



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2013	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2018	<i>Page</i> 1 of
<i>Contact Person/Department</i> Superintendent of Safe and Accepting Schools	<i>Identification</i> OP – 6540

LOCKDOWN EMERGENCY RESPONSE PLAN

1.0 PURPOSE

Trillium Lakelands District School Board is committed to providing a safe environment for all members of the school community. Although infrequent, the possibility of a major threatening incident in one of our schools or worksites is a reality. The level of preparedness to deal with such an incident by school / worksite staff, students and police will have a major impact on the outcome of the incident.

The purpose of this plan is to ensure that the schools and worksites are prepared, through proactive planning and training, to respond to a threatening incident on school property, board property, and / or neighbouring community.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 Education Act, R.S.O, 1990 C. E2
- 2.2 Bill 121: An Act to Amend the Education Act in respect of discipline, behavior and school safety
- 2.3 TLDSB Police / School Board Protocol 2011
- 2.4 TLDSB Code of Conduct Procedure: OP 6020
- 2.5 TLDSB Emergency Preparedness Procedure: Board: BD 2351
- 2.6 TLDSB Emergency Preparedness Procedure: Schools and Worksites: OP 6520
- 2.7 TLDSB Health and Safety Procedure: BU 3050
- 2.8 TLDSB Incident / Accident / Injury Reporting Procedure: BU 3555

3.0 TERMS AND DEFINITIONS

3.1 THREATENING INCIDENT

For the purposes of this plan, a threatening incident is defined as a situation involving a potentially armed individual or individuals posing an immediate threat to life (i.e. has or may have a weapon).

3.2 **SCHOOL COMMUNITY**

The school community consists of any person who may be on school or board property at the time of a threatening incident (this includes but is not limited to staff, students, parents, volunteers, contractors, maintenance personnel, central office staff, community partners, occasional and casual staff).

3.3 DRILLS

Drills are supervised activities involving all members of the school community that provide the opportunity to practice, test, develop, and maintain skills in the response procedure as well as the possible interaction with emergency support services and personnel (e.g. police, fire, medical).

3.4 COMMAND PROTOCOL

The Command Protocol is the section of the Lockdown Emergency Response Plan that outlines the steps that will be followed after the Lockdown has been initiated.

3.5 COMMAND CENTRES

The Command Centre is a secure location at which central planning and communication will take place during a threatening incident. It is the focal point for command and control of the situation. The Command Centre is where the police will direct the overall response to the incident and where the principal / manager will work closely with the police to provide required support.

3.6 SCHOOL/WORKSITE LOCKDOWN RESPONSE PLAN

A Lockdown Emergency Response Plan will be developed by each school and worksite that incorporates the key information in this procedure and also includes specific information related to the individual school / worksite (e.g. floor plans). See Section 4.2.

3.7 LOCKDOWN

Lockdown is a term used when there is a major threatening incident or threat of school violence within the school, or in relation to the school. The over or misuse of lockdowns, will result in staff / students becoming desensitized and they will not take lockdowns seriously.

3.8 HOLD AND SECURE

Hold and Secure is a term used when it is desirable to secure the school due to an ongoing situation outside and not necessarily related to the school (e.g. a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the administrator / manager of the site becomes aware that the situation is resolved.

3.9 SHELTER IN PLACE

Shelter in Place is a term used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation (e.g. chemical spills in the community, blackouts, explosions, or extreme weather conditions).

3.10 STAFF

Any person employed by TLDSB.

3.11 EMERGENCY KIT

The Emergency Kit is the repository for key information and supplies that may be needed in an emergency. (See Emergency Preparedness OP-6520)

4.0 ADMINISTRATIVE PROCEDURE

4.1 ROLES

School / worksite staff, and in particular administrators / managers, have the overall responsibility for the safety and well-being of students / staff. Students have the responsibility of following the direction of staff.

It is vital that all schools / worksites and police agencies follow the Lockdown Emergency Response Plan as printed, and do not modify or change the plan, with the exception of customizing for local situations (e.g. school layout).

The Lockdown Emergency Response Plan is fully the responsibility of the school or worksite. If a major incident occurs, it is highly unlikely the police will be in the school or worksite at the outset of the incident. The entire school or worksite community must be prepared to implement this plan quickly and effectively.

4.1.1 DIRECTOR'S OFFICE

- a) Initiate support as required from central staff (e.g. communications, student services, plant department, transportation department);
- b) Support ongoing management and communication of the situation;
- c) Communicate with the Area Superintendent for the school who will monitor the situation and be involved in debriefing and follow-up;
- d) Communicate with Trustees;
- e) Ensure school Principals have communicated with any classes that may be off site for the day.

4.1.2 SCHOOL ADMINISTRATION / WORKSITE MANAGER

- a) Ensure that school / worksite Lockdown Emergency Response Plans (which include Hold and Secure and Shelter in Place) are completed and updated annually (see appendix 5.4);
- b) Ensure that the Lockdown Emergency Response Plan is regularly communicated to staff, students and school community;
- c) Ensure that a mechanism is in place to inform the school community about the Lockdown Emergency Response Plan;
- d) Ensure that specific Lockdown Emergency Response Plans are in place for all students and / or staff with special needs where specific actions, which may be different from the regular Lockdown Emergency Response Plan, need to be taken in the event of an emergency;
- e) Ensure that specific plans are in place to address potential medical issues of staff / students;
- f) Ensure that training of staff and drills take place regularly as prescribed;
- g) Ensure that the necessary facility issues are addressed and reviewed on an annual basis (e.g. outside speakers, command centres, keying system for classrooms / offices);
- h) Ensure that protocol for communication is followed in the event of a threatening incident (see appendices);
- i) Administrator / Manager's Role with Police:
 - i. The administrator / manager remains primarily responsible for the safety of staff and students but will work closely with police in planning for and responding to threatening incidents; (NOTE: Police should be invited to participate in at least one drill exercise annually.);
 - ii. The administrator / manager or designate will provide appropriate police personnel with a copy of the School / Worksite Lockdown Response Plan and include floor plans of the school / worksite;
 - iii. In the event of a violent incident, the administrator / manager or designate will be the primary contact with police and will ensure administration and staff cooperation with direction given by police;
 - iv. In an actual incident, the police are responsible for management of the threat and subsequent criminal investigation; however the principal shall provide full cooperation with police.

4.1.3 SCHOOL / WORKSITE STAFF

- a) Staff is responsible for being familiar with this plan, participating in drills, and responding quickly, according to guidelines in this plan, during a threatening incident;
- b) Staff is responsible for educating and training of students in their classes / areas as per Appendix 5.1;
- c) Any staff member with information or knowledge about a potential threatening incident is expected to ensure that school administration / management receives that information immediately;
- d) Staff responsibilities in assisting police:
 - i. Staff must follow direction given by police;
 - ii. Staff will endeavour to ensure that crime scene evidence is not disturbed (leave all objects exactly as found; discourage others from disturbing potential evidence; isolate area if possible).

4.1.4 STUDENTS

- a) Students are responsible for being familiar with the Lockdown Emergency Response Plan, participating in drills, and responding quickly to the direction of staff during a threatening incident;
- b) Any student with information or knowledge about a potential threatening incident must come forward to a staff member or school administrator with that information immediately;
- c) Student responsibilities in assisting police:
 - i. Students must follow direction given by police;
 - ii. Students will endeavour to ensure that crime scene evidence is not disturbed (leave all objects exactly as found; discourage others from disturbing potential evidence; isolate area if possible).

4.1.5 POLICE

- a) Police will work closely with school administration in planning for and responding to a threatening incident as per the school board / police protocol;
- b) Police services will ensure that officers who may be called for service at a school are fully trained in the Lockdown Emergency Response Plan;
- c) During a threatening incident (lockdown or hold and secure), police will assume command and control of the response:

- i. All members of the school community must provide full cooperation and follow police direction;
- ii. Police will control access to the school and designated off-site locations;
- iii. Police will assign an officer to the off-site evacuation location to communicate information to the school community and neighbouring community;
- iv. Police will direct families arriving on-site to pre-designated, off-site evacuation locations where they can receive information;
- v. Police will set up a media relations centre outside the incident area; (NOTE: Police representatives handle media relations regarding the incident and police response; Board representatives handle media relations regarding Board related concerns).

4.1.6 SCHOOL COUNCILS

Members of school councils must support the school Lockdown Emergency Response Plan and assist the school administration in promoting awareness of the plan throughout the broader school community.

4.1.7 COMMUNICATION WITH PARENTS / GUARDIANS

- a) Communication with parents, guardians, and the community in general is important to ensure a good understanding of the Lockdown Emergency Response Plan, without instilling fear.
- b) Information is to be provided to each home at the beginning of the school year, to inform parents of lockdown procedures and to encourage parents to reinforce with their children the importance of understanding the procedures and following staff and police direction. This information will explain and define the terms Lockdown, Hold and Secure, and Shelter in Place.
- c) Parents / Guardians need to be informed of how they should proceed in the event of an actual incident involving a lockdown. Communication with parents around the importance of lockdowns is vital. Parents should be informed of what is expected should they arrive at the school during a drill, or if they are present within the school when a lockdown is called.
- d) In all incidents of a lockdown which is not a drill, administrators / managers will work with the Director's Office to provide information to parents / guardians by the conclusion of the school day or as soon as possible.
- e) Parents / guardians are to be encouraged to ensure contact information is kept up to date so they can be easily reached by staff in the event of an emergency.

4.1.8 CHILDCARE

Childcare staff shall follow procedures outlined in the Lockdown Emergency Response Plan and to ensure that specific plans are in place to address the needs of children in their care in the event of a drill or a threatening incident.

4.2 TRAINING AND DRILLS

4.2.1 AWARENESS TRAINING

- a) School administrators / managers are required to review and update the Lockdown Emergency Response Plan annually to ensure that it meets the needs of staff and students. The plan must be shared with all members of the school community at the beginning of each school year.
- b) Police may be invited to meet with school administration to participate in this awareness training.

4.2.2 DRILLS

- a) Schools – All schools are required to have a minimum of three (3) Lockdown drills each school year with at least one (1) drill taking place during a non-instructional time (recess, nutrition break, lunch hour). The responsibility for these drills, including scheduling, lies with the school principal. (The drills may be as follows: first drill – indicate date and time; second drill – indicate date; third drill – indicated week of). Police should be invited to one of the drills in order to monitor effectiveness and participate in a debriefing following the drill. Each school is required to keep a record of the dates of drills.
- b) All (non-school) worksites are required to have a minimum of one (1) Lockdown Drill each year. The responsibility for these drills, including scheduling, lies with the manager of the building. Each worksite is required to keep a record of the dates of the drills.

NOTE: The announcement should indicate clearly that it is a **drill**:
“Emergency – Initiate Lockdown: This is a drill,
Emergency – Initiate Lockdown: This is a drill.
Emergency – Initiate lockdown: This is a drill.”

4.3 RESPONDING TO A THREATENING INCIDENT

4.3.1 WHEN A THREATENING INCIDENT OCCURS

- a) **DO NOT CONFRONT THE SUSPECT;**

- b) Initiate Lockdown immediately according to your school Lockdown Emergency Response Plan;
- c) Call 911;
- d) Notify the school or site office with pertinent information;
- e) If it is safe to do so without danger to yourself or others, include the following details in the report to the office:
 - i. Location and number of suspects;
 - ii. Suspect(s) moving or stationary;
 - iii. Identity of suspect(s);
 - iv. Description of physical appearance of suspect (age, clothing, build, etc.);
 - v. Description of weapons;
 - vi. Possible motive or threats made; and
 - vii. Any known injuries and location of casualties.

Note: Bomb threats are not covered in this procedure.

4.3.2 WHEN OFFICE STAFF IS NOTIFIED OF A THREATENING INCIDENT

- a) When a threatening incident is reported to the office, office staff will immediately implement the Lockdown Emergency Response Plan. (NOTE: If an administrator is not immediately available, another staff member must initiate this plan.)
- b) When notified of a threatening incident, initiating lockdown, calling 911, and notifying the Principal or designate should happen as closely together as possible. Responding personnel will have to use individual judgement as to what they can and should do first, keeping in mind that their primary role is taking care of students and staff at risk.
 - i. Obtain as much information as possible about the situation from the individual who has contacted the office:
 - Location and number of suspects;
 - Suspect(s) moving or stationary;
 - Identity of suspect(s);
 - Description of physical appearance of suspect (age, clothing, build, etc.);
 - Description of weapons;
 - Possible motive or threats made; and
 - Any known injuries and location of casualties.
 - ii. Activate all public address (PA) systems (inside and outside) and any other notification systems if available;
 - iii. Announce clearly and calmly on public address (PA) system: **“Emergency - Initiate Lockdown, Emergency - Initiate Lockdown, Emergency - Initiate Lockdown”**

- iv. Call (or delegate another staff member to call) 911 and provide the following information:
 - identify yourself, the school name, and full address;
 - describe situation (provide all known information);
 - identify whether anyone is injured and the severity of the injuries;
 - stay on the line and continue to provide information as requested by the emergency operator;
 - explain safe approach (routes / entrance) for police and advise police where they will be met;
 - begin to document times and events relating to the incident;
 - When feasible, contact the Director's Office (the Director's Office will contact the school superintendent, and initiate other central office support as necessary) at 1-888-526-5552 or 705-324-6776.

4.3.3 LOCKDOWN INSIDE SCHOOL BUILDING

- a) Upon hearing the lockdown announcement, staff will immediately initiate lockdown procedures;
- b) All occupants of the school will disregard school bells unless otherwise informed;
- c) All occupants of the school will disregard fire alarm system **if safe to do so**; (NOTE: Staff must be aware of the potential for other emergencies such as fire. Should this occur, staff and students must be prepared to react and possibly evacuate a locked down area for their own safety);
- d) Lockdown procedure for non-classroom areas (e.g. library, cafeteria, foyer):
 - i. Depending on the individual school plan and the situation (location and actions of the suspect) consideration must be given to the controlled evacuation of students to identified secure areas.
 - ii. **Individual School / Worksite Lockdown Emergency Response Plans** will include specific direction regarding a secure location where people in these areas must report to in the event of a threatening incident;
- e) Lockdown Procedure for Classrooms:
 - i. Check hallways for students;
 - ii. Direct all to the nearest classroom or closest secure location as determined by school plan;
 - iii. Shut and lock classroom door; move students away from doors and windows into a safe corner of the classroom; students are to remain quiet and still;
 - iv. Cover window in classroom door;

- v. Close blinds;
 - vi. Take attendance;
 - vii. **DO NOT** use cell phones or PA system unless there is a need to communicate vital emergency information;
 - viii. Remain in the secure location until given further direction by appropriate personnel.
- f) Lockdown is in effect until cancelled by principal / manager or designate

4.3.4 LOCKDOWN PROCEDURE FOR AREAS OUTSIDE OF THE SCHOOL BUILDING:

a) **DO NOT ENTER SCHOOL;**

- i. Move as far away from the school as possible;
- ii. Proceed to off-site evacuation site if possible (see school plan for details);
- iii. Staff will take attendance and ensure that students remain in the identified area.

b) **Lockdown is in effect until cancelled by administrator / manager or designate.**

4.3.4 All school community members must be trained on Lockdown Emergency Response Plan command protocol.

4.3.5 ALL CLEAR CALL

a) When 'all clear' call over PA system:

"This is _____ Speaking:

"THE LOCKDOWN IS OVER; THE SCHOOL / OFFICE IS SECURE" – "I REPEAT, THE LOCKDOWN IS OVER, THE SCHOOL / OFFICE IS SECURE"

4.3.5 HOLD AND SECURE

- a) Hold and Secure is used when it is desirable to secure the school / worksite due to a potentially threatening incident occurring outside and not necessarily related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked.
- b) Classes may continue to function normally. If the administrator or designate decides to call "hold and secure", plain, clear language, with specific directions, should be used. The script used should be distinct from that used to initiate a lockdown. For example:

**“Attention all staff – the school is now in Hold-and-Secure”,
“Attention all staff – the school is now in Hold-and-Secure”,
“Attention all staff – the school is now in Hold-and-Secure.”**

- c) Additional directions may be added as appropriate including but not limited to informing students:
- i. that in the event of a fire alarm to either evacuate to the outside or to remain in the school until otherwise advised;
 - ii. whether movement is restricted and if class change bells should be ignored;
 - iii. of additional safety measures such as closing blinds or turning off lights.

Note: Confirm with police / authorities when the school can return to normal functioning.

- d) Types of events that trigger Hold and Secure include robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police and / or on foot near a school.

4.3.6 SHELTER IN PLACE

- a) Shelter in Place is used when personal safety is considered to be in danger if anyone leaves the school. This is mainly used for environmental or weather related events.
- b) It is necessary for everyone to remain inside the school and take protective actions. Depending upon the emergency, heating and air-conditioning or other intake / exhaust systems may need to be turned off to avoid drawing in air from the outside.
- c) While everyone may move freely within the school, close and lock all windows and exterior doors and remain inside and monitor the situation until advised by authorities that conditions are safe.
- d) Types of events that trigger Sheltering in Place:
- i. weather events such as a sudden blizzard;
 - ii. environmental event such as a chemical spill exterior to the school;
 - iii. missing child;
 - iv. dangerous wild animal (cougar, bear etc.) and;
 - v. any situation where evacuation may pose a greater risk than sheltering in place.

4.4 POST THREATENING INCIDENT FOLLOW-UP

4.4.1 Actions taken following threatening incidents can have a major impact on the well-being of staff, students, and the broader community.

4.4.2 Follow-up procedures may include the following:

- a) involving the Board Crisis Response Team to provide counselling for staff and students;
- b) providing appropriate information to parents, guardians, staff, students and the broader school community regarding the incident;
- c) debriefing by police of school administration present at the time of the incident;
- d) coordinating police and school board news releases;
- e) evaluating the adequacy of the Lockdown Emergency Response Plan and making modifications as necessary;
- f) identifying lessons learned and developing further preventative measures;
- g) maintaining close contact with any injured victims and families;
- h) maintaining close co-operation with police services to facilitate completion of investigations; and
- i) Completing all necessary legal, insurance and administrative forms and documents as required.

4.4.3 See appendix 5.6 for responsibilities following a threatening incident.

4.5 THE SCHOOL / WORKSITE LOCKDOWN EMERGENCY RESPONSE PLAN:

While it is important to maintain consistency across the Board in terms of threatening incidents (for example - lockdown is to be used universally), it is vital that each school / worksite address its unique needs related to school / worksite layout and specific student / staff needs.

4.5.1. THE LOCKDOWN EMERGENCY RESPONSE PLAN MUST INCLUDE:

- a) Requirements as outlined in 4.2, 4.3 and 4.5 of this document with changes to reflect local circumstances;
- b) Floor plans shall identify “red, green, and blue” zones, and the location of Emergency Kits, and specific details to address unique features of the school (e.g. open areas, cafeterias, library, gym); as well as copies of floor plans;
 - i. Red indicates danger areas of the school which cannot be locked down safely;
 - ii. Green identifies areas where staff and students are to proceed to safely lock down;
 - iii. Blue areas identify Command Centre locations which will be utilized by police depending on the nature of the incident.

- c) Specific information about Command Centres and off-site evacuation location (copied from School Emergency Preparedness Plan OP-6519);
 - i. School / worksite administration should identify a minimum of three locations; two within the school / worksite and one location off-site.
 - ii. The primary command centre is the main office;
 - iii. A second command centre should be designated within the building after considering safety, security, access to communication (e.g. PA system, computer, phone) and available facilities (e.g. washroom);
 - iv. The third command centre will usually be the off-site evacuation centre established in the School Emergency Preparedness Plan.
 - v. A regularly updated Emergency Kit must be located in each of the two internal Command Centres
- d) Communicate Lockdown Emergency Response Plan to ensure that all individuals who potentially need to know how to respond in the event of a threatening incident are informed (e.g. all members of a school community);
- e) Specific plans for students with special needs if applicable;
- f) Specific information about students and staff with potential medical needs, if applicable;
- g) Specific plans for training of staff and drills need to take place at the beginning of each school year;
- h) Specific list of facility issues to be reviewed and / or tested annually (e.g. outside speakers, bell systems, facilities in command centres, keying system for classrooms);
- i) General plans to inform the school community about the Lockdown Emergency Response Plan, including rationale and process for training and drills;
- j) A quick reference chart to be given to each staff member and posted in key areas of the building with the above floor plan attached (see Appendix 5.2);

5.0 APPENDICES

- 5.1 Lockdown Emergency Response Plan Flow Chart
- 5.2 Lockdown Emergency Response Plan Quick Reference Chart
- 5.3 Lockdown Emergency Response Plan Administrator Checklist
- 5.4 School / Worksite Lockdown Emergency Response Plan Table of Contents
- 5.5 Communication with the Media
- 5.6 Post Threatening Incident Follow-Up Template
- 5.7 School Lockdown Drill Assessment Checklist

Lockdown Emergency Response Quick Reference Flowchart **THREATENING INCIDENT OCCURS**

(potentially armed individual posing threat to life, i.e. has a weapon)

DO NOT CONFRONT SUSPECT!

- Notify the office immediately
- Include pertinent details **if safe to do so**



LOCKDOWN

Activate all PA systems (inside & outside)

Announce on PA system:

**“Emergency – Initiate Lockdown.
Emergency – Initiate Lockdown.
Emergency – Initiate Lockdown.”**



- Initiate lockdown procedures
- Disregard fire alarm system and school bells if safe to do so or unless otherwise informed
- Lockdown is in effect until cancelled by Principal or designate



- **Call 911**
- Identify yourself, school and full address
- Describe situation (provide all known information)
- Describe any injuries
- Stay on the line and continue to provide information
- Explain safe approach (routes / entrance) for police
- Advise police where they will be met
- Begin to document times and events relating to the incident



LOCKDOWN

Inside School Building

- Staff direct students to closest secure area, lock door if possible
- #### **Classrooms and Portables**
- Students are to move away from doors and windows and remain quiet.
 - Individuals are to contact office **ONLY** with vital information regarding incident.
 - Cell phones are not to be used by staff or students unless for communicating vital emergency information.
 - Staff takes attendance in class and completes attendance report.
 - Disregard fire alarm system and school bells **if safe to do so**.
 - Remain in secure location until notified.

NOTE: THE DIRECTOR'S OFFICE SHOULD BE CONTACTED AS SOON AS POSSIBLE SO THAT CENTRAL SUPPORT AND COMMUNICATION CAN BE FACILITATED: 1-888-526-5552 OR 705-324-6776

LOCKDOWN EMERGENCY RESPONSE “QUICK REFERENCE”

1. VIOLENT INCIDENT OCCURS - (armed individual posing threat to life (i.e. -weapon)
2. DO NOT CONFRONT SUSPECT! - NOTIFY Office Staff Immediately
3. LOCKDOWN - Activate all PA systems (inside and outside) and announcement made...
“Emergency – Initiate Lockdown. (3 times)”
4. Call 911:
 - Identify yourself, school and full address
 - Describe the situation (provide all known information)
 - Describe any injuries
 - Explain safe approach (routes / entrance for police)
 - Advise police where they will be met
 - Stay on the line and continue to provide information
5. When feasible, call Area Superintendent to initiate central communication and support:
1-888-526-5552 or 1-705-324-6776
6. Disregard fire alarm system if safe to do so, and school bells unless otherwise informed
7. Begin to document times, events relating to the incident
8. Lockdown is in effect until cancelled by principal or designate

Inside School Building

1. Staff direct students to closest secure area, lock door if possible

Classrooms and Portables (See attached floor plan)

1. Students are to move away from doors and windows and remain quiet.
2. Individuals are to contact office ONLY with vital information regarding incident.
3. Cell phones are **not** to be used by staff or students unless for communicating vital emergency information.
4. Staff takes attendance in class and completes attendance report.
5. Disregard fire alarm system and school bells if **safe to do so**.
6. Remain in secure location until notified.

Library, cafeteria and other open areas

1. Depending on school plan and the situation (location and actions of suspect) consideration must be given to controlled evacuation of students to identified secure area.

Outside School Building DO NOT ENTER SCHOOL.

1. Move as far away from the school as possible.
2. Proceed to identified area if possible (see Individual School Plan).
3. Have students remain in the identified area.
4. Staff take attendance.

When ‘all clear’ call over PA system... **“THE LOCKDOWN IS OVER, THE SCHOOL IS SECURE” – “I REPEAT, THE LOCKDOWN IS OVER, THE SCHOOL IS SECURE”**

Lockdown Emergency Response Plan

School:	Year:	
Developing a Plan	A written plan is in place and has been updated for this school year. The plan contains all relevant information from the Board Procedure.	
	Within the plan, actions to be taken for all students with special needs and for potential medical issues of staff or students are outlined in detail.	
	Within the plan are details around the two on-site command centres and the off-site evacuation location (as described in the School / Worksite Emergency Preparedness Plan – for schools only)	
	Detailed floor-plans of the school / worksite are included. These floor-plans will indicate red (dangerous) zones, green (safe) zones, and blue command centre locations, emergency kit locations and copies of floor plans	
Communication	The local police detachment has a copy of the plan and there has been direct communication between the administration / management and the police detachment or designated officer about the plan.	
	The plan has been shared in detail with staff.	
	There is a mechanism to inform replacement staff (e.g. supply teacher, educational assistant, secretary or custodian, temporary staff) of their role in this plan.	
	There is a mechanism to inform itinerant staff, visitors, and volunteers of what action to take during a lockdown drill or incident.	
	General information about the plan has been shared with parents and school council (schools only).	
	There is a mechanism to ensure that there is always an adult in the school office or that a staff member can be contacted immediately from the school office during any time when students are assigned to answer phones (schools only).	
	The lockdown quick reference sheet in the Emergency Preparedness flip chart has been updated and posted in visible locations.	
Facilities	Plant and facility issues have been reviewed to ensure that : <ul style="list-style-type: none"> • Doors where students / staff may be located can be locked quickly and efficiently; • PA System, outside horns, are working properly and all staff are trained on their use; 	
Training	Awareness training has taken place with staff and students.	
Drills	3 drills are held every school year as outlined in the Board Procedure. Record the dates of these drills below: 1. _____ 2. _____ 3. _____	

Lockdown Emergency Response Plan Table of Contents:

- Section 1: Administrator Checklist (appendix 5.3)
- Section 2: Flow-chart and Quick-Reference Chart (appendix 5.1 and 5.2)
- Section 3: Response Plan
- Section 4.4 and 4.5 of the Board Procedure customized to fit local circumstances
- Section 4: Floor Plans:
- Fire safety / Lockdown floor plans
 - Floor plan indicating “red”, “green”, and blue zones for Lockdown response, location of first aid kits, emergency kits, and command centres
- Section 5: Communication Information:
- How will all stakeholders know about the plan and about how to respond in a drill or a real situation?
 - How will supply staff, volunteers, visitors know how to respond?
 - How will police know about the plan and be involved in drill(s)?
- Section 6: Plan for training and drills
- Section 7: Checklist for facility review
- Section 8: Plans for students with special needs, if applicable
- Section 9: Plans for students / staff with potential medical needs
- Section 10: Command Centre and off-site evacuation information (from School / Worksite Emergency Preparedness Plan OP-6520)
- Section 11: Plan for Post-Violent Incident Follow-up (see Section 4.5 of Procedure)

Media Communications

The Principal (or designate) and Communications Manager are responsible for all media relations regarding school related emergencies and will work in cooperation with emergency services representatives (police, fire) regarding responses or statements to the media;

Police are responsible to address media with respect to the criminal incident involved and response to an incident. Principal / Board personnel are responsible for dealing with media on issues of staff and student safety.

- a. All staff on the scene of an emergency MUST direct all media personnel to the Principal or designate;
- b. The Principal will work with the Communications Manager before providing information to the media;
- c. **Initial Media Response**
 - i. The initial media response is the first information provided to the media. This should be done **as soon as the emergency is known**, even though the details may not be known.
 - ii. If there is contact from the media, the Principal or designate or office staff will provide the following information:

The Board (or the school) is aware of the situation and our emergency response plan is activated. We will release more information as it becomes available. Further updates will be provided by the Board Communications Manager.

- d. **Subsequent Media Responses**

All subsequent media information must receive the approval of the Director of Education before it is released to the media. This will be done by the Communications Manager.

POST THREATENING INCIDENT FOLLOW UP RESPONSIBILITIES MAY INCLUDE THE FOLLOWING

	Person Responsible	Item
1	Principal	Contact Director's Office Maintain contact with Area Superintendent
2	Superintendent	Involve Board Crisis Response Team for a period of time
3	Director's Office	Maintain contact with Area Superintendent and / or Principal Provide appropriate information to parents, guardians, staff, students and the broader school community regarding the incident. Talking points to be provided to principals by the Directors office. Principal to communicate message to staff.
4	Superintendent, Principal, and Police to a debrief of incident	Debrief of incident
5	Superintendent / Principal	Staff Meeting
6	Superintendent / Principal	Meet with CUPE, OSSTF, and ETFO where applicable
7	Director's Office	Coordinate police and school board news releases
8	Principal	Make contact with any injured victims and families
9	Principal / Superintendent	Maintain close cooperation with police services to facilitate completion of investigations
10	Principal / Superintendent	Complete all necessary legal, insurance and administrative forms and documents as required *in appendices

SCHOOL LOCKDOWN DRILL ASSESSMENT CHECKLIST

PROCEDURE / ACTION ▼	<input checked="" type="checkbox"/> SATISFACTORY ▼	<input checked="" type="checkbox"/> NEED TO IMPROVE- HOW? ▼
1. Parents were informed about the drill prior to its implementation.	<input type="checkbox"/>	
2. Scenario was reviewed with staff prior to the event and advised of their responsibilities during a Lockdown Drill.	<input type="checkbox"/>	
3. Custodial, Maintenance, Transportation and Food Service personnel were included in the drill.	<input type="checkbox"/>	
4. Police and school security officials were advised a Lockdown Drill would be occurring on the scheduled date / time.	<input type="checkbox"/>	
5. Students received preparedness instruction prior to the Lockdown Drill event	<input type="checkbox"/>	
6. The Lockdown Alerting / Announcement procedure was clearly communicated and understood.	<input type="checkbox"/>	
7. Students / staff were secured and followed procedures and protocols according to the Lockdown Emergency Response Plan: <i>(doors and windows closed and locked, shades / blinds drawn, seated on floor in corner, lights off, keep quiet, etc.)</i>	<input type="checkbox"/>	
8. Roll call / attendance was taken for students and school staff members.	<input type="checkbox"/>	
9. Teachers /classrooms have a means / method to communicate with the main office.	<input type="checkbox"/>	
10. Hallways, bathrooms *and open areas were cleared, and students directed to closest safe classroom. <i>(*In a real lockdown situation if a threat is present student/staff remain in washroom)</i>	<input type="checkbox"/>	

11. Cafeteria and Gym were secured by staff member <i>(as appropriate)</i>	<input type="checkbox"/>	
12. Announcement was clearly made to signal the end of the Lockdown and indicate the drill / exercise was over.	<input type="checkbox"/>	
13. Police / security officials were advised the Lockdown Drill has been completed.	<input type="checkbox"/>	
14. A Debriefing session was conducted to discuss lessons learned and / or measures for improvement.	<input type="checkbox"/>	

MULTIPLE CONDITIONS

Lockdown situations may occur at other than routine classroom time. It is beneficial to conduct drills and have protocols in place for:

- Lunch period when cafeterias are occupied
- During class changes
- Recess or gym classes
- Arrivals and dismissals / school buses
- After school hours: dances, theater, athletic events

SIMPLE LANGUAGE LOCKDOWN ANNOUNCEMENTS

Use plain English to announce a Lockdown. FEMA (Federal Emergency Management Agency) discourages using codes and signals because it may confuse people*

- Use clear statement to indicate lockdown is being activated
- Make sure it can be heard / communicated everywhere on the school campus
- Have an "ALL CLEAR" procedure to terminate the Lockdown so everyone can recognize the emergency situation has been resolved

** If codes are used make sure Substitute Teachers are aware of them*

COMMUNICATIONS:

- Strictly prohibit / monitor use of cell phones by staff / students. During an actual emergency they can lead to confusion or misinformation.
- Use colour coded card system to indicate room status. Cards can be posted on doors / windows: Green=Safe, No assistance needed Red=Emergency, Help needed immediately

SHELTER-IN-PLACE

External threats may require school personnel to take necessary actions to secure the building depending on the nature of the danger, hazard or toxic threat.

- Chemical or biological agents require sealing the premises for infiltration:
 - Turning off HVAC systems and water supply lines
 - Covering air intakes
 - Sealing exterior doors and windows
- Police looking for a criminal suspect or escaped prisoner
 - No immediate threat to students and staff
 - Perimeter / exterior doors secured. No one leaves building
 - Classroom doors locked but instruction is provided