

LOCKDOWN AND HOLD AND SECURE
ADMINISTRATION WILL ADVISE STAFF ACCORDINGLY as per Police instruction 2022-2022

Terms:

SHELTER IN PLACE- Gas leak in the area or severe weather

LOCKDOWN- for the rare occasion a school faces imminent danger

- No one leaves school or class unless stated by the police

HOLD AND SECURE- for more common occurrences of a crime in the vicinity or nearby police investigation.

-administration/principal will advise procedures as they receive information

PROCEDURES

LOCKDOWN: No one leaves class and follows the direction of law enforcement. If you are outdoors IMMEDIATELY make your way into the school. Please follow the protocol below for lockdown procedures:

ALL children will remain in their classroom with locked doors (if possible), crouched low to the ground(or sitting on floor), preferably away from windows or doors. COVER any windows that do not have curtains (if possible). Take attendance and remain calm. Gather your medicine box and keep with you. The goal is to remain and stay QUIET and not be seen. Staff will await instructions from the Administration/ Principal.

- if in gym, stay low in crouched position on the bottom left side of gym stairs
- If in the library: leave area and go either in the kitchen or the hallway of the laundry room- lock any doors if possible
- Toddler Rose: in the two bathrooms with the door locked- if this is not feasible by the sinks crouched low
- Toddler Lavender:in the wall section away from the windows. (south wall)
- Elementary A (lower level): across from kitchen door, along the classroom wall (where your supply shelf is)
- Casa Red: bathroom
- Casa Yellow: by the water cooler
- Casa Blue: in front of the sink
- Elementary B (second floor): NW corner of room- where the sinks are
- UE/Intermediate: in front of sink area

HOLD AND SECURE:

1) Staff members who are outdoors must ensure everyone returns to their classroom(s) immediately.

2) Staff in the classroom must immediately:

- remain calm;
- take children's attendance to confirm all children are accounted for;
- close all window coverings and windows
- continue normal operations of the program; and
- wait for further instructions.

3) Administration must immediately:

- close and lock all entrances/exits of MSK