

OUR LADY OF GOOD COUNSEL SCHOOL

LOCK-DOWN PROCEDURE

WHEN YOU HEAR THE PRE-ARRANGED LOCK-DOWN SIGNAL ISSUED

LOCK-DOWN SIGNAL IS THE MANUAL SCHOOL BELL RINGING THREE SETS OF THREE SHORT BLASTS

Staff will be notified on the P.A. system by the Principal or Designate as follows:

**“This is an emergency ... Our Lady of Good Counsel School is now in lock-down mode.”
You will be advised if it is an internal threat (Level 1) DANGER IS PRESENT INSIDE SCHOOL
or it is a proximate threat / external danger on site but not inside building (Level 2)**

ROUTINE

- 1. All staff and students outside of classroom to move quickly to the nearest classroom**
- 2. Lock all classroom doors**
- 3. Lock all exterior doors**
- 4. Turn off lights**
- 5. Students in class should get down low, move to a wall where the whiteboards are located, away from windows and doors with windows, and remain silent.**
- 6. Students outside of school should get inside Don Bosco Youth Centre or the Church**
- 7. Take attendance. Note those who are absent and notify the office immediately. If the office does not respond immediately, wait until they make contact with you.**
- 8. Do not release students or staff for restrooms**
- 9. Do not use radio, TV, or cell phones in classrooms**
- 10. Everyone should lie on the floor if gunshots are heard**
- 11. Teachers should remain calm and reassure students that the emergency is under control**
- 12. Lunchtime supervisors, visitors and hall monitors must follow these procedures if the lockdown occurs during the lunch time**
- 13. Ensure that you can communicate visually with police if necessary**
- 14. Everyone stays in position until instructed by police or school official to move**
- 15. Release no one except by the direction of the principal or designate or the police**
- 16. Only open doors when “all clear” is given**