



Lockdown Guidelines for Schools

Administrative Procedure 8.093

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference: Safe Schools Charter, Manitoba Public Schools Act, Education Administration Act

Date Adopted: June, 2012

Date Amended: April, 2019; December, 2020; April, 2024

Date Reviewed:

Lockdowns are a response to immediate physical danger in and around the vicinity of the school. This includes situations where a person or group is out of control, a person or group is in possession of weapons, an unknown trespasser is suspicious and avoiding school authorities or other physical threats exist outside of the control of school staff (such as environmental concerns or offenders in the community). The following guidelines provide staff with direction when a situation calls for a school to go into a lockdown. **(Some procedures may vary to address the needs of each school and the grade level of students.)**

1. COMMUNICATION

- 1.1 Schools are expected to practice a school lockdown, a minimum of twice a year.
 - Lockdown Drill Report Form must be completed at the end of each drill by the School Principal:
 - Recommend use of form during staff debriefing at end of each drill.
 - One copy of the report must be forwarded to the attention of the Superintendent.
 - Original copy of the report to be filed with the Emergency Response Plan in the school.
 - Prior to the initiation of the practice school lockdown, the school principal must ensure the Facilities Manager and the Superintendent's office is made aware of the lockdown.
- 1.2 Procedures for lockdowns should be shared with all staff and students at the beginning of the school year.
- 1.2 Substitute teachers are to be provided with this emergency information in their 'substitute teacher instruction folders'.
 - Insert copy of the Lockdown Drill Report in this folder.
- 1.3 Parents should be informed of any school lockdown after the incident.

2. LOCKDOWN PROCEDURES

School Office Staff:

- 2.1 Designated school/office staff, when informed by other staff or students, will announce that there is a school lockdown in effect.
- 2.2 Standard announcement is:
THIS SCHOOL IS NOW IN LOCKDOWN.
- 2.3 Notify the RCMP.
- 2.4 Exterior entrances are to remain unlocked to allow emergency personnel to access the building

Teachers:

- 2.5 Clear all hallways without delay.
- 2.6 Hurry students into the closest unlocked classrooms, office or storage room. If you have care and control of a student, keep it.
- 2.7 Lock the door, turn off the lights and close the blinds/drapes.
- 2.8 If the door will not lock, pile desks and other heavy moveable items to deter entry.
- 2.9 Have students sit quietly where they are not visible from the door or windows.
- 2.10 Try to remain calm and silent.
- 2.11 Do not use the intercom.
- 2.12 If you have access to a cellular telephone, use it only to contact emergency services. **Forbid student use of cellular telephones.**
- 2.13 Do not leave the room until a credible person informs you that the danger has passed and advises you on how to proceed. The standard announcement is:
THE LOCKDOWN IS ENDED.
- 2.14 If the lockdown is followed by a school evacuation, stay with the students in your care until you have all been taken to a secure alternate location.
- 2.15 Remain available as requested to speak with police investigators.
- 2.16 Do not speak with the media during the course of the police investigation.

- 2.17 Make sure that you use the crisis response services that will be available to assist you in coping with your normal and natural response to such an event.

3. HOLD & SECURE

Office staff announce: “The school is now in a hold & secure: All doors are to remain locked, no one is allowed in or out of the school and classes may continue as usual until further notice.”

4. OTHER CONSIDERATIONS

- 4.1 Any staff away from the school with students should be contacted if possible. Direct them to take their students to the evacuation site or a designated location.
- 4.2 **Lockdown procedures take precedence over fire bells/alarms.**

5. PROCEDURES ONCE A LOCKDOWN HAS BEEN ENDED

- 5.1 Assess the situation – Is everyone accounted for? Are they safe?
- 5.2 Invoke Crisis Response Procedures.
- 5.3 Take attendance – verify with school office.
- 5.4 Ensure all communication with the media/district schools goes through the Superintendent or designate.
- 5.5 Debrief with staff and students. Provide student services support if necessary.
- 5.6 Inform Superintendent of Serious Incident as soon as possible.
- 5.7 Ensure Online Serious Incident Report is submitted as soon as possible.
<https://app.smartsheet.com/b/form/198844e397cc413abecaeaf691a928d1>
- 5.8 Parents should be informed of any school lockdown after the incident.

School District of Mystery Lake



Success for All

Lock Down for School Report

EMERGENCY PREPAREDNESS FOR SECURE BUILDING

This report is to be submitted to the Superintendent within two days of a lock down drill or actual incident occurring. It is recommended practice that schools have at least 2 lock down drills per year.

School: _____ Date of Drill or Incident: _____

Approximate time taken to Lockdown staff and Students: _____

Approximate time spent in Lockdown: _____

Incident or Concerns:

Further Comments:

Principal's Signature

Date of Submission to Superintendent/CEO

HR 09/29/10