

GENERAL MANUAL POLICY

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Executive Director

CATEGORY: W.J. Griffis Children's Centre – School Age Program

TOPIC: Lockdown Policy

POLICY

The following lockdown procedure shall be followed when an emergency situation has been declared, in order to protect children and staff from a dangerous external event.

The children and staff of the Griffis School-Age Program will follow the lockdown policy of Algonquin Avenue School.

GENERAL MANUAL PROCEDURE

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PROCEDURE:

PROCEDURE FOR FULL LOCKDOWN

1. The supervisor or designate will notify staff if an emergency situation warrants a lockdown.
2. If children and staff are outdoors, in the Griffis Greens, then they will proceed in an orderly fashion into the Griffis building, and into their designated rooms.
3. Exterior doors are to be locked at all times.
4. Once the children and staff are in their designated classrooms, then the staff will pull the blinds down and turn off lights.
5. Children and staff are to remain away from the windows.
6. Children and staff are to remain in their classrooms.
7. Staff will take attendance of the children who are present.
8. All outdoor time is cancelled.
9. Staff and children are to remain on site until the emergency lockdown is lifted.
10. Parents will be called under the direction or guidance of the supervisor or designate or emergency personnel.
11. Parents are not permitted access to the building until it is determined that it is safe for them to enter.
12. The supervisor or designate will contact the Executive Director or designate to report the need for lockdown.
13. A fax or call is placed to the Ministry of Child and Youth Services, 1-866-312-0673, to report an enhanced serious occurrence within one hour of the initial lockdown.
14. The incident is reported and recorded appropriately as an enhanced serious occurrence.

PROCEDURE FOR PARTIAL LOCKDOWN

1. All outdoor time is cancelled.
2. All children and staff are to remain in their designated classrooms.
3. Children and staff will continue their day as normal.
4. All exterior doors will remain closed and locked.
5. Staff is not allowed to leave the building until the 'all clear' is determined and issued by the supervisor or designate or emergency personnel.
6. The supervisor or designate will inform the Director of Services, or designate, of a partial lockdown.
7. Families will be informed once the situation returns to normal.

