

## **Valley School Lockdown or Secure Situation**

### **Purpose**

This procedure guides Valley School staff and students if an unsafe situation exists and requires rooms, buildings or campus to be locked and secured against a threat.

### **Scope**

This procedure applies to Valley School employees, students, parents and visitors.

### **Procedure**

#### **1. INTRODUCTION**

A secure or lockdown situation is usually a dangerous situation that requires specific action to ensure the safety of the staff and students.

#### **2. DEFINITIONS**

**2.1.** “Secure situation” means a situation that would warrant securing the perimeter of the school building due to a suspicious person or outside situation where administration feels it is best to secure the exterior doors, but the school operates as normal. In this type of situation, all students and staff must remain in a building with the exterior doors locked. No travel between buildings should take place and no recesses are to be held until administration notifies staff with an “All Clear” announcement.

**2.2.** “Lockdown” means a situation where administration feels it is necessary to protect the staff and students from an armed person on the campus or a situation that cannot be controlled. All exterior and interior doors are to be locked and all windows secured and covered and “lockdown” mode is initiated. All staff and students must remain in a locked room until an “All Clear” announcement is made.

#### **3. STAFF PROCEDURES**

##### **3.1. Superintendent/Chief Operations Officer/Designee**

3.1.1. Assess the situation that was communicated by the principal.

3.1.2. Act as Press Information Office (PIO) as necessary.

##### **3.2. Principal or Designee**

3.2.1. Inform office staff of the situation and determine whether it is a "secure" or "lockdown" situation.

3.2.2. Inform Superintendent, the Chief Operations Officer or designee of the situation.

3.2.3. Call 911.

### **3.3. Office Staff**

- 3.3.1. Lock outside entrance doors near office and back door by kitchen.
- 3.3.2. Lock office door and windows (lower security windows, pull blinds and cover door window with paper provided in red Emergency Plan binder).
- 3.3.3. Call 911 if the principal or next in line is not available.
- 3.3.4. Be prepared to monitor phones, email and radios.
- 3.3.5. Contact classrooms for attendance and updated situations by email.
- 3.3.6. Contact all ZONES via intercom (portables, CVA/District). Make an announcement for a "secure" situation or a "lockdown" situation as determined by administration. (The first announcement will be as simple as: "We have a situation. Please proceed to the nearest classroom and wait for further instructions.")

### **3.4. Teachers**

- 3.4.1. Step to doors and usher into classrooms any students, staff, substitutes or guests with official badges.
- 3.4.2. Keep all students and adults in the classroom and lock the door.
- 3.4.3. Lower any window blinds. Cover the door window with paper provided in the red Emergency Plan binder.
- 3.4.4. Move all individuals out of direct line with outside windows and/or windows by inside classroom door.
- 3.4.5. As soon as your classroom is secure, you will need to communicate your status by putting:
  - (a) Green card under your door indicates your room is safe and everyone is accounted for.
  - (b) Red card under your door indicates your room may have an issue.
- 3.4.6. Email your status to the office staff (see red Emergency Plan binder for email information).
- 3.4.7. Only use the phone to inform Main Office of a major problem or concern. Wait for staff to contact you via email or until an "All Clear" message is announced by an administrator.
- 3.4.8. Continue to monitor your email.

### **3.5. Support Staff**

- 3.5.1. Stay in classroom if already there.
- 3.5.2. Move to the nearest classroom.

- 3.5.3. If outside on duty, accompany outside students to building through the lower level doors (under the covered area) or a safer route if directed by administration.
- 3.5.4. Help monitor students and radios/phones/emails until an "All Clear" message is announced by an administrator.

### **3.6. Cafeteria Staff**

- 3.6.1. Lock and secure all inside and outside doors.
- 3.6.2. Close drop window and door and secure them in kitchen area.
- 3.6.3. Remain in kitchen until contacted or "All Clear" message is announced by an administrator.
- 3.6.4. If during serving time, help staff get students to a safe location in the Multi-Purpose Room (MPR). If minimal students are in the MPR, usher them to the nearest room that has a phone and a computer (Music Room, Maintenance Room or kitchen).

### **3.7. Coaches**

- 3.7.1. Lock and secure gym and Multi-Purpose Room doors.
- 3.7.2. Move all individuals out of direct line of any window.

### **3.8. Maintenance/Janitorial Staff**

- 3.8.1. Double check the perimeter of the school to assure it is secure.
- 3.8.2. Make sure all staff and students are off of the playground.
- 3.8.3. Sweep the halls to help facilitate students and staff into their classrooms.
- 3.8.4. Access sub-master keys to be distributed to law enforcement officials.

## **4. SPECIAL AREAS AND CONDITIONS**

### **4.1. Gymnasium**

- 4.1.1. Lock the main double doors leading into the gym.
- 4.1.2. Direct the students down to the double-door Ball Storage Room.
- 4.1.3. Secure both doors.

### **4.2. Multi-Purpose Room**

- 4.2.1. Direct students into the kitchen area first.
- 4.2.2. Lock the main door and drop the steel door and window.

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4.2.3. As a back-up, you can also use the Maintenance/Custodial Room, Music Room or Washer/Dryer Room.

**4.3. Library**

4.3.1. Retreat into the Library Work Room.

4.3.2. Drop the steel window and secure the door.

**4.4. Football Field**

4.4.1. Direct students into the Grounds Building.

4.4.2. Lower the overhead door and secure.

4.4.3. Lock the main door.

**4.5. Resource Room**

4.5.1. All staff and students must vacate individual rooms in this area and move to the nearest classroom.

**5. ALL STAFF AND STUDENTS ARE TO REMAIN IN PLACE UNTIL AN “ALL CLEAR” ANNOUNCEMENT IS MADE**

**Supporting Documentation**

N/A

**Document History**

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