

The Beacon Learning Centre

Lockdown Procedures

Should an event ever occur which threatens the safety of the children and staff; the following lockdown procedures will be followed.

1. Director or teacher will immediately call 911 if need be.
2. Director or teacher will alert the staff of potential danger with 3 blasts of a whistle followed by the announcement "This is a Code Red Emergency, repeat, this is a code red emergency." ALL children outside the facility will be brought inside immediately.
3. Immediately close all exterior doors, close all windows and close all blinds. Keep children away from windows and doors. Children will remain in their designated classrooms. The teachers will remain with the children to keep them safe.
4. All teachers/staff will count the children in their classroom and cross check with each other and the attendance book. The attendance book will remain with the teacher. (Prepare to take this with you, along with the emergency bag and a cellphone, in the case of an evacuation).
5. The Director or teacher in charge calls the President, and then puts the Telephone Tree into action.
6. Staff will maintain (as best they can) a calm atmosphere in the building, keeping alert to emotional needs of the children. Activity within the building may continue, but no access to the outside is permitted.
7. Teachers will keep all children in the building until an all-clear signal has been given. When "All Clear" is heard, the Director will inform the staff of the situation. Normal activities should be resumed as soon as able as instructed by the Director. Parents will be informed that the lockdown is over.

Lockdown Information

There are key recommendations to implement regarding a Lockdown

- It is important that all members of the building's staff understand, support and participate in the lockdown procedures.
- We practice these procedures in the facility several times per year, just as you practice fire drills (in accordance with Ministry direction).
- Director will report incident to licensor. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Policy Sign Off binder in the Office.

Definition of Lockdown Procedures: An emergency course of action to secure persons in the centre, out of sight, in a safe location in the event of an active threat where serious injury or death is imminent.

Reasons for initiating Lockdown

- Imminent danger is present on or around the school site and safety is threatened.
- Any other circumstance where the Director needs to ensure student safety.
- The purpose of Lockdown Procedures is two-fold: first, to prevent persons at the school from being harmed during a life-threatening situation and, second, to clear the way for emergency services to respond to the life threatening situation.

Communicating with parents

- Parents, students or outside visitors will not be allowed to leave or enter the school.
- Parents will receive an email and/or phone call indicating that a Lockdown has been initiated. Another message will be sent out once it has ended.
- Parents will be given a pre-designated alternate pick up site (Colonel By High School) if children and staff are evacuated. Parents should not try to enter the facility during a lockdown and may be kept away from the centre until authorities determine it is safe.
- This lockdown policy is posted on the website. Parents will be notified of all lockdown drills and events.