

School Safety Procedures



Learning Objectives

- I can explain the procedures and expectations related to lockdowns to my children and others.
- I can use and apply the information learned today to effectively conduct myself and others in a safe and proper manner during a lockdown.



The Red and Green Cards

What They Are

- It is about identifying missing students.
- The **RED CARD** indicates not all students are accounted for, meaning students who are in attendance that day of school not being with their respective class. It also means the class has students who do not belong.
- The **GREEN CARD** indicates all students are accounted for.

The Red Bag

What Is It and Why Do Teachers Have It?	What's In It?
<ul style="list-style-type: none">● It was determined to provide all classrooms a “safety kit.”● This concept has been suggested historically by staff and administration and has been implemented this school year.● The safety kit was designed to be a “one stop shop” for staff members in the event there is a lockdown or evacuation called.	<ul style="list-style-type: none">● The Emergency Crisis Plan● One (1) LED Light● One (1) First Aid Kit● A roster of each section of students who is in the safety kit’s respective classroom at any point in the school day. This should be updated as enrollment changes to the section.● Pens● Notepad that has “Extra” and “Missing.” This is used during an evacuation <u>ONLY</u>.● Other items can be added as they are recommended and deemed necessary.

These Are in EVERY Room

Quick Reference Guide Emergency Procedures

LOCKDOWN



Soft Lockdown

A soft lockdown is called when it is necessary to remove student traffic in the hallways, locate a specific student, perform searches, keep students in a safe location due to a disturbance outside of the building, and/or a reason that could potentially threaten student safety or come into conflict with operations and discipline. A soft lockdown usually implies there is no imminent danger to the student body and it is expected for classroom instruction to carry on.

When it is called...

1. Close and lock your classroom doors. Look out into the hallway and bring in any students who are not in designated classrooms.
2. Slide underneath the classroom door the **GREEN** card that indicates all students are accounted for. Being accounted means accounting for students who are in attendance that day of school. The **RED** card indicates not all students are presently accounted for (students in attendance that day). This card can also mean the class has students in their class who do not belong.
3. Email the Building Secretary and all building administration with the names of missing students or students who are in their rooms but do not belong to their respective classroom. These students can be escorted by building administration during a soft lockdown. If able, to their proper destination but this is not expected or mandatory.
4. Continue teaching as expected, but there are no passes to the washroom, locker, Main Office, and so on. If a student has to see the nurse, the teacher must contact the Main Office for the student to be escorted down. If there is another emergency that requires a student to leave, the teacher must contact the Main Office for further directions.

Remember.....

When there is a resolution, the building Principal or designee will announce: "STUDENTS AND STAFF, THE SOFT LOCKDOWN HAS LIFTED. THE DAY MAY CONTINUE AS NORMALLY PLANNED. TEACHERS, PLEASE CHECK YOUR EMAIL FOR AN UPDATE RELATED TO THE SOFT LOCKDOWN."

During a soft lockdown, if there is a disturbance outside of the building, assess the situation and take immediate cover.

During a soft lockdown, no district employees, students, parents, and/or visitors can enter the building except for law enforcement when called upon.

Hard Lockdown

A hard lockdown is called when there is an immediate threat and imminent danger to the student body in the building.

When it is called...

1. Close and lock your classroom doors. As you do, look out into the hallway and bring in any students who are not in designated classrooms.
2. Turn the lights off and move into a corner of the room out of sight from the window on the door, and remain quiet. Remain calm and do your best to keep students calm and quiet during the lockdown.

Remember.....

When there is a resolution, the building Principal or designee should announce: "STUDENTS AND STAFF, THE HARD LOCKDOWN HAS LIFTED. THE DAY MAY CONTINUE AS NORMALLY PLANNED. TEACHERS, PLEASE CHECK YOUR EMAIL FOR AN UPDATE RELATED TO THE LOCKDOWN."

During a hard lockdown, if there is a disturbance outside of the building, any classes occurring outside should assess the situation before directing students where to go. If the disturbance is from inside the building, the classes should remain outside and away from the building. If classes are occurring in a gymnasium, assess the situation before determining where to direct students (i.e. evacuation point, locker rooms, etc.).

During a hard lockdown, no district employees, students, parents, and/or visitors can enter the building except for law enforcement when called upon.



IT'S AN EMERGENCY:

LISTEN. THEN DO.
LOCKDOWN!



SOFT LOCKDOWN

STUDENTS

- Remain inside the classroom
- Business as usual

TEACHERS

- Close and lock classroom doors
- Slide red/green card under the door after attendance
- Email the building secretary and administration the list of missing students
- Business as usual - no student leaves the room



HARD LOCKDOWN

STUDENTS

- Remain inside the classroom
- Move away from sight
- Remain silent and calm

TEACHERS

- Close and lock classroom doors
- Turn off the lights
- Move away from sight
- Maintain silence and remain calm



Fire Drill

- Teachers must take roll call when their class has reached its destination from evacuating the building.
- After taking attendance, teachers will hold up the **GREEN** card if all students are accounted for. They will hold up the **RED** card if not all of your students are not. They can also hold up the **RED** card if you have students who do not belong.
- For any students who are missing from their class, or if there are extras, teachers will **WRITE** their names on the **NOTEPAD**. If there is a **RED** card, an administrator or designee will come by to collect the “notes.”
- Teachers will supervise and monitor their classes until further instructions are provided by the building Principal or designee.

Soft Lockdown - What It Is

Soft

- A soft lockdown is called when it is necessary to remove student traffic in the hallways, locate a specific student, perform searches, keep students in a safe location due to a disturbance outside of the building, and/or a reason that could potentially threaten student safety or come into conflict with operations and discipline.
- A soft lockdown usually implies there is no imminent danger to the student body and it is expected for classroom instruction to carry on.

Soft Lockdown - What Happens

Soft

- Teachers are to close and lock their classroom doors. As they do, they are expected to look out into the hallway and bring in any students who are not in their designated classroom.
- Teachers are to e-mail the Main Office with the names of missing students or students who are in their rooms but do not belong to their respective classroom.
- Teachers will continue teaching as expected, but there are no passes to the washroom, locker, Main Office, and so on. If a student has to see the nurse, the teacher must contact the Main Office for the student to be escorted down.
- If there is another emergency that requires a student to leave, the teacher must contact the Main Office for further directions.

Soft Lockdown - How It Ends

Soft

- When there is a resolution to the event spurring the lockdown, the building Principal or designee will make an announcement lifting the lockdown.
- It will be determined by building administration how best to continue the day.

Hard Lockdown - What It Is

Hard

- A hard lockdown is called when there is an immediate threat and imminent danger to the student body in the building.

Hard Lockdown - What Happens

Hard

- Teachers are to close and lock their classroom doors. As they do, they are expected to look out into the hallway and bring in any students who are not in their designated classroom.
- Teachers are to turn their lights off and move into a corner of the room out of sight from the window on the door, and to remain quiet.
- Teachers should remain calm and do their best to keep students calm and quiet during the lockdown.

Hard Lockdown - How it Ends

Hard

- When there is a resolution to the event spurring the lockdown, the building Principal or designee will make an announcement moving to a soft lockdown.
- The building Principal or designee and/or law enforcement will make their way to each classroom to check in. Upon completion of that, the lockdown will be lifted.
- It will be determined by building and district administration, in conjunction with law enforcement, how best to continue the day.

What Is My Role As A Parent?

Parent's Role

- While it is understandable that you are concerned about your child's safety, it is advised by the District and law enforcement that parents await further information.
- The District will be sending out updates during a soft or a hard lockdown as best as it can, but its primary responsibility is working to alleviate the issue or concern that warranted a lockdown.

What Should I Not Do As A Parent?

Please Refrain

- Please refrain from calling the building. During a soft lockdown, the Main Office is assisting building administration in a resolution and in a hard lockdown they are hiding and out of sight as well.
- Please do not approach the building or attempt to enter. This is for your safety and those inside.
- Please attempt to only share information that is factual because inaccurate information or inflammatory rhetoric could needlessly exacerbate the situation.

Everything is Changing