

EXTERIOR LOCKDOWN: THREAT OUTSIDE THE BUILDING

If the Threat/Assailant is sighted near the building, or a report is received of a potential threat coming to the school, this situation is called and Exterior Threat:

1. Three potential sources for initiation of lockdown:
 - a. Staff member observes IMMEDIATE THREAT DEMANDING PROMPT INITIATION OF LOCKDOWN. Staff member announces from nearest PA system.
 - b. Staff member observes or has knowledge of non-immediate but impending threat. Staff member notifies the office and office makes decision based on information.
 - c. External information from police or division office.

Announce three times:

“EXTERIOR LOCKDOWN; THREAT OUTSIDE THE BUILDING”

2. An office staff will call 911 if necessary.
3. All exterior doors will be locked (school administration and designates)
4. Police may attend the school and secure the perimeter.
5. Staff will gather and direct students from halls and washrooms to classroom spaces.
6. Staff will lock classrooms, cover window in door, close blinds and curtains and turn off lights.
7. Students are to crouch or lie face down on the floor (or in a suitable lockdown position) and stay away from all windows.
8. If safe to do so, teachers will post **SCHOOL IN LOCKDOWN** signs on exterior facing windows; principals or designate will post on exterior doors.
9. If safe to do so, staff members will follow established attendance procedures.
10. Staff will not leave students unattended. Staff will not open classroom doors until the Principal, his/her designate or police have announced the end of the lockdown.
11. While in Lockdown, should the fire alarm activate, teachers are to stay in classrooms with students. Occupants are not to leave classrooms unless there is an actual fire and that there is a belief that there is imminent danger from fire or smoke.
12. Staff use judgement regarding “Right to Survive” strategies.
13. When deemed safe, office staff will call the Office of the Superintendent.
14. The Principal, his/her designate or police will announce the end of the Lockdown.
15. If evacuation occurs, students will be dismissed in a safe and orderly manner with staff assistance in the predetermined manner that will account for all