

GAP GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	500.00 – SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	502.05
SUBJECT:	Safety of Pupils: Lockdown / Hold and Secure / Shelter in Place
REFERENCE:	502.01 - Safety of Pupils: Emergency Response Procedures 502.06 - Safety of Pupils: Bomb Threats 502.15 - Weapons/Dangerous Articles 602.00 - Communication Crisis Plan
EFFECTIVE:	January 22, 2013
REVISED/AMENDED	Admin Council, January 21, 2013; November 25, 2013; April 2014 (effective May 1, 2014)
REPLACES:	502.05
PAGE	1 of 6

“But let all who take refuge in you rejoice; let them ever sing for joy. Spread your protection over them.” (Psalm 5:11)

PURPOSE

Lockdown Procedures are defined in the **Violence in the Workplace Prevention Guide** (Canadian Centre for Occupational Health and Safety) as meaning “... the people in a building take refuge in a secure location; e.g. in offices or classrooms. Lockdown procedures are usually initiated when it is unsafe to evacuate the building.”

Lockdown procedures are designed in an attempt to minimize the risk of violence and increase the safety of students, staff, community and visitors to schools, by restricting access and visibility by a threatening person or event internal or external to the school.

Hold and Secure Procedures are partial Lockdown due to a threat **outside** the facility or in the neighbourhood; i.e. serious environmental/physical threat is present outside of the facility or in the neighbourhood, and prevention measures need to be enacted to: protect individual(s) from leaving the facility and entering into an area of danger; or, prevent the threat from entering the facility.

In this situation, the school continues to function in a near-normal state, with the exception that all exterior doors and windows are locked and no-one enters or exits the building without permission from the police or the board.

Shelter in Place Procedures are implemented when environmental or weather-related situations necessitate the need to keep all individuals within the school building to protect from an external situation.

Shared Facilities (Community Centre, Library, or Daycare Facilities) It is expected that a meeting takes place in September of each year to review General Administrative Procedure 502.05 with Dufferin-Peel Catholic District School Board partners.

INITIATION AND RELEASE

- **LOCKDOWN:** The principal or designate, police or the Board Security Officer will determine the need to initiate a Lockdown.
- **HOLD AND SECURE OR SHELTER IN PLACE:** The police, Board Senior Administrator or Board Security Officer will notify the staff to initiate a Hold and Secure or Shelter in Place action. Under exigent circumstances the principal or designate of a school may determine the need to initiate a Hold and Secure or Shelter in Place action.
- **RELEASE:** The police, Board Senior Administrator, or Board Security Officer will notify the staff when an “All Clear” is to be given in all Lockdown, Hold and Secure and Shelter in Place circumstances.

COMMUNICATION

Where a principal implements a Lockdown, Hold and Secure and/or Shelter in Place procedure, the following communication protocol shall be followed:

- The principal shall contact police and notify the Superintendent of Schools of the incident.
- The Superintendent shall:
 - notify Executive Council
 - notify the School Trustee
 - notify the Board’s Security Officer
 - notify the General Manager, Communications and Community Relations, as required
 - notify the Superintendent of Planning and Operations, as required (re: buses)
 - and provide such support as may be requested by the principal
- In the event of a Lockdown, Hold and Secure and/or Shelter in Place, the principal or designate shall consult with the General Manager of Communications & Community Relations and provide communication to parents/guardians as soon as possible following the event.
- If news media arrive at the school, the principal or designated staff will contact the General Manager of Communications & Community Relations. Any interview/commentary requests from media personnel should be referred to the same General Manager. No additional comments to the media should be made by the principal or other school staff without consulting with, and receiving direction from, the General Manager, Communications & Community Relations.

RESPONSIBILITY

- Principals shall conduct two “LOCKDOWN PROCEDURE” drills, as closely as possible to the beginning of each semester for secondary schools, and once in each of the fall and spring terms for the elementary schools. In addition, the principal will explain the procedures to be followed in dealing with the presence of an individual in possession of a dangerous article/weapon on school property.
- Principals shall conduct one “Shelter in Place” drill each school year.
- Every person in the building shall take part in these drills.
- All teaching, secretarial, custodial and other support services staff and students will receive appropriate instruction. Daily occasional teachers, supply ERWs, and supply DECEs will receive a copy of the appropriate emergency procedures as part of their daily assignment package.
- Principals shall communicate Lockdown, Hold and Secure and Shelter in Place protocols to parents/guardians (eg. via newsletters / websites).

A. LOCKDOWN PROCEDURES

Upon determining that an incident involving a person(s) in possession of a dangerous article/weapon and/or a person(s) who poses a threat to school safety is about to unfold, lockdown procedures will be implemented.

The principal or designate shall:

- notify staff and students by announcing "INITIATE LOCKDOWN PROCEDURE" over the public address system, followed by the “repeated ringing of the school bell ”
- call 911, to alert the police and follow their direction
- contact the Superintendent who will follow communication protocols

When the police arrive and identify themselves, office personnel, if able to do so, will unlock the door using the video monitor and 2-way communication system. In the event an adult is unavailable in the office to allow police entry, officers will assess the situation and may use force to enter the school.

School staff shall work with the police department and other agencies having jurisdiction for the incident, following their Emergency Response procedure.

Students and staff will:

- Remain calm and quiet. Encourage others to remain calm and quiet
- Move immediately to the nearest room you feel is safe with as many people as possible
- Ensure no students are in the immediate hallway
- Lock and barricade all doors where possible
- Turn off the lights or maintain minimal lighting
- Cover all windows with blinds, curtains, etc. where possible
- Keep back from windows and doors
- Sit on the floor or crouch under or behind desks and bookshelves where possible or take cover out of sight

- Cell phones should be placed in silent or vibrate mode. Report to 911, only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes
- DO NOT respond to anyone at the door until "all clear" is declared or if you are certain it is safe to do so (i.e. if police are at the door)
- Stay in the room until police arrive. Remember it may be quite some time before you can be safely evacuated
- All students and staff that are outside of the building, are to quickly move as far away from the building as possible and remain there until further instructions are provided.

In the event that a fire alarm sounds or is pulled during a Lockdown, staff and students shall **not** respond as they normally would to a fire alarm, but shall remain locked down if it is safe to do so. Staff and students must always be prepared to respond accordingly in order to ensure their own safety. If fire or smoke is observed, the alarm should be pulled. The police or principal or designate will evaluate the situation based on the risks associated in following the Lockdown Procedure or in evacuating the school due to a fire, and make an appropriate decision and inform the 911 operator.

The police, Board Senior Administrator, or Board Security Officer will notify the staff when an "All Clear" is to be given in all Lockdown circumstances.

B. HOLD AND SECURE AND SHELTER IN PLACE PROCEDURES

In most cases, staff will be directed by Emergency Services, Senior Board Administrator or Board Security Officer to implement Hold and Secure or Shelter in Place procedures, rather than making this decision independently.

"Hold and Secure" is the procedure to respond to an incident that is brought to the attention of the principal or designate, that may require actions that are prudent but less severe than the actions required by the Lockdown Procedures (Example: police investigation in the area, or person(s) in a vehicle approaching students near the school).

"Shelter in Place" is the procedure to respond when environmental or weather-related situations necessitate the need to keep all individuals within the school building to protect from an external situation.

The Principal or designate shall:

- Call 911, where necessary and follow direction of police
- Notify the superintendent of schools who will follow appropriate communication protocols
- Lock exterior doors and windows
- Where possible, post signs on doors to inform visitors to the school of the situation (sample Appendix A)
- Determine if indoor lunch and/or recess is required
- Provide increased supervision if appropriate
- Implement any other actions deemed necessary
- Ensure students and staff remain in the building during the Hold and Secure and/or the Shelter in Place initiative until an "All Clear" is given by Emergency Services personnel, Board Senior Administrator or Board Security Officer

The Staff and Students will:

- Remain calm. Encourage others to remain calm
- Receive information through the public address system regarding the status of the situation
- Follow directions received through the public address system
- Remain in the building during the Hold and Secure and/or Shelter in Place initiative until an 'All Clear' is given by the principal
- Move from the "joint use" portion of a school (example Community Library) and proceed into the main school building

The police, Board Senior Administrator, or Board Security Officer will notify the staff when an "All Clear" is to be given in all Hold and Secure and Shelter in Place circumstances.

Dufferin-Peel Catholic District School Board

This school is currently involved in a Hold and Secure situation.

No one is allowed to enter or exit the building. Classes are continuing as usual.

The school will remain in Hold and Secure while police conduct their investigation.

This is a precautionary measure and all students and staff are safe.

Students will be dismissed when we are assured it is safe to do so.