

Armed/Unarmed Intruder

1. The person who observes an intruder is to:
 - a. notify the office with details instead of addressing the situation alone
 - b. note details such as,
 - i. description of intruder
 - ii. location & direction of travel
 - iii. description of weapon (if visible)
2. If you are in direct contact with the intruder:
 - a. stay calm
 - b. talk softly
 - c. do not make any quick movements
 - d. if students are with you **USE YOUR JUDGEMENT** to:
 - i. Acknowledge the intruders concerns
 - ii. Get the intruder to report to the office or leave the building
 - iii. Get the intruder to allow students to leave or
 - iv. Allow the students to lie on the floor
3. If you hear a gunshot:
 - a. stay away from the windows
 - b. direct students to take cover against inside brick walls, positioned low to the floor.
 - c. close your door, lock it if possible and close windows and blinds
 - d. wait for instructions – allow no one in or out of room
 - e. report shots to administration by phone if possible
 - f. remain in “lock down” until the “All Clear” signal is given by administration.
4. Administration will make the following announcement:

CODE YELLOW: This is a LOCK DOWN. Teachers secure your classrooms and take proper precautions.

5. Teachers will then:
 - a. Lock their classrooms, close all blinds or window coverings, and secure their work area. Any student outside of a classroom will be brought into the nearest classroom and kept there until the situation is over.
 - b. Check attendance, account for all students and add the names of any student who was brought into your classroom.
 - c. From the time that the door is locked, maintain normal class room procedures if possible. Keep students in their seats away from doors and windows and as quiet as possible. If shots are heard or an armed intruder shows, students are to be instructed to get low, behind cover or against walls.
 - d. Administrative staff will check and secure all bathrooms. If students are in these rooms, they will be taken into the closest secure classroom and kept there until the situation is over.
 - e. If an emergency occurs during lunch, the students will be taken into the nearest safe area. Teachers will report immediately to their homeroom or to the closest safe are in an effort to help with supervision. Staff will remain with students until the situation is secure and the “All Clear” signal is given by the administrator.
 - f. Every teacher should document any unusual activity that occurred during the emergency situation.
6. Administration will:
 - a. call the RCMP or 9-1-1 and turn the situation over to them when they arrive
 - b. call the director or designate
 - c. keep witnesses available to meet with the RCMP
 - d. issue the “All Clear” signal when instructed to do so by the RCMP
7. The director may activate the communication plan.
8. Debriefing and counseling will occur if necessary.