

ADMINISTRATIVE PROCEDURE

1. Purpose

To establish a procedure for emergency situations when a school cannot be safely evacuated.

This procedure includes specific plans to keep students, staff and others safe in the event of a serious accident, violent incident or act of terrorism. The term lockdown describes the steps that school staff members take to ensure the safety and security of school occupants during a violent incident.

2. Lockdown Drills

CDSBEO schools are required to have a minimum of two Lockdown drills each school year, one in the fall and the second in the spring. The responsibility for these drills, including scheduling, lies with the school principal. School personnel should coordinate with police, fire and EMS partners on drills. Procedures should include a plan to alert neighbouring schools of Lockdown incidents and drills, especially if fire and EMS personnel have been invited to participate. All evacuation drills and lockdown drills should be documented in the Record of Emergency and Lockdown Drills form (Appendix 1).

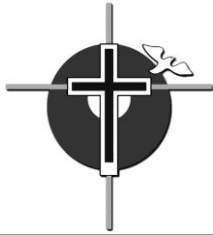
3. When a Violent Incident Occurs

Although every effort is made to ensure a safe school environment, staff and students need to be aware of the possibility that a violent incident can occur at any time or in any location within the school.

If you observe a violent incident, **DO NOT CONFRONT THE SUSPECT.**

It is critical to notify the office immediately. As well, if it is safe to do so without danger to yourself or others, obtain the following details for your report to the office:

- location and number of suspects;
- suspect moving or stationary;
- identity of suspect
- description of physical appearance of suspect (clothing, build, etc.);



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- description of weapon(s)/potential weapon;
- possible motive or threats made; and
- any known injuries and location of casualties.

4. Announcing a Lockdown

When notified of a violent incident, activating LOCKDOWN, calling 911, and notifying the Principal or designate should happen as closely together as possible. Responding personnel will have to use individual judgment 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. If you are the only person in the office, you should attempt to initiate Lockdown before calling 911.

The person receiving the report of a violent incident initiates the Lockdown procedure as follows:

- activate all public address (PA) systems (inside and outside); *and*
- announce clearly and calmly on public address (PA) system:

“This is a Lockdown.”

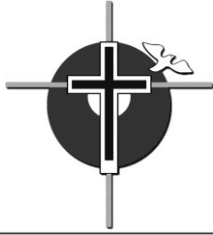
5. Administrative Procedures:

a) Lockdown Procedure Inside School Building

During lockdown procedures, occupants will disregard fire alarm system and school bells when in obvious danger. Lockdown remains in effect until cancelled by the principal or designate.

Upon hearing the lockdown announcement, staff will immediately initiate the following lockdown procedure:

- i) Teachers must gather students in the immediate vicinity of their classroom door and close and lock the classroom door.
- ii) Stay away from doors and windows.



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- iii) Turn off lights.
- iv) Close blinds.
- v) Beware of sight lines.
- vi) If there is a window in the classroom door, cover windows, if possible.
- vii) Take cover if available (get behind something solid).
- viii) Remain absolutely quiet. Ensure that students turn off cell phones. No cell phone use unless necessary to communicate regarding the incident.
- ix) Teachers to take attendance.

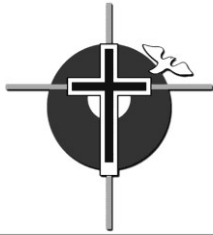
b) Lockdown Procedure Outside School Building

Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building, follow the steps outlined below:

- i) DO NOT ENTER THE SCHOOL.
- ii) Move as far away from the school as possible.
- iii) Proceed to a pre-identified safe location away from the school.
- iv) Staff endeavor to have students remain in the identified area.
- v) Staff take class attendance.
- vi) Once attendance has been taken, students may be released to parents/guardians; however, staff must monitor and record student departures.

6. School Evacuation Procedure

When emergency officials first respond to the scene of an incident where a lockdown procedure is in effect, another option they might consider is evacuation of the school. If that determination is made, school administrators would either walk the students to a safer location (if possible) or emergency personnel would arrange ground transportation to a designated location well out of harm's way. If any portion of an area is threatened by a situation, all schools within that area will operate under the same lockdown procedures



unless notified differently by school board or police officials. Schools will be notified concerning their threat level and status as quickly as possible.

7. Individual School Plans

While it is important to maintain consistency across the Board in terms of emergency response, it is vital that each school addresses their unique open areas (cafeteria, gymnasium, library, etc.) and off-site evacuation areas. Each school must plan and record a local lockdown plan for open areas (i.e., cafeterias, libraries, gymnasiums, foyers, and portables).

8. Lifting the Lockdown

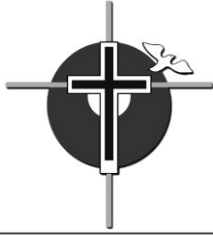
In the event of a lockdown, once school officials receive word from emergency personnel that the danger has passed, the lock down would be lifted. Final word on lifting the lockdown will be given by the school administration or by emergency personnel only. If students were evacuated from their local school, they would be returned to the school after receiving approval from officials. During a time of a crisis of this type, school officials suggest parents keep informed by listening to the radio or monitoring the situation on television. Schools will do all they can during an emergency to notify parents (starting with the youngest children), however, certain emergency situations may preclude this possibility.

9. Post-violent Incident Follow-up

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

Follow-up procedures may include the following:

- Involving the Board Crisis Response Team to provide counselling to staff and students.
- Providing appropriate information to parents, guardians, staff, students and the broader school community regarding the incident.
- Debriefing by police of all persons present at the incident.
- Cooperate with police regarding actual incident and subsequent criminal investigation.



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- Coordination police and school board news releases.
- Evaluating the adequacy of the Lockdown-Emergency Preparedness Plan and making modifications as necessary.
- Identifying lessons learned and developing further preventive measures.
- Maintaining close contact with any injured victims and families.
- Maintaining close co-operation with police services to facilitate completion of investigations.
- Completing all necessary legal, insurance and administrative forms and documents as required.

Appendix 1 – Record of Emergency Evacuations and Lockdown Drills

Date	00 hrs Time	Classroom Doors Closed		Orderly Movement to Safe Area		Record Time to Evacuate	
		Yes	No	Yes	No	Minutes	Seconds
Lockdown/Emergency Evacuation (circle one)							
Principal's signature:							

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