to a safe location (i.e. their classroom, if time permits);
- Staff members are to continue following procedures as if they were inside the school at the time of emergency (see above).

NOTE:

If the threat is happening within the Main Office of the school (and thus, the School Secretary or Principal cannot make the announcement & ring the bell), teachers are to use their whistles in order to alert others in the building – use 4 long whistle blasts. This technique can also be used while on the playground (i.e. if the supervisor of the playground identifies a threat (internal or external). Staff member should perform 4 long whistle blasts to notify others.

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