

## **LOCKDOWN PROCEDURE**

To be used when a dangerous intruder is in the building or whenever there is an immediate and imminent threat to the school building population.

1. The lockdown signal is given. The building administrator (school principal or delegate) will order and announce the signal. Repeat announcement several times.
2. Call the RNC (First 925-3524, Second 1-709-944-7602)
3. Call Fire and Security (925-3333 or -3334).
4. If not already in a classroom, teachers and students proceed to the nearest room as quickly as possible. Teachers/staff lock classroom doors, turn out lights, cover windows if possible and move students out of line of sight of windows. Remain quiet.
5. Do not lock exterior doors.
6. Teachers/staff take attendance and record students that are in the room, record missing and extra students from the hall and await further instructions.
7. Teachers should use extreme caution before opening doors for ANYONE under ANY circumstances.
8. All activities cease.
9. Students/staff outside building must evacuate to the youth centre. This includes bus runs and field trips.
10. Building administrator will announce "All clear".