

SUMMIT WEST

Independent School

POLICY TITLE:

Lockdown

Board Approval: May 5, 2015

Board Review: July 9, 2015

Lockdown Procedures

Lockdown (code blue) drills are to be carried out twice in an academic year. The drills are designed to familiarize students and staff with what to do in case of a real internal or external threat.

The lockdown procedures are as follows:

1. Program Director or Principal will activate the lockdown alarm.
2. All students will be moved inside the school immediately.
3. Teachers will lock all classroom doors, ensuring no students are left in the hallways.
4. Students will be moved away from windows and doors .
5. Students will gather close together in a secure location and teacher will take the attendance. Teacher will text number of students in her class with the code 'SAFE' to the Principal.
6. Students will maintain silence (lollipops will be located at the 'secure location' to help young children to remain quiet.
7. Staff and students will ignore all fire bells.
8. Staff and students will not answer the door/phone under any circumstance.
9. The Police or Program Director/Principal will unlock all doors. Everyone remains silent until their door is unlocked.

As some students may find these drills unsettling, teachers will discuss lockdown with students and after a drill parents will be notified so they may discuss the experience with their child.

This policy is to be reviewed annually.