Lockdown Types

This page provides information on various types of lockdowns and the applicable procedure to adhere to accordingly.

1. Full Lockdown (Code Red) – This scenario involves a serious threat that requires immediate action.
2. Internal Threat – This threat exists when the danger is inside of the school or campus. **The goal** of preventing an internal threat is to keep everyone safe until the threat is completely removed.
3. External Threat – This type of threat occurs outside of the school building or campus. **The goal** of preventing an external threat is to prevent the threat from entering the school or campus.
4. Hold and Secure or Shelter in Place - This is the title of procedure to follow when a Code Yellow protocol is needed.
    1. Hold and Secure is used when there is a security or safety concern in the community.
    2. Shelter in Place is the terminology used when an external health hazard has occurred, where building evacuations are not recommended.

5. Drop, Cover, and Hold- On! Used in the event of any event that shakes the building.

Lockdown Procedures

Full Lockdown and Hold and Secure signals may vary according to location. All instructors and students should be aware of what the signal is and respond accordingly.

> **Reminders:**
>
> - Call Head of School, LG Admin. Await and follow further direction
> - Do not speak to the media
> - Freeze all outgoing messaging; restrict all student cell phone use (put to silent mode) to keep communication lines open for all leaders involved.
> - Director of LG and/ or Heads of School to review follow up email to parents prior to sending and determine next steps.
> - Follow-up with incident report and action points as determined together with team involved

Student Protocol:

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert. Follow all instructions.
- If the first to see threat, call 911 and then put cell phone on silent while Adult in Charge directs further protocol.

Full Lockdown (Code Red)

Definition: Used if an immediate, local physical threat to staff and students
Examples: Intruder in the building, active shooter, hostage situation, or riots.

Coordinator or Adult in Charge calls 911. Follow VTRA Imminent Threat Protocol.

Teachers must immediately:

1. Assemble all students in the vicinity into the closest secure location i.e. classroom, storage room, nearby shelter or building if out-of-doors.
2. Close and lock doors and windows, close blinds and turn off the lights. Do not open doors; do not exit rooms or make washroom trips until directed to by Coordinator, Adult in Charge or local authority.
3. Coordinator or Adult in Charge ensures all exterior doors are locked.
4. Students need to go to corners of the room away from visible sight and shooting lines (unseen from windows or doors). If a windowless storage room or shelter is available, go in there. For those in the gym, go into the equipment storage room.
5. Stay silent and out of view. All classroom activities cease.
6. Do not open doors for anyone or allow anyone to leave. Do not open door if fire alarm sounds unless physical evidence of fire.
7. Adult takes attendance. Call the Coordinator or Adult in Charge, or share information via method available such as text, zoom or WhatsApp group.
8. Coordinator or Adult in Charge to update pertinent information to adults on-site.
9. The coordinator or Adult in Charge should be in a secure location.
10. Two people announce **Code Green - all clear** three times when a threat has been resolved (e.g., a Coordinator or Adult in Charge and an authorized identified Police Officer).
11. Students are escorted to their parents for pickup at the day's end if any threat is still present.

Code Yellow

Hold and Secure

Definition: Used if there is a security or safety concern in the neighbourhood.
Examples: Police Incident in the area or wild animal in the vicinity.

Shelter in Place

Definition: External health hazard has occurred, where building evacuations are not recommended.

Examples: Earthquake or local downed powerline.

Follow VTRA Non-Imminent Threat Protocol. Coordinator or Adult in Charge calls non-emergency RCMP phone line or 911.

1. Announce “This is a Code Yellow Lockdown” and repeat 3 times.
2. All students stay or go into their classroom.
3. Regular classroom activity continues
4. Coordinator or Adult in Charge ensures all exterior doors are locked.
5. Supervision at all entrances may be heightened
6. Classroom teachers close windows and blinds, lock the door, take and submit attendance, also recording any additional persons in the room.
7. Students can do quiet seatwork, ensuring that all announcements can be heard. Do not open doors (no bathroom/water fountain breaks).
8. Coordinator or Adult in Charge to update pertinent information to adults on-site.
9. Do not leave the building until directed by administrators or police.
    1. Announce ‘Code Green - all clear” three times when threat has been resolved (eg. police and coordinator).
    2. It is recommended at that time that students be escorted to parent when picked up.

Drop, Cover, and Hold-on!

Definition: Used in the event of any event that shakes the building.
Examples: an earthquake, an explosion

If indoors and table/desks are available:

1. **Drop** to the ground
    1. Take **Cover** underneath a desk or table. Stay away from windows, light fixtures, and suspended objects. Face away from the windows.
    2. **Hold-on** to something, such as the legs of the table you are under and stay there until the shaking stops.

2. When the shaking stops, count for 60 seconds. Wait for directed response: **Hold and Secure** (when external hazards make leaving the building not advisable) or Evacuation.
3. If evacuated, report attendance to Coordinator or Adult in charge. Remain outside and await further instruction. DO NOT re-enter the building.
4. Coordinator or Adult in Charge will determine next steps and will follow-up accordingly

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