



**The Western District
of The Alliance Canada**

Lockdown Guidelines

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WCD Operations: Safe Church Ministry



[CHURCH LOGO]
[NAME OF CHURCH]
Lockdown Guidelines

These guidelines are to be implemented immediately during a lockdown or lockdown drill. While each church should develop a lockdown policy specific to its facilities and ministry needs, the following guidelines provide a foundational framework for church leadership, staff, and volunteers.

1. Identify Secure Areas

- **Green Zones:** Secure areas with doors that can be closed and locked (e.g., classrooms, offices).
- **Red Zones:** Open or less secure areas (e.g., gymnasiums, hallways, foyers, auditoriums/sanctuary).

2. Lockdown Alert

- When a lockdown is initiated, the designated person in charge will announce:
“Emergency Code Red. The facility is going into lockdown. Repeat: Emergency Code Red. The facility is going into lockdown.”
- If a PA system is unavailable, individuals may verbally alert others by clearly stating:
“LOCKDOWN, LOCKDOWN, LOCKDOWN.”

3. Movement During Lockdown

- All individuals must immediately clear away from **Red Zones**.
- Move quickly to the nearest **Green Zone**.
- If a safe and closer exterior exit is available, evacuate the building immediately.

4. Securing Classrooms and Rooms

- Before locking doors, room leaders should quickly usher any individuals in nearby hallways into the room.
- Close and **lock the door** immediately.
- If the door has a window:
 - Cover the window if possible.
 - Turn off lights.

Lockdown Guidelines

- Stay out of view of doors and windows.
- Take cover if available and be aware of sightlines.
- Maintain silence and keep calm.
- Silence all cell phones.

Exception: Call **911 or RCMP** if you have critical information, including:

- Location and direction of travel of the intruder
- Description and details of the intruder
- Victim information (locations, injuries, etc.)

5. Accountability

- Take attendance if applicable.
- Record the names of any missing or extra individuals in the room.

6. Fire Alarms

- **Ignore fire alarms during a lockdown** unless instructed otherwise by emergency responders.

7. Law Enforcement Clearance

- **Police or authorized church administration staff** will unlock doors.
- Remain in your secure location until doors are unlocked and instructions are given.

8. Evacuation After Lockdown

- When instructed to evacuate, do so **quickly, calmly, and silently**.
- Follow all directions provided by emergency personnel or church leadership.