

**LOCK DOWN PROCEDURE**  
**Freedom Thinkers Education**  
**PBL Society**

**Background:** The “Safe Zone” is there to protect staff and students from a threat inside the building, such as an intruder, when it may be more dangerous to leave the building than to stay in a secured room.

**Example of when a “safe zone” would be needed:**

- dangerous intruder
- active shooter
- suspect

**Procedure:**

- Anyone observing a threat or serious potential threat must immediately activate the safe zone.
- To activate the safe zone: an announcement will be made to all rooms: “activate safe zone”
- 911 will be called simultaneously (Ministry of Education will be contacted as soon as possible)
- Children will evacuate rooms in an orderly fashion and move upstairs into the reading room and then to the storage room above the reading room.
- Staff and students will sit on the floor and be completely still and quiet.
- As students are moving to the safe zone, a designated adult will do a quick visual check of rooms and washrooms to ensure all children have moved to the safe zone.
- After children have moved to the storage room, the door to the reading room will be locked by the principal or teacher –in-charge.
- Then the storage room will be locked ensuring two locked doors between the children and staff, and the threat.
- A calm environment will be kept reassuring students.
- Cell phones will not be used except to communicate with emergency services.
- Everyone will remain in secure room until notified by the RCMP that it is safe to exit.

\*\*If teachers feel that it is unsafe to get to the “safe zone”, critical thinking skills will be used to ensure the safety and security of all individuals within the school. Teachers may make a decision to exit doors and move to a safe location outside of the school if necessary to keep everyone safe.

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