

PATHWAYS ABILITIES SOCIETY

PROCEDURE: LOCKDOWN

Applies to: All Personnel, Volunteers and Persons Served

Effective/Revision Date:

March 5, 2012
November 2, 2012
September 16, 2013
February 22, 2021
June 28, 2021

The staff person outlined in the policy is responsible for initiating the lockdown procedure outlined below. Steps can be delegated to other staff or volunteers.

1. Staff initiating lockdown:

- Instructs the other supervisors and managers in the building to inform all employees and individuals in the facility.
- Locks all exterior doors in the building.

2. A supervisor or manager is delegated to call 911 if the lockdown was not initiated by emergency services.

3. A delegate is chosen to contact all staff and individuals who are out of the building and expected to return. The delegate lets the staff know not to return to the building until instructed to do so.

4. The supervisors and managers or designate go room to room and:

- State "lockdown in progress at (name of facility)".
- Tell staff to turn off the lights, keep the door closed (locked if possible). If the door does not lock, barricade the door with tables and chairs.
- Stay low, quiet and away from windows (close the binds/curtains).
- Silence cellphones.
- Remind the individuals and staff to stay in the room even if the fire alarm rings unless they smell or see smoke.
- Remain calm and stay in the room until directed to leave.
- Gather everyone from outside and give the staff and individuals the same directions as stated above.

5. If possible, notify the executive director or designate that a lockdown is occurring.

6. Supervisors and managers each choose an area of the building they will remain in after all the employees and individuals have been informed.

7. After emergency personnel confirm the lockdown can be lifted, the supervisors and managers inform all that "the lockdown is complete".

Following the Lockdown

1. Cooperate with emergency personnel to assist in an orderly evacuation if required.
2. Proceed to the designated assembly area if advised. The police may require individuals to remain available for questioning following a lockdown.
3. Supervisor or management if present conduct an initial debriefing as outlined in the Critical Incident Debriefing Procedure. If a supervisor or management staff is not present, the staff in charge of the lockdown will conduct an initial debriefing.
4. The person responsible completes the incident report.
5. The next working day the area supervisor conducts a critical incident stress debriefing session as outlined in the Critical Incident Debriefing procedure.