

# Willow Creek Composite High School

## Lock Down Procedures



**Lockdown begins with P.A. announcement repeated twice: "Willow Creek Composite is in lockdown."**

1. Office Administrative staff will call 911 for emergency services, and shut the mag doors with the key in the office.
2. The principal or designate will lock front doors and office door.
3. Office Administrative staff will call CO and WMES to notify them we are in lockdown.
4. Classroom teachers:
  - a. Lock classroom doors, pull blinds shut and move students to the safest spot in the room at their discretion.
  - b. If threat is imminent, ensure that students are as safe as possible, create cover by moving furniture; keep students away from and below the level of windows, doors and other exposed areas.
  - c. Report back to the Office Administrative Staff in response to the email sent: teacher name, room this information is coming from, students absent from the class, missing students (students that were there for attendance but are not in the room, any extra students or staff with you in the room)
5. Students in any open area that cannot be made secure (i.e. gymnasium, cafeteria):
  - a. Teachers should direct students to a previously designated safe area. (Gym – into the gym storage room; common area – into the nearest lockable room: VC room, bathroom, staffroom hallway; commercial kitchen –into Home Ec room; Learning Commons –book storage room)
6. Students without adult supervision:
  - a. Pick up phone when it rings and report who is there
7. Students who are out-of-doors:
  - a. staff outside with students will direct students to move to the designated alternate site -Community Hall-- and remain with the students until informed that the lockdown has been lifted

8. In the case of an event in the building, public areas will be cleared to secure locations as follows:
  - a. Common Area – Into room 100 or the staff room.
  - b. Learning Commons – into the back, storage room or if possible room 100 or the staff room.
  - c. Gymnasium – into the weight room, gym storage room or locker rooms.

***Depending on the nature of the lockdown, event attendees may be directed to leave the building through emergency exits. This should only be done if directed to do so by school officials.***

9. Office Administrative staff will communicate with all 'off campus' staff that the school is in lockdown. Those 'off campus' students will continue with their activity, as directed by staff. If they are to return to the school and the school is in lockdown, staff and students will move to the designated alternate site (Community Hall). Staff will remain with students until the lockdown has been lifted.
10. Follow police directions with respect to ending the lock down of students.
11. Once the need for lockdown no longer exists, the Principal will:
  - a. Formally end the lockdown with a **P.A. Announcement repeated twice: "Willow Creek Composite lockdown is lifted."**
  - b. relay further instructions to every classroom by the most rapid and efficient means
  - c. Contact CO and WMES to indicate the lockdown is lifted.
12. Send home a notice at the end of the day informing parents of the lockdown if students are sent home through regular means

**OR**

inform parents when and how children may be picked up if there is need.

13. Complete a Critical Incident Report.