

STRANGER OR INTRUDER ON CAMPUS

EMERGENCY PROCEDURE – STRANGER OR INTRUDER ON CAMPUS

SIGNAGE

The following statement should be used on signage - **All visitors entering the school grounds on school days must register at the main office.**

LOCK DOWN SCHOOL PLAN

1. The signal will be given over the intercom, or other warning device, that there is now in effect a **standby** or **lock-down drill**.
 - a. Where there are no bells or PA systems administration or counsellors will act as runners to notify staff of **lock-down**.
 - b. As soon as a decision is made to lock down the school administration will notify law enforcement using 911 rather than regular police numbers.

2. If students are in class at the time of the signal:
 - a. Staff will:
 - i. Explain that there is an emergency.
 - ii. Lock the classroom doors.
 - iii. Have students lie on the floor.
 - iv. Close blinds and take any possible precautions to protect from possible broken glass, and
 - v. Remain locked in offices until advised to move personally by administration or public safety officer or an all clear signal has sounded.
 - b. Administration will:
 - i. Act with custodians to check locks on all exterior doors and classroom doors.
 - ii. Designate a person (an administrator, if possible) to coordinate with public safety personnel at their command post, and
 - iii. Make sure that a site map and key set are available to public safety personnel.
 - iv. Be available to deal with the media/press and bystanders to keep site clear of visitors.

3. If students are not in class at the time of the signal:
 - a. Teachers will:
 - i. Assist administration in moving students into the nearest safe building available.
 - ii. Lock doors of room if possible. If lock is on the outside of the door rubber door stops can be placed behind doors to secure.
 - iii. Remain with students to maintain order.
 - iv. Keep students in a safe area until advised personally by administration or public safety personnel to move or that there is an all clear signal; and avoid, if possible, large open areas such as the library, gym, lawns or parking lot.
 - b. Administration and public safety personnel will:
 - i. Work with staff to move students into the nearest safe building available.
 - ii. Act with custodians to check locks on all exterior doors and classroom doors.

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- iii. Designate a person (an administrator if possible) to coordinate public safety personnel at their command post.
 - iv. Make sure that a site map and key set are available to public safety personnel.
4. All clear signal will (should be special or pre-arranged signal):
- a. Be given after consultation with the senior public safety officer on the scene, and/or
 - b. Be a personal notification by the senior administrator. Staff is not to act upon bells or PA messages without this personal notification.
5. Dissemination of information about procedures:
- a. Staff handbook and discussion at staff meeting.
 - b. Substitute folders.
 - c. Drill at least once a year. It is recommended that law enforcement be present for the drill to help monitor and improve performance.

Recommendation

Students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.