



Huron-Perth Catholic District School Board

**EMERGENCY and  
LOCKDOWN PROCEDURES  
MANUAL**

**- 2009 -**

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## INTRODUCTION

The following emergency procedures are meant to assist schools in developing their own School Emergency Plan.

In light of the physical characteristics of our System, where schools are dispersed over a large geographical area with differing local situations and needs, the nature of emergency operations for our Board should be anchored in the concept of site based planning, management and response with links to local municipal emergency plans.

A significant difference between an emergency plan for a school and one for a municipality is the scope of emergency management. A school's plan concerns itself with removing staff and students from the problem in most cases and letting other agencies solve the problem. A municipality's plan must provide for both the incident management and the incident resolution. It is important, therefore, for each plan to function in harmony during an emergency and that is achieved through constant communication. Both plans are likely to depend on each other for supporting resource. It is important to be familiar with the community emergency response plan and utilize its information in the development of the school plan.

It must be recognized that each employee group has certain responsibilities:

### BOARD:

- Issue policy statement and Emergency Procedures Manual regarding school emergency preparedness and contingency planning.
- Identify a System Emergency Response Team, their roles and responsibilities and an Emergency Phone Number List.
- Establish lines of authority and communication that depicts relationships between Board's key personnel and school principals or designate, which could be used in an emergency.
- Review and approve school emergency plans.
- Budget for any emergency equipment or staff emergency training which may be necessary (i.e. Emergency First Aid).
- Obtain legal advice concerning the status of school personnel and school property in time of an emergency.

#### SCHOOL PRINCIPAL:

- Be familiar with the community emergency response plan (if one exists).
- Initiate and supervise the planning, implementation, evaluation and review of an emergency preparedness plan for the school.
- Delegate emergency responsibilities to staff with regard to their special abilities, appropriate certification and normal functions
- Maintain records of vital data for all students and have records readily available.
- Obtain any necessary emergency equipment.
- Ensure emergency preparedness materials are distributed and displayed throughout the school.
- Ensure that staff is assigned to all special needs students so they can be appropriately assisted in an emergency situation.
- Arrange for drills of emergency procedures as outlined in the manual and record on **Emergency Response Drill Log (Reference 4)**
- Inform parents about the school's emergency preparedness plan.
- Keep the Superintendent of Education apprised of emergency situations in the school.

#### TEACHERS:

- Participate in the development and implementation of the emergency preparedness program for the school.
- Provide instructions in the school's emergency procedures.
- Help students to develop confidence in their ability to take care of themselves and to assist others during an emergency.
- Be prepared to provide activities and leadership for children during periods of enforced confinement.
- Become familiar with minimum first aid procedures.
- Maintain records of vital data for all students and have such records readily available.

#### SCHOOL SUPPORT STAFF:

- Participate in the development and implementation of the emergency preparedness plan for the school.
- Become familiar with procedures necessary to carry out assigned emergency functions.

#### STUDENTS, PARENTS/GUARDIANS:

- Students must respond quickly to the direction of staff during an emergency.
- Students and parents/guardians must immediately report information which may result, or has resulted, in an emergency.
- Parents/guardians must reinforce with their children the need to follow directions and report information about a real or potential emergency.

## INDIVIDUAL SCHOOL EMERGENCY PLAN

A SCHOOL EMERGENCY PLAN must contain the following basic elements common to planning for

- IDENTIFICATION OF THE SCHOOL EMERGENCY RESPONSE TEAM (I.E. Principal, Designate or VP, Resource Teacher, Secretary, Custodian, Staff Rep)
- EMERGENCY PHONE NUMBER LIST
- FIRE
- NATURAL DISASTERS (Floods, Tornadoes, Earthquakes)
- CHEMICAL SPILLS
- BOMB THREATS
- INTRUDERS, SUSPICIOUS UNKNOWN PERSON(S) IN/ON SCHOOL PROPERTY
- EMERGENCY RESPONSE DRILL LOG
- LOCKDOWN PROCEDURES

→ Action to be taken regarding assembly or evacuation procedures

- Prior to emergency
- During the emergency
- Following the emergency

→ Identify person(s) responsible for each action.

→ Specify a communication plan (consider staff, students, parents and media).

<b>EMERGENCY PHONE NUMBERS</b>
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PROTECTRON – 1-800-653-9111

**EMERGENCY INFORMATION**

<b>FIRE</b>	911	<b>AMBULANCE</b>	911
<b>POLICE</b>	911	<b>POISON CONTROL</b>	911 or 1-800-268-9017
<b>BOARD OFFICE</b>	519-345-2440	<b>TRANSPORTATION</b>	519-527-0111 ext. 253

**BUS COMPANIES**

<b>KIPFER</b>	519-595-8974	<b>SCRUTON</b>	519-345-2470
<b>FIRST STUDENT (GODERICH)</b>	519-524-5316	<b>FIRST STUDENT (STRATFORD)</b>	519-393-6727
<b>MURPHY (ARVA)</b>	519-660-8200	<b>MONTGOMERY</b>	1-800-567-2012
<b>MURPHY (EXETER)</b>	519-235-0450	<b>MURPHY (CLINTON)</b>	519-482-3493
<b>MURPHY (ST. MARYS)</b>	519-229-8956	<b>MURPHY (SEAFORTH / WINTHROP)</b>	519-522-1222
<b>MURPHY (MITCHELL)</b>	519-348-4725		

**OTHER SERVICES**

<b>HURON COUNTY HEALTH UNIT</b>	519-482-3416	<b>PERTH COUNTY HEALTH UNIT</b>	519-271-7600
<b>HYDRO ONE SERVICES</b>	1-800-434-1235	<b>UNION GAS</b>	1-877-969-0999
<b>CHILDREN'S AID SOCIETY (HURON)</b>	1-800-265-5198	<b>CHILDREN'S AID SOCIETY (PERTH)</b>	1-800-668-5094

**RADIO STATIONS**

<b>CKNX/ FM 102/ 94.5 The Bull</b>	1-800-265-3031 x. 226	<b>CJCS and Mix 107.7 Stratford</b>	519-271-2216 or 519-271-2450
<b>AM 980 CFPL Radio London</b>	519-931-6098	<b>Q-97.5, BX 93, CJBK AM 1290</b>	519-686-2525 or 519-686-6397
<b>CBC Radio – London Bureau</b>	519-667-1990	<b>Kool FM Kitchener</b>	519-884-4470
<b>AM 570 Kitchener</b>	519-743-6397		

**ALTERNATE SITES**


## FIRE

### RESPONSIBILITIES: PRIOR

The Principal, or staff so designated by the principal, shall:

- Be in complete charge of the preparation and implementation of emergency procedures.
- Establish specific responsibilities relating to evacuation in emergency situations.
- Designate and train staff members to carry out these responsibilities.
- Establish alternate procedures in the event of staff absence.
- Establish procedures for the safe evacuation of handicapped persons.
- Assign alternate exit routes for use when normal routes are blocked by fire.
- Post fire evacuation signs throughout the school (e.g. corridors, classrooms, staff rooms, gymnasium, cafeterias).
- Educate and train all occupants in the action to be taken in the event of a fire emergency.
- Conduct fire drills 3 times in fall and 3 times in spring, or more as required at the local site (i.e. secondary daycare facilities).
- Log the evacuation or time for each fire drill in the Emergency Response Log.
- Prepare a fire safety plan, which is acceptable to the Fire Department. Specify evacuation and drill procedures and instructions and maintenance programs for each school.
- Keep stairways, landings, hallways, passageways and exits (indoor and outdoor) clear of any obstructions at all times.
- Keep fire doors across corridors and stairwells closed at all times.
- Ensure that exit doors are not locked, bolted or chained against the direction of exit travel.
- Ensure that combustible waste material is not permitted to accumulate in quantities or locations which will constitute a fire hazard.
- Keep access roadways and fire routes clear and accessible for Fire Department use.
- Have a working knowledge of the fire alarm system and how it is reset.
- Maintain fire protection equipment in good operating condition at all times.

## RESPONSIBILITIES: INITIAL DISCOVERY OF FIRE

- The first person on site shall immediately activate the fire alarm and notify school secretary or principal. In the event that the fire alarm system malfunctions, the P.A. system or other efficient means shall be used.
- The school secretary shall immediately call 911 and notify the principal (or designate).
- The principal shall immediately inform the Board Office.

## RESPONSIBILITIES: DURING

- Students shall evacuate in a safe and orderly fashion using designated route, and assemble in the designated area.
- Teachers and staff shall supervise the safe, orderly evacuation of all students and shall check hallways, stairways, washrooms and other areas as per principal's instructions.
- Teachers shall close windows and doors, leave lights on and take all-important records.
- Teachers shall take attendance to ensure all students are accounted for and immediately report absent students to the principal or firefighters.
- Principal's designate (i.e. custodian) shall ensure all gates, chains, etc. are opened to allow for easy access of emergency equipment.
- Principal shall supervise the orderly evacuation of all students and communicate with Emergency personnel as needed.

## RESPONSIBILITIES: FOLLOWING

- Upon receiving clearance from Fire Department, Principal shall communicate (through bell, P.A., etc.) a re-entry message.
- Teachers and staff shall supervise the safe and orderly re-entry of students and shall resume the day's routine.

<h2 style="margin: 0;">FIRE SAFETY PLAN</h2>
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1. Post Fire Evacuation Signs throughout the school. (REFERENCE 1)
2. In the event of a fire, the staff member who discovers the fire shall activate the nearest pull station and notify the office as to the location and nature of the fire.
3. The school Secretary or Principal shall immediately call “911” for the Fire Department and the Board Office (519-345-2440).
4. The school shall evacuate, using the established routes as per the posted diagrams and assemble in the designated areas. \_\_\_\_\_  
\_\_\_\_\_
5. Teachers located in rooms \_\_\_\_\_ shall check the washrooms located near their classroom (as per the posted diagrams).
6. In the event of inclement weather, the students shall assemble at \_\_\_\_\_  
\_\_\_\_\_
7. Teachers of each classroom shall close windows and doors, leave the lights on and take all-important records (e.g. attendance registers, etc.) with them.
8. \_\_\_\_\_ shall ensure that all gates, chains, etc., are opened to allow for easy access of fire-fighting equipment.
9. The designated supervisory staff for this school year are as follows:

POSITION	NAME	BRIEF STATEMENT OF ROLE
Principal		
Secretary		
Vice-Principal		
Teacher		
Teacher		
Custodian		
10. Fire Drills shall be held three (3) times in each of the fall and spring terms. (Note: A fire drill may also be held in the winter). The date and evacuation time is to be recorded in the Emergency Response Log.
11. In the event of a shutdown of the fire alarm system, the intercom system shall be used to warn the occupants of the fire.

See Appendix I Fire Evacuation Procedures for Schools, Office of the Fire Marshall, Ministry of the Solicitor General, Government of Ontario (REFERENCE 2) and the Fire Code Inspection Requirements (REFERENCE 3).



**IF YOU DETECT A FIRE  
SOUND THE ALARM**

**IF YOU HEAR THE ALARM  
LEAVE THE BUILDING**

**YOUR EXIT IS:**

**YOUR ALTERNATE EXIT IS:**

**FIRE DEPARTMENT: 911**

**FIRE EVACUATION PROCEDURES FOR SCHOOLS**  
**OFFICE OF THE FIRE MARSHALL, MINISTRY OF THE SOLICITOR GENERAL**  
**GOVERNMENT OF ONTARIO**

Elementary and secondary principals and staff have a responsibility for the safety of pupils during school hours. Ontario Regulation 730/81, the Fire Code and Ontario Regulation 262, under the Education Act require establishment of emergency procedures to be followed in the event of fire.

Implementation of emergency procedures requires adequate planning and supervised drills to ensure complete familiarity by pupils and staff alike.

**FIRE DRILLS:**

The Fire Code and Regulation 262 under the Education Act state that, in schools attended by children, total evacuation fire drills are required to be held three times in each of the fall and spring school terms.

Fire drills enable pupils and staff to become familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

The procedure for conducting fire drills must be determined by the person in charge of the building in consultation with the fire department, as required by the Fire Code. Consideration must be given to the fire hazards and safety features of the building and to participation of all occupants.

Where handicapped persons are involved, special evacuation procedures, which do not interfere with other evacuating procedures, are required. Parental or fire department assistance and involvement may be beneficial in establishing individual procedures.

**EMERGENCY PROCEDURES:**

Signs, which describe emergency procedures for occupants, are required to be posted throughout the school.

Simple instructions on the proper action to be taken in the event of fire, designated exit routes and the fire department telephone number are features emphasized on the sign reproduced here. The sign is available from your municipal fire department.

**RESPONSIBILITIES OF PRINCIPAL AND STAFF MEMBERS:**

If a fire occurs during school hours, the principal and staff are responsible for seeing that all pupils leave the building in an orderly manner and reach a place of safety without injury. Though rapid evacuation of the building is important, it must be consistent with the maintenance of proper order and discipline.

Clearly defined authority and instructions for staff pertaining to fire emergency procedures are necessary before they are given any responsibility for fire safety.

## **THE PRINCIPAL, OR STAFF AS SO DESIGNATED, HAS A RESPONSIBILITY TO:**

- Be in complete charge of the preparation and implementation of emergency procedures.
- Establish specific responsibilities relating to evacuation in emergency situations.
- Designate and train staff members to carry out these responsibilities.
- Establish alternate procedures in the event of staff absence.
- Establish procedures for the safe evacuation of handicapped persons.
- Assign exit routes from all rooms, keeping the routes as short as possible, consistent with full use of available exit facilities.
- Assign alternate exit routes for use when normal routes are blocked by fire.
- Post fire evacuation signs throughout the school (e.g. corridors, classrooms, staff rooms, gymnasium, cafeterias).
- Educate and train all occupants in the action to be taken in the event of a fire emergency.
- Conduct fire drills.

## **WHAT TO DO IN THE EVENT OF FIRE:**

- Leave the fire area immediately.
- Do NOT attempt to extinguish the fire.
- Ensure that the fire alarm has been activated (the fire alarm does not necessarily automatically alert the fire department).
- Supervise the evacuation of pupils.

## **FIRE SAFETY GUIDELINES:**

The Fire Code sets out many requirements that, when followed, ensure a minimum level of fire safety.

These include the following:

- Prepare a fire safety plan which is acceptable to the Fire Department. Specify evacuation and drill procedures and instructions and maintenance programs for each school.
- Keep stairways, landings, hallways, passageways and exits (indoor and outdoor) clear of any obstructions at all times.
- Keep fire doors across corridors and stairwells closed at all times.
- Ensure that exit doors are not locked, bolted or chained against the direction of travel.
- Ensure that combustible waste material is not permitted to accumulate in quantities or locations which will constitute a fire hazard.
- Keep access roadways and fire routes clear and accessible for Fire Department use.
- Have a working knowledge of the fire alarm system and how it is reset.
- Maintain fire protection equipment in good operating condition at all times.

Beyond the scope of the Fire Code, consideration may be given to the following:

- It is desirable to locate primary classes on the ground floor of the school.
- In most emergencies, teachers should not attempt to extinguish a fire. There may be situations, however, during laboratory experiments where fire injury could be averted by the prompt use of a suitable extinguisher.

The principal will assign and ensure the custodian completes these duties and reports any concerns to the Principal.

**REFERENCE 3**

<b>FIRE CODE INSPECTION REQUIREMENTS</b>
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LOCATION ITEM	REQUIREMENT
Doors in fire separation	Check frequently; inspect monthly
Fire Dampers	Inspect annually
Filters and Ducts	Check weekly
Chimney and Flute	Inspect annually
Spark Arresters	Check annually
Exit Signs	Check daily
Emergency Lighting Units	Check monthly
Portable Extinguishers	Inspect monthly
Alarm Systems	Check daily & test monthly
P/A System & classroom speakers	Test monthly
External Monitoring System	Inspect annually
Hose Cabinets	Inspect monthly
Hose Valves	Inspect annually
Standpipe Hose Racking	Inspect annually

**Check ~** Means visual observation to ensure the device or system is in place and is not damaged or obstructed.

**Inspect ~** Means physical examination to determine that the device or system will perform in accordance with its intended function.

**Test ~** Means operation of device or system to ensure that it will perform in accordance with its intended function.

## NATURAL DISASTERS (Floods, Tornadoes, Earthquakes)

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. A severe weather watch is issued up to six hours in advance of anticipated events to alert the public. A severe thunderstorm warning is issued to alert the public that a severe storm is occurring or expected to occur within two hours. A tornado warning is issued when a tornado or funnel is occurring and will strike within the warning area.

**Severe Weather Watch:** A National Weather Service (NWS) product indicating that a particular hazard is possible i.e. that conditions are more favorable than usual for its occurrence. A Watch is a recommendation for planning, preparation and increased awareness (i.e., to be alert for changing weather, listen to further information and think about what to do if danger materializes).

**Severe Weather Warning/Alert (Thunderstorm/Tornado):** A product issued by NWS local offices indicating that a particular weather hazard is either imminent or has been reported. A warning indicates the need to take action to protect life and property. The type of hazard is reflected in the type of warning (e.g. tornado warning, blizzard warning).

If the “Severe Weather Warning/Alert Period” extends past regular school hours, the principal shall consult with the Board Office regarding the feasibility of sending students home (walking or bus). Local conditions will be checked and the bus company consulted before a final decision is made.

School drills will be held twice a year. It is important to be prepared and teachers are required to discuss and practice severe weather watch and warning procedures regularly. A record of these drills must be maintained by the principal on the **EMERGENCY RESPONSE LOG** (Reference 4).

### **RESPONSIBILITIES PRIOR:**

- Students in portables should be moved into the main building.
- All students should be positioned in the hallway or a central room on the ground floor away from windows, doors and exterior walls. Avoid a large open area, such as gymnasium, auditorium, cafeteria or library.
- Classroom and connecting doors should be closed to eliminate the possibility of injury due to flying glass.
- Teachers should be with their class.
- Students should protect their heads by crouching or kneeling against the wall.

## **RESPONSIBILITIES: PRIOR** (continued)

- If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you can't avoid the storm find a ditch, ravine or other depression and lie flat. If no shelter can be found, hang on to the base of a small tree or shrub.
- Tornado drills should be conducted twice per year so staff and students will know what action to take. Record drill in Emergency Response Drill Log.

## **SEVERE WEATHER WATCH:**

- The Principal or designate will be on the look out for storm development.
- The Principal or designate will listen to the radio for updated forecasts, watches or warnings.
- Secure and put away loose objects such as sports equipment.
- Be prepared to cancel outdoor activities and return students to classrooms.
- Avoid traveling.

## **SEVERE WEATHER WARNING:**

- Remain calm.
- Close all windows and doors.
- Close all curtains or blinds to avoid injury from glass if the windows break.
- Be prepared to take cover.
- Do not handle electrical equipment or telephones.
- Disconnect electrical appliances, including television sets, radios and computers.

## **RESPONSIBILITIES: DURING**

When conditions warrant, the principal or designate will announce the presence of a Tornado/Severe Weather Warning Alert.

## **TEACHERS:**

- Take attendance and report any discrepancies to the principal or designate.
- Instruct/remind students of further procedures for weather conditions.
- Instruct to proceed to designated safe area.
- Take class list/register.
- Check to ensure classroom is empty.
- Close door on the way out.
- Check designated areas as assigned (bathrooms, etc).
- Ensure students are in crouch position facing the wall with heads down and hands clasped behind their necks.
- Assist volunteers and visitors as needed.

**PRINCIPAL:**

- Make announcement of Tornado/Severe Weather Warning/Alert.
- Turn off bells.
- Check designated areas.
- Check for discrepancies in attendance and locate missing students.
- Check to ensure students are safely in crouch position facing the wall with heads down and hands clasped behind their necks.
- Listen to radio for all clear.

**RESPONSIBILITIES: FOLLOWING**

- The Principal or designate will listen to the radio for information and instructions and follow them.
- The Principal and staff will ensure that first aid is given to injured or trapped persons.
- Remember that damaged and weakened structures, fallen debris, downed hydro wires and gas leaks are potential dangers. Report all hazards to the principal/authorities.
- Don't use the telephone unless it is absolutely necessary. Leave lines open for official use.

**COMMUNICATION:**

- Clearly communicate warning of severe weather watch/alert to staff.
- Instruct staff and students to move into designated safe areas.
- Communicate information about the procedures with parents (via radio or phone tree).
- When practical, contact the Board Office and report the situation.

## CHEMICAL SPILLS

Chemical emergencies can be broken down into two categories: those occurring within the school and those occurring outside the school.

### **CHEMICAL EMERGENCY: EXTERNAL**

#### **RESPONSIBILITIES: DURING**

- Close all doors and windows and shut down ventilation systems, including washroom fans and fume hoods.
- Contact the Board Office.
- Under the direction of the police and fire departments, evacuation may take place to an area designated safe.

### **CHEMICAL EMERGENCY: INTERNAL**

#### **RESPONSIBILITIES: DURING**

- Evacuate area of spill or leak.
- Notify police/fire departments and Board Office.
- Investigate spill/leak to determine if remainder of school may have to be evacuated.

#### **COMMUNICATION:**

- Notify principal.
- Principal will notify police/fire.
- Notify Board Office.

## BOMB THREAT

### **RESPONSIBILITIES PRIOR:**

Each secretary should have a copy of the Bomb Threat Data Sheet on his/her desk.

### **RESPONSIBILITIES DURING:**

- Listen.
- Be clam and courteous.
- Do not interrupt the caller.
- Obtain as much information as you can.
- Initiate call trace action (where possible) and notify your responsible authority by prearranged signal while the call is on line.
- Record information on the Bomb Threat Data sheet.

### **RESPONSIBILITIES FOLLOWING:**

- Follow Police instructions.
- Notify Superintendent of Education.
- Assemble Emergency Response Team.

### **COMMUNICATION**

- Notify principal.
- Principal or designate will notify police.

**BOMB THREAT**

**WHEN A BOMB THREAT IS RECEIVED:**

- ▶▶ Listen
- ▶▶ Be calm and courteous
- ▶▶ Do not interrupt the caller
- ▶▶ Obtain as much information as you can
- ▶▶ Initiate call trace action (where possible) and notify your responsible authority by pre-arranged signal while the call is on line.

For telephone tracing call: \_\_\_\_\_

**QUESTIONS TO ASK:**

- ▶▶ What time will the bomb explode?
- ▶▶ Where is it?
- ▶▶ What does it look like?
- ▶▶ Where are you calling from?
- ▶▶ What is your name?

**THREAT RECIPIENT'S PARTICULARS:**

Name: \_\_\_\_\_

Sect/Br/Dept: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**RECORDED DATA**

Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m./p.m.

Duration of Call: \_\_\_\_\_

Exact Wording of Call: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IDENTIFYING CHARACTERISTICS:**

Sex: \_\_\_\_\_ Estimated Age: \_\_\_\_\_

Accent: (Eng/Fr/etc) \_\_\_\_\_

Voice: (loud/soft/etc) \_\_\_\_\_

Speech: (fast/slow/etc) \_\_\_\_\_

Diction: (good/nasal/lisp/etc) \_\_\_\_\_

Manner: (calm/vulgar/etc) \_\_\_\_\_

**BACKGROUND NOISES:** \_\_\_\_\_

\_\_\_\_\_

Voice was familiar with area \_\_\_\_\_

\_\_\_\_\_

Caller was familiar with area \_\_\_\_\_

\_\_\_\_\_

<p style="text-align: center;"><b>INTRUDER, SUSPICIOUS PERSON(S), LOCKDOWN PROCEDURES</b></p>
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The trespasser or intruder fits one or several of the following descriptors:

- Presents, or is reported or suspected to present, a threat or danger to person(s) in the school or on school property.
- Has no legitimate business in the school, or on the property.
- Has not reported to the office before proceeding to another area of the school.
- Appears to be under the influence of alcohol or drugs.
- Behaves in a discourteous or aggressive manner.
- Is violating a “no access” order.
- Presence is prohibited on school premises by the Trespass to Premise Act.

**RESPONSIBILITIES: PRIOR**

- Develop safe areas/locations within the school and off site if applicable.
- Develop an internal and external chain of command.
- Maintain an accurate, up-to-date school floorplan, including portables, easily accessible during an emergency.

**RESPONSIBILITIES: DURING**

- In a courteous, calm and assured manner, introduce yourself to the trespasser and ask if you can be of assistance. Avoid confrontation.
- If the trespasser is not immediately cooperative or is openly disrespectful or hostile, ask the individual to accompany you to the school office.
- If the individual refuses to accompany you to the office, ask for his/her name and him/her to “Please leave the school premises”.
- If the trespasser refuses to leave, contact the office from the nearest intercom and explain the situation, stating location, etc. Do not attempt to physically move/restrain the trespasser.
- Principal’s response:
  - Advise someone in the office where you are going and why.
  - Take a second person with you (runner/witness).

- Attempt to avoid a confrontational situation. In a courteous, calm and assured manner, introduce yourself to the trespasser and ask if you can be of assistance.
- If the person is not cooperative or is openly disrespectful or hostile, ask them to accompany you to the office.
- If the individual declines to accompany you to the office ask for his/her name and ask them to “Please leave the school”.
- If the trespasser refuses to accompany you to the office or to leave the school, cite the new Safe Schools Act 2000 – Section 2(1) “Access to School Premises” and Section 3(1) “Principal’s Authority”. Advise them that unless they leave immediately, the police will be called and a charge of trespass will be laid.
- If this fails, send the runner/witness to the closest intercom or telephone with instructions to (or have office staff) call the police and to stand by to direct the police (when they arrive) to the area of the incident.
- If a major incident or threat of danger or violence is detected or suspected within the school or on school property, inform the runner/office to announce **LOCKDOWN**. This warning should be used only in cases of major incidents, to avoid staff/students becoming desensitized.
- If a potentially dangerous situation is detected or suspected off school property but close to the school (e.g., bank robbery, armed standoff with police), announce **HOLD AND SECURE**. In this situation the school functions normally with exterior doors being locked and students/staff remaining inside until the police authorize otherwise.
- If safe to do so, remain within the vicinity of the intruder until the police arrive. If necessary, follow the trespasser wherever they go on school property. Leave the staff in the office to direct police accordingly.
- At no time during the procedure should you touch (physically interfere with) the trespasser or allow other staff members/students to physically remove the trespasser. However, should the trespasser become physical you should use only as much force as is necessary to subdue/restrain the individual.
- As soon as possible after the incident, complete a report recording details; including name of trespasser and witnesses, as well as any verbal threats or forms of intimidation or aggressive behaviour. If you do not know the identity of the trespasser, attempt to obtain it from witnesses or carefully record a description of the trespasser as well as the vehicle used.
- Immediately following the incident, the superintendent should be contacted to discuss what further action should be taken.

## **LOCK DOWN PROCEDURES:**

### **TEACHERS WITH CLASSES WILL:**

- Carry your keys with you always.
- Lock the door of the room you are in immediately, either by key from the outside or by blocking the door with furniture. If in the gym, do not go into the halls.
- Close windows, draperies, and classroom door windows.
- Move students to stand/sit close together in a safe area away from the door.
- Collect all student cell phones and communication devices.
- Take attendance and notify office of missing students (i.e. washroom, sick room).
- Stay silent.
- Remain nearest the door to maintain control in your classroom and stay calm until “All Clear” is announced.

### **OTHER STAFF:**

- Move students immediately from hall and common areas into closest room.
- Close and lock door, pull curtains, cover door window if necessary.
- Move students to stand/sit close together in a safe area away from the door.
- Notify office of the student(s) whereabouts.

### **PRINCIPAL:**

- Call 911 (give description of intruder).
- Keep phone lines open.
- Make emergency announcement “Intruder Alert, Lock Down”.
- Turn off bells.
- Receive missing/found student information reports, with secretarial help.
- Provide floor plans of school to police.
- Make “All Safe” announcement when authorized by police.
- Inform Superintendent or Director of the incident immediately or as soon as possible.

### **RESPONSIBILITIES: FOLLOWING**

- Do not disturb any physical evidence.
- Ensure that all communication with the media is coordinated through the police and the principal.

<p><b>EMERGENCY RESPONSE DRILL LOG</b></p>
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<b>DRILLS</b>	<b>DATE</b>	<b>TIME</b>	<b>LENGTH OF TIME</b>
Fire (fall)			
Fire (fall)			
Fire (fall)			
Severe Weather			
First Lockdown			
Fire (spring)			
Fire (spring)			
Fire (spring)			
Severe Weather			
Second Lockdown			

**ADDITIONAL DRILLS AS REQUIRED**

<b>DRILLS</b>	<b>DATE</b>	<b>TIME</b>	<b>LENGTH OF TIME</b>