



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Administrative Procedure Section</i>	<i>Administrative Procedure Number</i>
Lockdown	AP-904 (New) AP-412 (Old)
<i>Directional Policy</i>	
Safe and Accepting Schools - 900	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

**Lockdown**

**DATE APPROVED:**

May 16, 2017

**PROJECTED REVIEW DATE:**

2019

**DIRECTIONAL POLICY ALIGNMENT:**

Safe and Accepting Schools

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Lockdown Administrative Procedures support our Vision for achieving excellence in Catholic Education through learning, leadership and service. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel Values and Catholic Social Teachings;
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations;
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students;
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments;
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.

**ACTION REQUIRED/GUIDELINES:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing a safe learning and working environment for all students and staff.

The Ministry of Education mandates that:

1. all publicly funded school boards in Ontario must establish a lockdown policy to ensure the development and implementation of individual school plans; and
2. a minimum of two lockdown and/or hold and secure drills must occur annually at each board facility.

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Safe and Accepting Schools Directional Policy.

**The Director of Education is responsible for:**

- Establishing and implementing a multi-year strategic plan (vision and goals) which reflect the Safe and Accepting Schools Directional Policy, under which this administrative procedure falls;
- Overseeing the implementation of the Lockdown Administrative Procedures; and
- Informing Trustees of any lockdown which is not a drill, either by e-mail or phone, as soon as possible.

**The Superintendent Responsible for Emergency Preparedness is responsible for:**

- Collecting and reviewing, annually, the Emergency Response plans, which will include a Lockdown Plan for each Board facility.

**The Superintendent of Business/Finance and Plant is responsible for:**

- Ensuring updated floor plans exist for every board facility, using consistent colour coding, and are provided to the administrator at each site;
- Ensuring the clear identification of each building/portable, on all sides of the building, with a building identifier, such as a number. All exterior doors shall be clearly identified, such as doors A, B, C, etc.;
- Ensuring all rooms within the building are clearly marked with room numbers;
- Ensuring that all doors in classrooms and portables have the ability to be locked and that each facility is provided with keys for each lock; and
- Ensuring all facilities have adequate PA systems capable of being activated outside.

**The Superintendent of Safe Schools is responsible for:**

- Establishing a tracking system to ensure each site has two lockdown drills each school year;
- Ensuring implementation and training takes place for all employees at all Board sites; and
- Ensuring any communication/policies or administrative procedures relating to lockdowns, including lockdown plans, include the consistent use of terminology. (See definitions).

**The Principal/Facility Administrator is responsible for:**

- Developing a site specific Lockdown Plan;
- Ensuring all lockdown information is complete and that the plan is attached to the Emergency Response Manual Renewal/Update Report (E.R.1);
- Ensuring staff and students receive training;
- The safety and well-being of staff and students during a lockdown; and
- Working closely, and co-operatively, with police\*.

\*In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation.

*Medically Fragile and/or Students with Special Needs*

- Sharing detailed emergency plans with emergency personnel that prioritize the evacuation of students and staff who are medically fragile, have special needs and/or other considerations.

*Floor Plans*

- Co-operating with Plant Department to ensure floor plans exist for the facility, using consistent colour coding;
- Providing hard copies of floor plans, and electronic copies, if possible, to police;
- Identifying command post locations (normally main office), including alternate command post, and a third off-site command post (in the event that neither the main or alternate post locations are available);
- Identifying off-site evacuation locations, and include with copies of the floor plans; and
- Posting floor plans throughout the facility, at least in every classroom and at every entry point to the facility. In multi-level buildings, it is suggested that only the floor plans relevant to a specific level be posted on that level.

*Identification of Buildings, Exterior Doors, Classrooms*

- Planning with Police, in advance, how Police will gain access to the facility in the event of a lockdown; and
- Providing up to date floor plans and facility master keys for emergency services responders who may be involved in any type of search of the premises.

*Initiating Lockdown*

- Affixing the specific lockdown wording to be used, near the PA system, so that it is clearly visible and can be read by the staff member announcing the lockdown; and
- Ensuring all staff (especially those working in the main office) are aware of his/her responsibility in initiating a lockdown in the event of a threat to safety.

*Classroom/Other Secure Areas – Procedures during Lockdown*

- Ensuring that all staff, including occasional, part-time, or itinerant, have the ability to lock their doors; and
- Developing strategies for ways in which staff are to assist students in coping with an extended lockdown or "Hold and Secure". For example, staff members must have access to all emergency medications for prevalent medical conditions such as anaphylaxis, diabetes, asthma, and epilepsy.

*Portables*

- Devising an alternate, safe plan, for staff and students that, due to the thin wall construction of the structure, may require an additional barrier, such as an upturned desk, during a lockdown.

*Washrooms: Procedures During Lockdown*

- Designating adults, for elementary schools, who normally work in close proximity to student washrooms, to check the washroom(s) prior to locking down, if it is safe to do so; and
- Training staff or students trapped in a washroom, that, as a last resort, they are to somehow secure the bathroom door, enter a stall, lock the door, and climb on top of the toilet.

*Open Areas Inside the Building - Procedures during Lockdown*

- Considering possible options should staff and students be in an open area at the time a lockdown is called.

*Child Care and Other Facility Occupants*

- Ensuring the appropriate staff from organizations sharing facilities are included in the development and implementation of lockdown procedures; and
- Including these organizations in relevant aspects of planning, training, and drills, whenever possible.

*Outside of Buildings - Procedures When a Lockdown or Hold and Secure Is Called*

- Determining where staff and students who are outside the building(s) should go in the event a lockdown occurs during recess or during arrival or dismissal times;
- Providing instructions for bus drivers and parents/guardians who might arrive at the school during a lockdown;
- Taking attendance at the off-site evacuation location(s).

*Controlled Evacuation*

- Ensuring staff (and students) follow the direction of the police.

*Fire Alarms*

- Ensuring that staff are aware that, in the event of a fire alarm during a lockdown, students and staff are not to respond as they normally would. If a fire occurs during a lockdown and staff and students are located in the area of the fire, staff and students will respond to the most immediate threat.

*Procedures to End a Lockdown*

- Developing the procedures to end a lockdown, including those at off-site evacuation locations. In all cases where police have responded, plans should clearly indicate that the decision to end a lockdown shall be made only after approval of the on-scene police incident commander.

*Training*

- Training all staff, including part-time, and itinerant;
- Ensuring the lockdown procedures are shared with occasional staff.

*Drills*

- Setting the dates and conducting a minimum of two lockdown and/or hold and secure drills during each school year;
- Making police, fire, and emergency medical services (EMS) aware of planning and drills and inviting them to participate;
- Overseeing the drill with police support/assistance;
- Notifying the Family of Schools Superintendent and the Manager Communications of the impending drill; and
- Providing staff, students, and parents with some warning of the impending lockdown drill.

*Communication with Parents/Guardians/Community*

- Communicating lockdown procedures at the beginning of the school year;
- Providing information (on website, newsletter or information sessions) to ensure full co-operation in any lockdown situation; and
- Ensuring written communication is sent to all parents/guardians, the same day or the following day, in all instances of a school lockdown that was not a drill.

*School Recovery Following a Lockdown*

- Organizing a debriefing session with police services and staff; and
- Updating the lockdown plan, if necessary.

*Plan Review*

- Reviewing annually; and
- Tracking the review of the plan.

**Staff are responsible for:**

- Supporting student training;
- The safety and well-being of the students during a lockdown;
- Posting the colour coded floor plan in their classrooms;
- Reviewing the lockdown procedures with students specific to that location;
- Providing information to students about procedures to follow should a lockdown be announced while they are in the washroom or outside of the school building;
- Sharing with students how to respond when a fire alarm sounds during a lockdown and what to do in the event of an actual fire during a lockdown;
- Providing students with ways to communicate information they may have about a potential situation which may result in a violent incident;
- Initiating a lockdown by immediately activating the facility's public address (PA) system, inside and outside, when they witness, or are advised of, a threat to safety;
- Calling 911 to inform the police that a lockdown has been announced at the school with the details of the report leading to the request for the announcement;
- In elementary schools, checking the washroom(s) prior to locking down, if it is safe to do so;
- In secondary schools, training students that they are responsible for getting out of the washrooms immediately upon hearing a lockdown announced, and getting to the nearest classroom or other area that is identified as a safe (green) area.
- Accessing all emergency medications, for those students requiring it;
- Gathering everyone in the immediate vicinity into their classroom or other secure area, before locking a door but only if it is safe to do so. Once inside a secure area, staff and students should:
  - stay away from doors and windows;
  - turn off lights;
  - close blinds;
  - be aware of sight lines;
  - if the classroom door has a window, consider covering the window;
  - take cover if available (behind something solid);
  - remain absolutely quiet;
  - take attendance;
  - do not use cell phones unless it is necessary to communicate regarding the incident. Phones being used for this purpose should be put on vibrate and all others should be turned off;
  - consider barricading doors where possible, in addition to locking them.
- Following the direction of the principal (or designate) and police during an incident at the school.

**Manager of Communications is responsible for:**

- Working with police services to develop a plan which includes how to communicate with media, parents and the community during a crisis;
- Co-operating with police services;
- Communicating with media; and
- Preparing communication for parents/guardians.

**Students are responsible for:**

- Being familiar with the plan;
- Responding quickly to direction during a crisis situation; and
- Coming forward with information of anyone or anything that may be associated with or result in a violent incident.

**Parents are responsible for:**

- Ensuring contact information is kept up to date so they can easily be reached by staff in the event of an emergency;
- Following direction as outlined by the school Principal and Police Service; and
- Reinforcing with their children their responsibility to follow directions during a crisis and disclosing any information they may have prior to or during a crisis situation.

**DEFINITIONS:****LOCKDOWN**

“Lockdown” is the term used for the resulting school safety response when a major incident or threat of school violence within the school, or in relation to the school has occurred. Interior doors are locked. Exterior doors remain locked or unlocked in accordance with normal practice.

**HOLD AND SECURE**

“Hold and Secure” is the term used for the resulting school safety response when there is an ongoing threat to safety or emergency outside and not related to the school. Exterior doors are locked. Interior doors remain locked or unlocked in accordance with normal practice.

**SHELTER IN PLACE**

“Shelter in Place” is the term used for the resulting school safety response when there is an environmental or weather related situation where it is necessary to keep all the occupants within the school to protect them from external harm. Exterior and interior doors remain locked or unlocked in accordance with normal practice.

**PROGRESS INDICATORS:**

- All Board sites have lockdown plans included in their Emergency Response Plans, which reflect this Administrative Procedure, as per Ministry mandate;
- Staff and emergency services personnel work together to deal with lockdown situations effectively;
- There is a consistent approach across the Board with respect to lockdown planning and violent incident response; and
- Consistent lockdown practices and procedures will be in place in all PVNCCDSB schools and Board buildings in the event of an emergency or a threat to safety.

**REFERENCES:**

- [Police/School Board Protocol \(2016\)](#)
- [Provincial Model for a Local Police/School Board Protocol, 2015](#)