SFU CHILDCARE SOCIETY
LOCKDOWN INFORMATION FOR PARENTS

Our primary concern is the safety of your children

The following protocol has been put into place to direct a lockdown response:

If a lockdown is initiated in one program, all programs on both the east and west side will go into lockdown mode.

**Code Red:**
The threat *is* considered life threatening (physical harm). The children would be placed in a pre-identified “nonvisible” place within their program.

**Code Yellow:**
The threat *is not* considered life threatening - eg. Intruder, suspicious, irrational person. All programs will be instructed to lock all doors and no one will be allowed to enter or leave the programs.

In case of a lockdown, Campus Security will be surrounding the childcare complex. Parents or other individuals will not be granted access to the complex during a lockdown situation.

**After School Programs:** Every attempt will be made to inform both Highlands and Sperling schools that SFUCCS is in lockdown mode. In some cases educators may not be able to pick up the children from school.

**Safety comes first, communication second.** Management will communicate with parents via email as frequently as possible during the lockdown.

**Email One:** The first email will inform parents that lockdown procedures are in place. This email will make reference to the severity of the lockdown by indicating **CODE RED** or **CODE YELLOW**. This protocol document will also be attached to the email to remind parents of our protocols.

**Subsequent emails:** Will focus on the safety of children and what SFUCCS is doing to maintain safety. These will be sent out when possible in order to update parents on the situation.

**Final Email:** The final email will inform parents that the lockdown is over and next steps for parents. i.e. debrief/pick up your child

**Please Note:** No phone calls will be made to parents or answered by the office or the program staff.

**DO NOT call your program or office during a lockdown** If you call the office or your child’s program you are stopping staff from placing emergency calls if necessary.

**Communication from Office to Programs:** The office will inform the childcare staff of the situation via phone and/or email.

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After the Lockdown: Please contact the Executive Director, Pat Frouws or your Program Director if you require further information regarding the lockdown event.