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# Emergency Procedures

## Lockout and Lockdown Procedure: General Plan

The following outlines general procedures for conducting a school lockout and/or lockdown. School administrators are responsible for determining if the procedure should be initiated and for overseeing the implementation. In many situations decisions will need to be made in response to events. This guide, however, outlines the general procedures and staff responsibilities.

There are two possible sources of threat to school personnel. We may receive advanced warning of an individual or individuals coming to the school (external) or encounter a threatening situation within the building (internal). ***The flow diagram in the supporting documents section provides a graphic portrayal of the typical sequence of events during a secure building and lockdown procedure.***

Relative stability within the complex could be altered at any time by a triggering event. Information about this event could arise from a number of sources. As the diagram shows, the threat could come from a situation within the building, or arise from information about an event external to the building. Despite who receives the information, (it may originate with a student, parent, community member, or staff member) it must be passed on to an administrator.

The school administration will determine if the school should be secured and/or locked down. If this determination is made, an announcement will be made three times. The announcement will be either: "Secure Building and Lockdown", or "Lockdown Now". This will be based on whether the threat is already within the complex, or deemed to be outside of the complex. The team leader is responsible for:

- Making a **public announcement**
- Setting up the **Communication Center**
- Making sure **911 and the SBO are contacted**
- Confirming all zones and **rooms are secured**
- Confirming **all staff have checked in** with information on who they have, their location, and the current situation.
- All **staff have assumed designated positions** and roles (details on roles and responsibilities appear later in this procedure).
- **Follow up procedures** have been initiated.

Once the announcement is made a Command Center will be set up and a series of communication links established. One link will be with emergency services and this will be maintained as an open link throughout the emergency. A second link will be established with the School Board Office. In addition, the communication center will field reports from personnel within the building. Staff responsible for securing external entry points will mark doors with red tape, and report in on the status of those points. All other staff will commence reporting in their status predominantly through the "First Class" system. Details for all "reporting in" are outlined later in this document.

All information will flow through the Communication Center. Teachers who are on site and do not have access to a computer are to call the Communication Centre. **All other staff members are to e-mail their room number and "ALL CLEAR" or "SEE MESSAGE" to the Communication Center.**

Once the building has been secured, **NO ONE WILL BE PERMITTED TO ENTER OR LEAVE THE BUILDING.** Red tape across main access doors will indicate the school is in lockdown.

Staff and students outside the building will immediately proceed to a designated alternate safe zone and check in with the Communication Center as soon as possible.

Staff and students within the building will remain in the “duck and cover” position until the “All Clear” is given, or further directions are provided.

Since our library may have a number of classes present, the following action is recommended:

**Classes in the main library go with their teacher(s) into the book aisles in the far northwest corner, away from the courtyard, and sit down. Teachers take a laptop from the cart. Students with a teacher in 136 stay there and sit against the wall between 136 and the Virtual Room. Student in 136 with no teacher present must come into the main library and join the other students.**

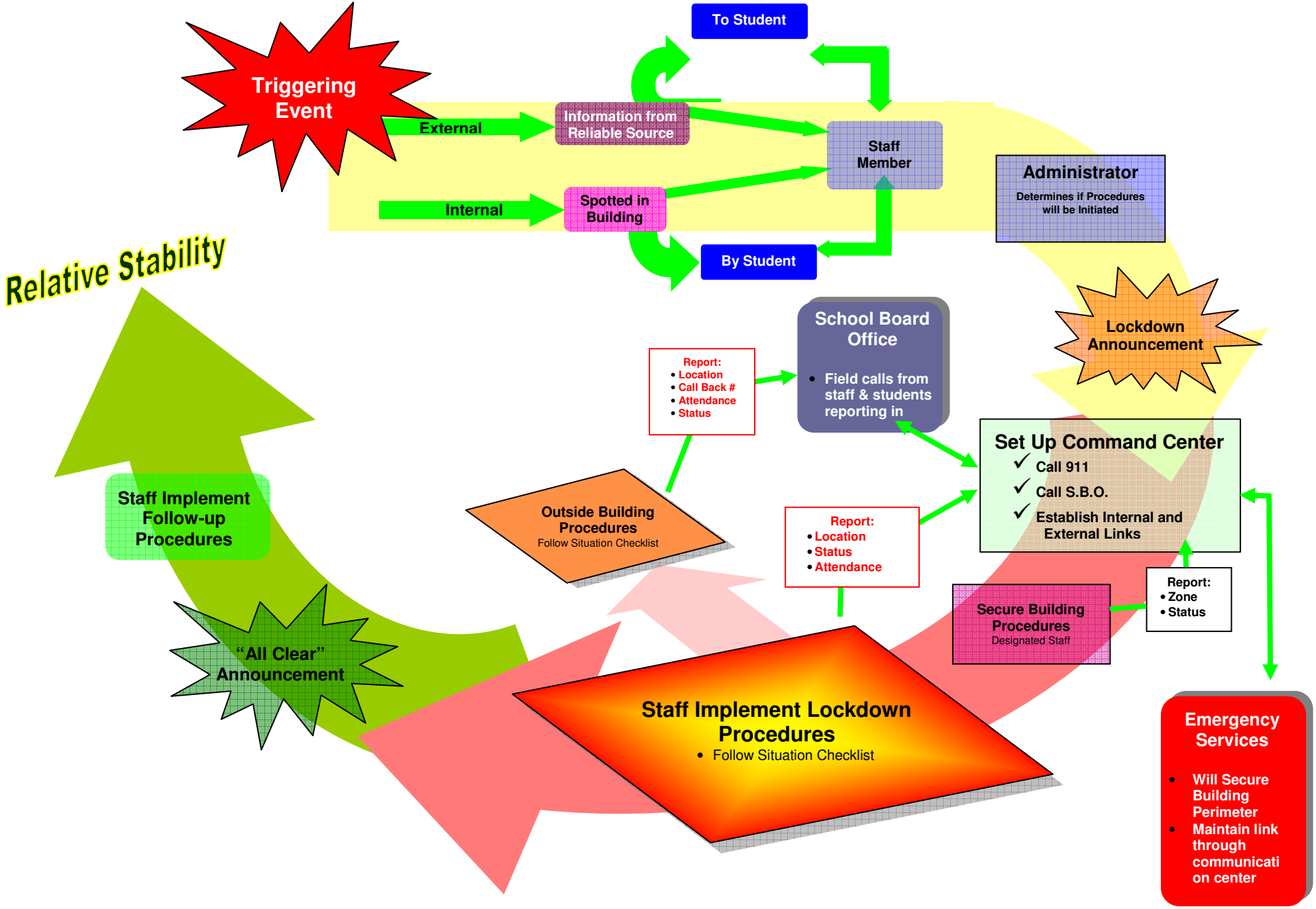
Students unable to access a secure room should find a location within the building for cover. For example, if in a washroom, individuals should enter a cubicle, close and secure the door, and stand on the toilet so feet are not visible below the door.

Attempt to report any injuries to the Communication Center through a cellular or classroom phone. When reporting, start the conversation with “we have an injury(ies)” and follow with your location, and the nature of the injury. You will be provided with instructions on how to proceed.

All staff and students will remain in lockdown until the “All Clear” announcement is made, or other instructions are provided through the communication center.

After the “All Clear” signal is given, staff will start follow-up procedures. The goal will be to restore relative stability within the building within the shortest possible time. If required, district supports will be accessed for incidents involving trauma to staff or students.

# Lockdown Procedure: Flow Diagram



To Student

Information from Reliable Source

External

Staff Member

**Administrator**  
Determines if Procedures will be Initiated

Spotted in Building

Internal

By Student



**School Board Office**  
Field calls from staff & students reporting in

Report:  
• Location  
• Call Back #  
• Attendance  
• Status

**Set Up Command Center**  
✓ Call 911  
✓ Call S.B.O.  
✓ Establish Internal and External Links

**Outside Building Procedures**  
Follow Situation Checklist

Report:  
• Location  
• Status  
• Attendance

Report:  
• Zone  
• Status

**Secure Building Procedures**  
Designated Staff

**Emergency Services**  
• Will Secure Building Perimeter  
• Maintain link through communication center

Relative Stability

**Staff Implement Follow-up Procedures**



**Staff Implement Lockdown Procedures**  
• Follow Situation Checklist

# Mount Boucherie Senior Secondary School Entry/Exit Detail

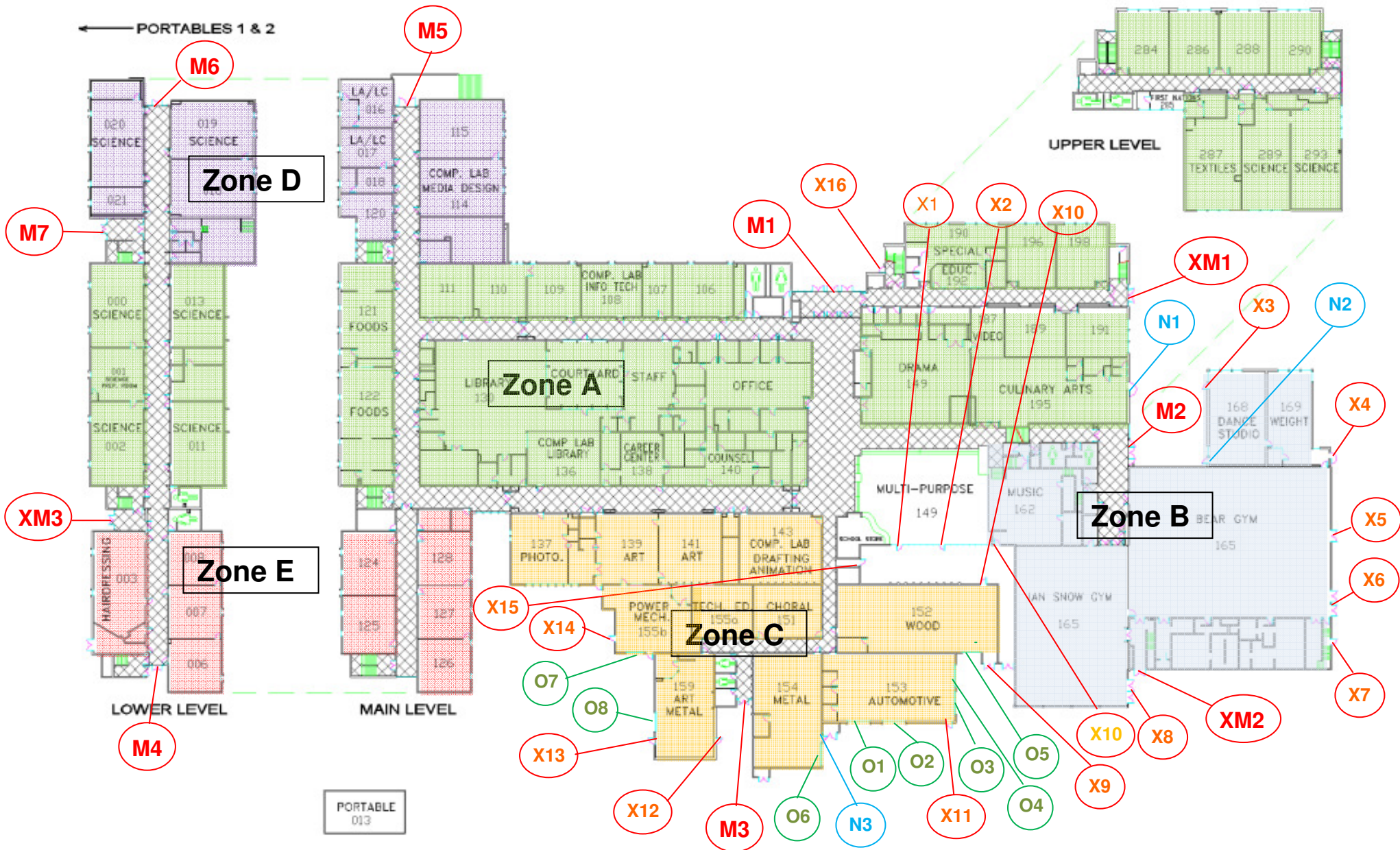


Table A: Entry/Exit Details

# Pts.	Door Code	Type	Security Mode
1	M1	Main Entry & Exit (6 doors)	Inside master key
2	M2	Main Entry & Exit (1 access door, 3 exits)	Inside master key & check
3	M3	Main Entry & Exit (2 doors)	Inside master key
4	M4	Main Entry & Exit (2 doors)	Inside master key
5	M5	Main Entry & Exit (2 doors)	Allan key
6	M6	Main Entry & Exit (2 doors)	Allan key
7	M7	Main Entry & Exit (2 doors)	Allan key
8	XM1	Main Entry & Exit (2 doors) locked	Check
9	XM2	Main Entry and Exit (2 doors) locked	Check
10	XM3	Main Entry and Exit (2 doors) locked	Check
11	N1	Entry and Exit (1 door) locked	Check
12	N2	Entry and Exit (1door)	Inside master key
13	N3	Entry and Exit (1 door)	Inside master key
14	X1	Exit only (1 door)	Check closure
15	X2	Exit only (4 doors)	Check closure
16	X3	Exit only (2 doors)	Check closure
17	X4	Exit only (1 door)	Check closure
18	X5	Exit only (1 door)	Check closure
19	X6	Exit only (4 doors)	Check closure
20	X7	Exit only (1 door)	Check closure
21	X8	Exit only (1 door)	Check closure
22	X9	Exit only (2 doors)	Check closure
23	X10	Exit only (1 door)	Check closure
24	X11	Exit only (1 door)	Check closure
25	X12	Exit only (1 door)	Check closure
26	X13	Exit only (1 door)	Check closure
27	X14	Exit only (1 door)	Check closure
28	X15	Exit only (1 door)	Check closure
29	X16	Exit only (1 door)	Check closure
30	X17	Exit only (1 door)	Check closure
31	O1	Overhead Door (1 door)	Check closure and secure
32	O2	Overhead Door (1 door)	Check closure and secure
33	O3	Overhead Door (1 door)	Check closure and secure
34	O4	Overhead Door (1 door)	Check closure and secure
35	O5	Overhead Door (1 door)	Check closure and secure
36	O6	Overhead Door (1 door)	Check closure and secure
37	O7	Overhead Door (1 door)	Check closure and secure
38	O8	Overhead Door (1 door)	Check closure and secure

# Lockout and Lockdown Procedure Staff Checklists

## SITUATION A: IN BUILDING DURING SCHEDULED CLASS TIME

*DO NOT ALLOW ANYONE TO ENTER OR LEAVE A SECURED AREA DURING A LOCKDOWN*

- MOVE TO SAFE ZONE - Usher any nearby students into the lockdown zone.
- SECURE ALL ACCESS POINTS (lower floor rooms, close metal shutters).
- DIRECT STUDENTS to
  1. move away from areas of visibility,
  2. duck down and cover head with arms, and
  3. remain in that position until directed otherwise
- If any injuries, make an attempt to mitigate them
- TAKE ATTENDANCE - Do an attendance check remembering to record any unscheduled visitors.
- CONTACT COMMUNICATION CENTER - Use First Class to convey situation and list of occupants to the command center. If you have injuries use a telephone to contact the command center. If the line is busy, keep trying until you get through (see over for reporting script).
- MAINTAIN SITUATION, AWAIT FURTHER INSTRUCTIONS - Remain in lockdown mode until your hear an "ALL CLEAR" announced, or receive other instructions from the command center.

## SITUATION B: INSIDE BUILDING, NO SCHEDULE CLASS

On Hearing This Signal Over the PA: **"Lockout and Lockdown" or "Lockdown"**

*NO ONE WILL BE PERMITTED TO ENTER OR LEAVE A SECURED AREA DURING A LOCKDOWN*

- ASSESS AND ACT - Do a quick scan around the area you are in and direct any nearby students into the closest room.
- SECURE ALL ACCESS POINTS - Attempt to secure all area access points
- If you have gathered others with you, direct students to
  1. move away from areas of visibility,
  2. duck down and cover head with arms, and
  3. remain in that position until directed otherwise
- Attempt to mitigate the situation for anyone injured.
- TAKE ATTENDANCE - If you are not alone; make a list of everyone that is with you.
- CONTACT COMMUNICATION CENTER - If you have access to a computer or phone, contact the school communication center and report your location, situation, and list of all persons with you. Don't tie up the line by asking a lot of questions. You will be given information as it becomes available.
- MAINTAIN SITUATION, AWAIT FURTHER INSTRUCTIONS - Remain in lockdown mode until your hear an "ALL CLEAR" announced, or receive other instructions from the command center.

# Lockout and Lockdown Procedure Staff Checklists

## SITUATION C: OUTSIDE BUILDING

On Hearing This Signal Over the PA: **“Lockout and Lockdown” or “Lockdown”**

***NO ONE WILL BE PERMITTED TO ENTER OR LEAVE A SECURED AREA DURING A LOCKDOWN. Never attempt to enter the building during either a lockout or lockdown***

- DIRECT STUDENTS TO OFF-SITE GATHERING AREA** - Gather all nearby students and direct them to proceed immediately to the designated report zone. Safe zones for Mount Boucherie are: Constable Neil Bruce Middle School and Hudson Road Elementary School. Portables may be considered.
- Accompany students and attempt to calm and reassure them.
- REPORT SITUATION** - On arrival at the designated safe zone, inform someone there of your situation and request the use of a telephone.
- TAKE ATTENDANCE** - Do an attendance check and list any students, staff, or visitors who may not have been scheduled to be with you.
- CONTACT S.B.O.** - Call the School Board Office (250.860.8888) and report who is with you and how you can be contacted.
- MAINTAIN SITUATION, AWAIT FURTHER INSTRUCTIONS** - Keep students at the designate safe zone until you receive further instructions from the school communication center (always remember to leave a contact number when checking in).

# Lockdown Procedure: Reporting In (Inside the Building)

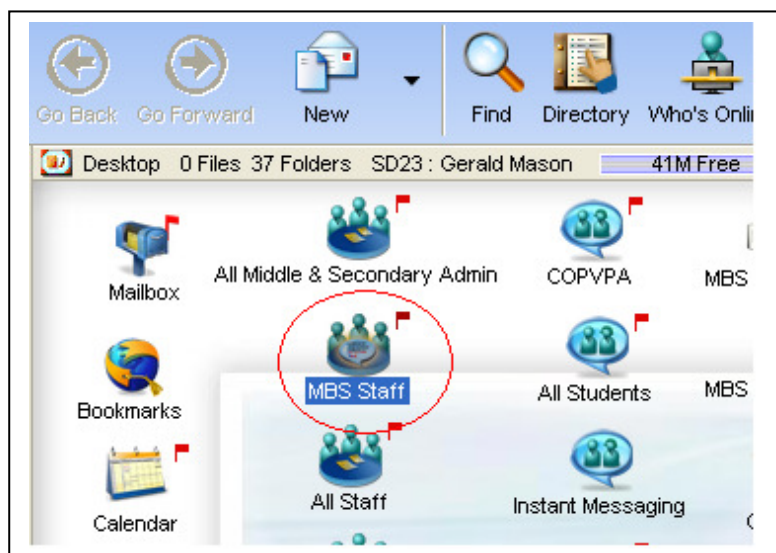
First Choice: First Class School Email System

Reporting Procedure:

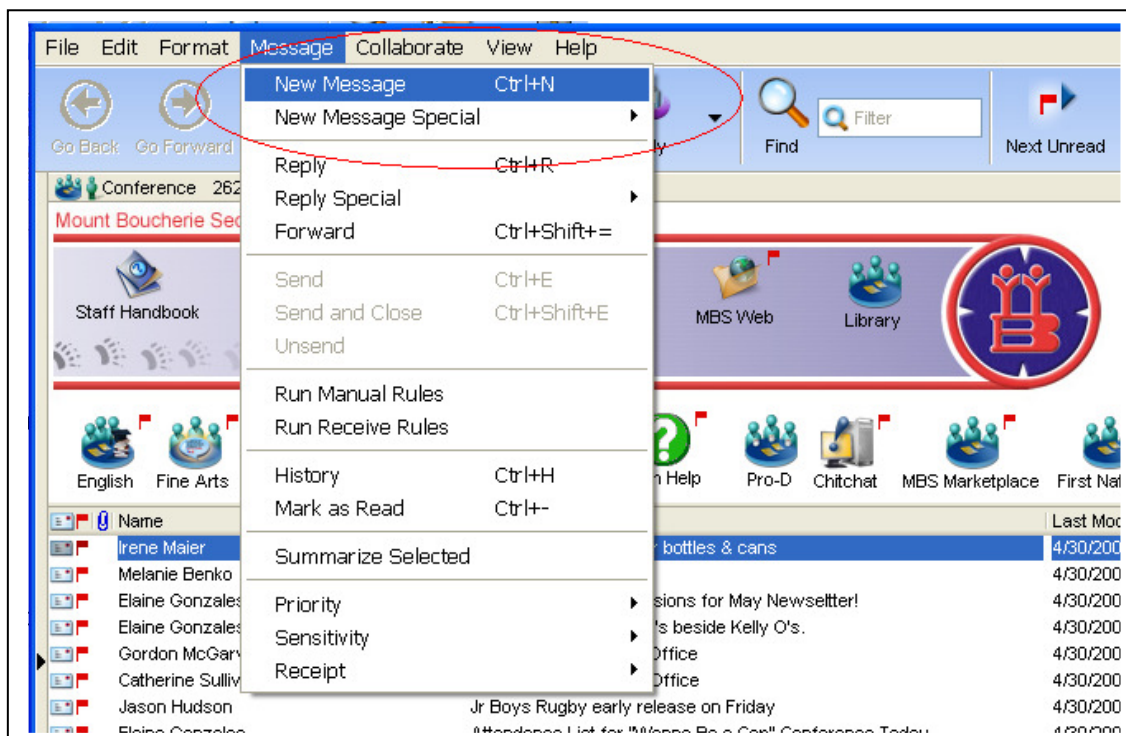
Step 1: Open your computer screen and double click of the “**First Class**” Icon

Step 2: Once in first class, double click the “**MBSS Staff**” icon.

**Note: DO NOT FORWARD EMAIL TO A SPECIFIC STAFF MEMBER**



Step 3: Once in the system pull down the “Message” menu and click on “New Message, or press and hold the “ctrl” key while you press the letter “N”.

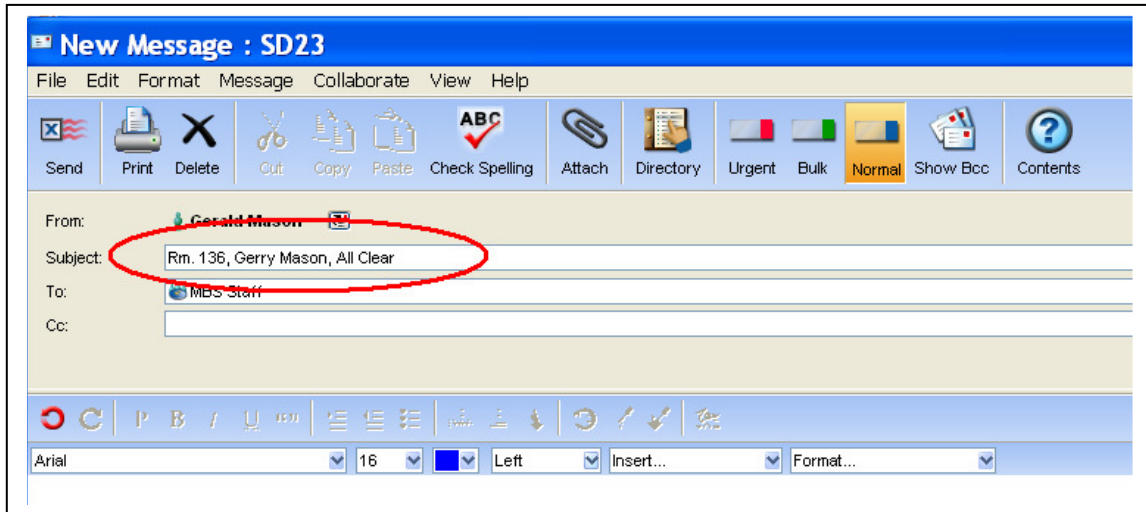


Step 4: Enter the following information according to your situation:

**Situation A:** If you are alone or with a class and everyone is safe and accounted for enter the following in the subject box:

Subject

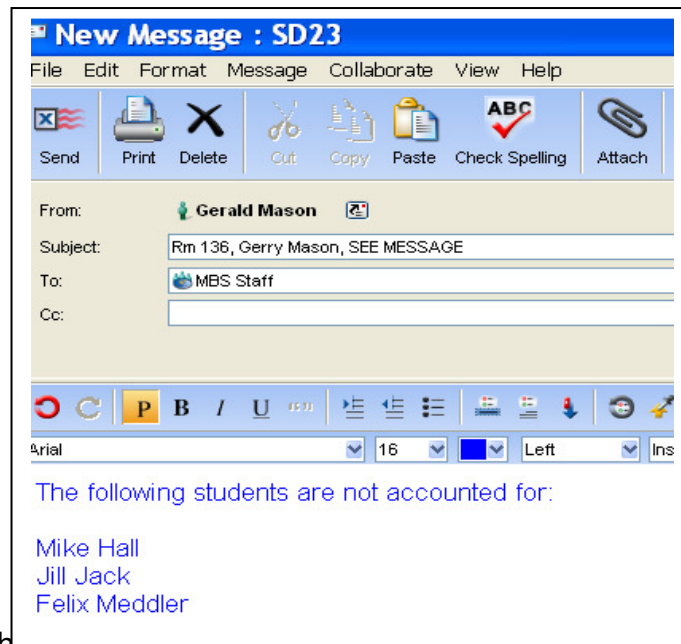
No other information is required. **Don't forget to click on "Send"**



**Situation B:** If you have others with you that are not normally enrolled, or one or more individuals not accounted for, or a person or persons needing medical attention, or some other complication, enter the following in the subject box:

Subject

Type in your specific message. **Don't forget to click on "Send"**



Step 5: Wait for further information over the PA or through the email system.

## Second Choice: Room Telephone

If you do not have access to a computer or the email system, report in as follows:

Step 1: Get to a telephone or use a cell phone and call **extension 5131**:

Step 2: Respond to the prompts provided by the responder. You will be asked...

...What room are you in?

...Who are you?

...Who if anyone is with you?

...What is your situation?

Step 3: Get off the line and wait for further instructions.

# Lockdown Procedure: Reporting In (Outside of Building)

When you are outside of or away from the building, follow these steps

- Step 1: Get to a safe location and ask to use their telephone, or use a cell phone  
Step 2: Call the School District No. 23 Administrative Offices Switchboard at **250.860.8888**  
Step 3: Provide the following information:

**This is an emergency.** I am \_\_\_\_\_ from Mount Boucherie Secondary School that is currently in “**lockdown**”. I am calling to report my location.  
(Once your call has been transferred, provide the following information:

This is \_\_\_\_\_ (Name) \_\_\_\_\_, a \_\_\_\_\_ (Staff member, Student, etc.) \_\_\_\_\_ at MBSS.

I am currently at \_\_\_\_\_ (Provide specifics about location) \_\_\_\_\_

The contact number here is \_\_\_\_\_ (Provide a callback number) \_\_\_\_\_  
Our (my) current situation is:

- I am alone
- All students accounted for
- The following individuals are unaccounted for
- I have the following individuals with me

- Step 4: Remain near the phone and await further information. You will receive a call from the Communication Center. **DO NOT ATTEMPT TO CALL THE SCHOOL.**

## Sample Wallet Card

### *Lockdown Procedure: Reporting In (Outside of Building)*

When you are outside of or away from the building, follow these steps

- Step 1: Get to a safe location and ask to use their telephone, or use a cell phone  
Step 2: Call the School District No. 23 Administrative Offices Switchboard at **250.860.8888**  
Step 3: Provide the following information:

**This is an emergency.** I am \_\_\_\_\_ from Mount Boucherie Secondary School that is currently in “**lockdown**”. I am calling to report my location.  
(Once your call has been transferred, provide the following information:

This is \_\_\_\_\_ (Name) \_\_\_\_\_, a \_\_\_\_\_ (Staff member, Student, etc.) \_\_\_\_\_ at MBSS.

I am currently at \_\_\_\_\_ (Provide specifics about location) \_\_\_\_\_

The contact number here is \_\_\_\_\_ (Provide a callback number) \_\_\_\_\_  
Our (my) current situation is:

- I am alone
- All students accounted for
- The following individuals are unaccounted for
- I have the following individuals with me

- Step 4: Remain near the phone and await further information. You will receive a call from the Communication Center. **DO NOT ATTEMPT TO CALL THE SCHOOL.**

# Lockout/Lockdown Procedure: Key Role Checklists

## Emergency Communications 1

***On instructions from an administrator, move quickly and take up position in Command Center. Complete the following:***

- CALL “911”** – (Use available cellular telephone) To report the situation and set up a communication link.
- MAINTAIN DIRECT LINK WITH 911 PERSONNEL.**
- RELAY INFORMATION BETWEEN THE COMMAND CENTER AND EMERGENCY SERVICES.**
- KEEP RECORDS** – Maintain a log of any information you receive and the time it came in.
- TERMINATE CONTACT WITH EMERGENCY SERVICES** – When the emergency has passed and instructions to disengage have been given.
- PARTICIPATE IN TEAM DEBRIEFING.**

## Emergency Communications 2

***On instructions from an administrator, move quickly and take up position in Command Center. Complete the following:***

- CALL SCHOOL BOARD OFFICE (250.860.8888)** – Say, “This is... ..at Mount Boucherie Secondary School. We are in Lockdown. Please initiate emergency procedures.”
- ACTIVATE STAFF CHECK-IN PROCEDURE** – Log into computer and open First Class MBSS Staff Folder. Bring log sheets for recording information. One person will record information from the email system, the other will man the telephone. For phone calls use the following script:
  - Hello, you have reached the command center. What is your location?***
  - What is your name?***
  - Who, if anyone, is with you?***
  - What is your current status?***
  - Thank you! Please maintain your position until given further information.***
- RECORD INFORMATION AND ACCEPT NEXT CALL**
- REPORT ANY RELEVANT INFORMATION TO COMMAND CENTER LEADER** – Maintain a log of any information you receive and the time it came in.
- REPORT TO TEAM LEADER** – Once you have completed the check in process.
- BEGIN CALL BACKS TO PERSONNEL WHO REPORT IN FROM OUTSIDE THE BUILDING** – Once the “All Clear” as been given or the team leader has authorized the release of other information.
- PARTICIPATE IN TEAM DEBRIEFING.**

# Lockout/Lockdown Procedure: Key Role Checklists

## EXTERIOR DOOR SECURER

*On announcement of "Secure Building and Lockdown" only, move quickly to designated zone exits to secure doors. If the announcement is merely lockdown, skip the first two items. Complete the following:*

- CHECK EACH DOOR TO MAKE SURE IT IS SECURE** – Some doors will require a key others require a small device on the door to be adjusted. Determine before hand how the doors in your zone are secured. (Note: There are 3 designated personnel for each entry point. If there is red tape on the door, you know that one of them has secured the door)
- REPORT STATUS TO COMMAND CENTER** – Contact the command center once all doors have been checked and secured.
- PROCEED IMMEDIATELY TO A SAFE ZONE** – After reporting in, move quickly to the nearest safe area. If you are alone there, report in as outlined in the "REPORTING IN" procedure.
- PARTICIPATE IN TEAM DEBRIEFING** – Well after the emergency has passed, you will provide input to members of the response team.

## TEAM LEADER

*On receiving information about a potential threat to staff and students, follow these steps:*

- CONVENE MEETING WITH ADMIN. TEAM** – If time permits, pull the admin. team together to review the information and to determine if the "Lockout and Lockdown" or "Lockdown" procedure should be initiated.
- SET UP COMMAND CENTER** – Contact response team members and direct them to move to the command center and to initiate the "Secure Building" and Lockdown" procedure.
- MAKE ANNOUNCEMENT OVER PA SYSTEM** – Announce either "Secure Building" and/or "Lockdown". Repeat the message 3 times.
- DIRECT ACTIVITIES FROM THE COMMAND CENTER** – Remain in command center to deal with information as it comes in and to make decisions on actions to be taken.
- DETERMINE WHEN THE SITUATION IS SAFE** – Remain in command center to deal with information as it comes in and to make decisions on actions to be taken.
- MAKE ANNOUNCEMENT** – Give the "All Clear" signal over the PA system and provide any other information as required.
- SCHEDULE AND FACILITATE TEAM DEBRIEFING** – Following the incident pull the response team together to review the procedure and to formulate recommendations for future responses.
- COMPLETE DOCUMENTATION** – Complete a report on all aspects of the response including team debriefing recommendations.

## Table B: Key Roles Chart

Following is a list of the staff members who assume special roles in the “Lockdown Procedure” along with their alternates.

<b>ROLE</b>	<b>ZONE</b>	<b>PRIME RESPONSIBILITY</b>	<b>1<sup>ST</sup> ALTERNATE</b>	<b>2<sup>ND</sup> ALTERNATE</b>
Team Leader	Communication Centre	Linda Ross	John Simonson	Luke Campbell
Comm. 1	Communication Centre	Corinne Black	Trisha Kielan	Lynn Kumalae
Comm. 2 (email)	Communication Centre	Trisha Kielan	Lynn Kumalae	Deb Rasmussen
Comm. 2 (phone)	Communication Centre	Lynn Kumalae	Cathy Sullivan	John Grodzki
M1	Main Entry & Exit (6 doors)	Steve Renaud	John Simonson	Linda Ross
M2	Main Entry & Exit (4 doors)	Luke Campbell	John Simonson	Linda Ross
M3	Main Entry & Exit (2 doors)	Dan Hurd	John Kramer	Henrick Oloffs
M4	Main Entry & Exit (2 doors)	Maurjita Graham	Merry Way	Crystal Naka
M5	Main Entry & Exit (2 doors)	Boyd Hayes	Shelley Weber	Harry Tonn
M6	Main Entry & Exit (2 doors)	Tom Nagy	Julian Green	Darren Pendergast
M7	Main Entry & Exit (2 doors)	Teresa Jackson	Julian Green	
XM1	Main Entry & Exit (2 doors) locked	Jerry Rawson	Marcia James	Gord McGarve
XM2	Main Entry & Exit (2 doors) locked	Chris Carter	Jason Rogall	Kelly Broderick
XM3	Main Entry & Exit (2 doors) locked	Richard Hohl	Maurjita Graham	Kristie Keyworth
N1	Entry & Exit (1 door) locked	Class Occupants		
N2	Entry & Exit (1 door)	Class Occupants		
N3	Entry & Exit (1 door)	Class Occupants		
X1	Exit only (1 door)	Steve Renaud	John Simonson	Linda Ross
X2	Exit only (4 doors)	Steve Renaud	John Simonson	Linda Ross
X3	Exit only (2 doors)	Class Occupants		
X4	Exit only (1 door)	Class Occupants		
X5	Exit only (1 door)	Gym Occupants		
X6	Exit only (4 doors)	Gym Occupants		
X7	Exit only (1 door)	Gym Occupants		
X8	Exit only (1 door)	Gym Occupants		
X9	Exit only (2 doors)	Always Secure		
X10	Exit only (1 door)	Class Occupants		
X11	Exit only (1 door)	Class Occupants		
X12	Exit only (1 door)	Class Occupants		
X13	Exit only (1 door)	Class Occupants		
X14	Exit only (1 door)	Class Occupants		
X15	Exit only (1 door)	Steve Renaud	John Simonson	Linda Ross
X16	Exit only (1 door)	Steve Renaud	John Simonson	Linda Ross
O1 – O8	Overhead doors	Class Occupants		

# Room Check-in Checklist

Room:	Clear	See Message	Un occupied	Room:	Clear	See Message	Un occupied
000				140 (Counselling)			
001 (Sc Prep)				140a (Goddard)			
002				140b (Maier)			
003 (hairdressing)				140c (Bradley)			
006				140d			
007				141			
008				143 (Drafting)			
011				149 (Drama)			
013				151 (Choral)			
018				152 (Wood)			
019				153 (Mech.)			
020				154 (Metal 1)			
021 (ESL)				155a			
106				155b			
107 (En Prep)				159 (Art metal)			
108				162 (Band)			
109				165 (Ian Snow)			
110				166 (Bear)			
111				168 (Dance)			
114				169 (Weight)			
115				PE Office			
116				187 (video)			
117				189			
118				190 (sp. ed.)			
120 (Den)				191			
121				195 (Culinary)			
122				196			
124				198			
125				284			
126				285 (Aborig.)			
127				286			
128				287			
Library				288			
Library Office				289			
136				290			
137				293			
138				P01			
139				P02			
				P03			
				P13			

Date: \_\_\_\_\_

Completed by \_\_\_\_\_

