

Lockdown

Non Verbal Communication System

In the event of a critical incident at a school, police may have to enter and locate a violent intruder (e.g., active shooter) or conduct a complete and thorough search of the building prior to allowing the release of staff and students, to ensure the absence of suspects and danger.

In either example, the ability to move quickly through a large building such as a school, and to be able to pass by rooms safely, is a great asset to police and emergency responders. The Non Verbal Communication System can assist in this endeavour.

Requirements:

Any room in the school that is used as a classroom, work room/study room (student or teacher), or any place students or teachers might normally be, should be provided with an envelope containing a Non Verbal Communication System (Red and Green Cards).

A copy of the teachers' responsibilities in various situations – (e.g., fire alarm, accident/injury, environmental concerns, lockdown, evacuation, etc.) should be inside the envelope and the room number should be written on the outside of the envelope.

This envelope should be placed in an easily accessible area for quick use (e.g., desk drawer, taped to side of desk, in plastic pouch attached to wall).

Use:

In the event of a lockdown, the Non Verbal Communication System Card should be placed under the classroom door (if no window in door) or in classroom door window, to advise police and other responders of the following:

- **Green** indicates that the students and teacher are safe and do not require immediate assistance;
- **Red in the covered window or no colour under the door:** indicates that assistance is required in the classroom ASAP. Emergency responders will assume that an intruder is in the room and will enter the room as trained.

Finally:

The standardized use of the Non Verbal Communications System by all schools in the Board will enable school staff (teachers, administrative and support staff) to move from school to school without having to memorize different systems.

It will also do the same for police and other emergency responders in the region.