

Administrative Procedure 150

LOCKDOWN PROTOCOL

Background

Saskatchewan Rivers Public School Division is committed to providing a safe and caring learning and work environment for all students and staff. Verbal threats or behavior that may pose a risk to others will be taken seriously and responded to in a proactive way. Efficient preparation and effective responses have been developed through collaboration with community emergency partner agencies.

In some emergent instances, a safe evacuation from a school or facility may be required to protect students and staff. The response may be to initiate either a perimeter lockdown or a school/facility lockdown.

Procedures

1. Two different lockdown levels may be used, depending on the emergency situation:
 - 1.1 Perimeter Lockdown is used when an emergency happens near a school/facility and an increased level of security is required. In this scenario, the threat is known to be outside the facility or school. The exterior doors are locked to ensure that individuals do not leave nor enter the building. With approval from administration, people are only allowed to enter or exit the school/facility through the front doors.
 - 1.2 School/ Facility Lockdown is used when a threat is inside or thought to be inside the school or facility and alerts staff and students of imminent danger.
2. School administrators are responsible for educating staff and students regarding the procedure to follow during perimeter and school/facility lockdowns.
3. One perimeter lockdown drill is to be practiced each school year.
4. A minimum of two school/facility lockdown drills are to be practiced each school year.
5. Inform parents the same day that a lockdown drill or actual event has occurred.

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