

August 22, 2008

Effective Date

Director of Education

Revised Date

Director of Education

**ADMINISTRATIVE PROCEDURES
AND GUIDELINES
APG #**

School Lockdown

1.01 PREAMBLE

The safety of our students and staff is the highest priority of the SCDSB and schools must be prepared. Some emergency situations may prevent the safe evacuation of a school building and may require steps to isolate students and staff from danger by instituting a school lockdown. Schools will follow the general procedures described in the sections within this APG in developing their own site specific Lockdown Procedure, while making adjustments for individual circumstances. The School Lockdown plan is to include specific plans to keep students, teachers and other school personnel safe in the event of a serious accident, threat in the schoolyard, violent incident or act of terrorism.

1.02 REFERENCE DOCUMENTS

SCDSB APG# CS15 Employee Safety

SCDSB Critical Incidents Guidelines Feb 2003

Guide to Crisis Management – Prepared for Police and Schools in the Northeast Region of Ontario

1.03 DEFINITIONS

School Lockdown – (SLD) A school lockdown is used in serious emergencies where a danger exists immediately either inside or outside the school. This situation requires that all students be kept in classrooms or other designated locations that are away from danger. A **SLD** minimizes access and visibility, and shelters students, teachers, staff and visitors in secure locations. Staff members within the school/site (includes custodial, teachers, administrative staff and other support staff) are responsible for students and ensuring that no one leaves the safe area. School personnel (as designated by the Principal, Vice-Principal or designate) will also secure building entrances, ensuring that no authorized individuals, such as students and staff, leave the building, and where possible ensure that no unauthorized individuals enter the building. A “School Lockdown Procedure” would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. During a lockdown, lights are shut off in the classroom and curtains are closed to prevent visibility from outside.

Safe Haven – Any and all other instances that require elevated security and do not warrant a school lockdown. In a “Safe Haven” emergency, all the school’s external doors would be locked and traffic in and out of the building will be monitored by a designated staff member via the front entrance. Students and staff would continue their usual school day, with all outside activities cancelled.

1.04 GUIDELINES

While recognizing that each school and each potential crisis will vary, below is a suggested set of procedures for school use. Each school will adopt these procedures in light of their school's unique structure and/or needs.

As many schools have licensed child care centres or other tenants and community groups using school premises, it is important that Principals ensure the appropriate staff from those organizations are included in the development, implementation and training of these procedures at each school site.

4.1 School Preparations for Lockdown Procedures

All schools will develop school specific lockdown procedures (see Appendix A) as part of their Safe Schools planning process. Such procedures will take into account site specific special needs, such as mechanisms to communicate messages to those who may not adequately hear verbal communications and those who may not be readily mobile without assistance. Specific "safe sites" within a school/site are to be taken into consideration for those with special needs.

A brief plan outlining the procedures to be followed in a lockdown must be printed and posted in each classroom. All visitors and occasional staff to the school/site shall be made aware of the contents and location of such plans. The plan for each classroom should ideally be written in a checklist format (see Appendix B). Students must be informed that in the event of a lockdown, all students must report to the nearest classroom if they are not able to safely and quickly reach their own classroom. In an emergency situation all students, staff and visitors work under the direction of the school principal or designate.

School Administration will create a Site Crisis Management Team.

The Site Crisis Management Team shall :

- be led by the school principal or designate and shall have roles and responsibilities assigned as required (see Appendix C).
- develop lockdown procedures reflective of their school's structure (and/or needs), and submit to the **Board** for approval. Post-lockdown reviews are to be conducted to evaluate performance and recommend procedural improvements.
- designate a **Main Crisis Command Centre** from which all coordination and communication will be directed, an **Alternate** location will be designated in the event that the Main location is not accessible or ineffective, and designate off-campus and nearby evacuation locations in the event that the lockdown is required prior to student arrival or an emergency evacuation of the school is required.
- coordinate and conduct **two (2) lockdown practice drills in each school year**. These practices will be in addition to any fire drills or other related types of school evacuation procedures. These practices will be logged as a permanent record, by appending it to the fire-drill log required at each school site. Schools are to notify Greater Sudbury Police Services @ 675-9171 prior to their scheduled drill.

4.1 Site Crisis Management Team Responsibilities

- (a) All staff is to be notified as follows :
“ATTENTION ALL TEACHERS AND STAFF. THIS IS A SECURITY ALERT. WE ARE IMPLEMENTING [School Lockdown / Safe Haven] PROCEDURES”
- (b) Notification, as above in (a) must take into consideration those within a site that may require alternate forms of communication (see 3.1 for statements regarding site specific needs);
- (c) Follow normal Crisis Communication Procedures;
- (d) If the situation was **NOT** police initiated, call 911 immediately – this will ensure a line of communication is established with police.
- (e) Contact the SCDSB superintendent office;
- (f) Lock all classroom doors (if doors cannot be locked, wedge the door to prevent it from opening);
- (g) Lock all exterior doors;
- (h) Parents are not permitted access to the building in a ‘School Lockdown’ emergency. In a ‘Safe Haven’ emergency, parents may have access to the building and to their children; and
- (i) If a lockdown is called prior to the arrival of students, the Transportation Consortium must be contacted to re-route buses to a predetermined evacuation site. Designated personnel will report to this evacuation site to coordinate communication, attendance, and any student needs. The following information must be brought, if possible:
 - i. Class Lists;
 - ii. Family Information Binder;
 - iii. Pictorial Directory;
 - iv. Medical Binder (along with puffers, epi-pens, meds, etc); and
 - v. Bussing Information.
 - vi. Mobile phone with contact phone list.

Staff Responsibilities

Note : schools will modify/adjust based on type of lockdown and school specific lockdown procedures.

- (a) Teachers take attendance in each room. Note those who are absent and any additional students who have entered your room. The Main Office will call you immediately. (if the office does not respond immediately, wait until they make contact with you);

- (b) Teachers should remain calm and reassure students that the emergency is under control;
- (c) Staff is to direct students in hallways to seek shelter in the nearest classrooms;
- (d) Staff is to direct students in outdoor areas to immediately take cover. Return to the gymnasium if it is safe to do so. If the threat is outdoors on school grounds, all outdoor activities should be cancelled and students should remove themselves as far from the event as possible;
- (e) Keep everyone facing away from the windows and doors where possible. Stay away from open or exposed situations;
- (f) Pull shades or drapes if appropriate. This will depend on the nature of the crisis;
- (g) Ensure that you can communicate visually with police if necessary;
- (h) Don't release anyone, except by direction of the principal or designate or the police;
- (i) Do not allow students or staff to use restrooms or lockers;
- (j) Do not use radio, TV, or cell phones in classrooms;
- (k) Everyone should lie on the floor if gunshots are heard;
- (l) A lockdown supercedes fire alarms AND period bells. If the fire alarm sounds, DO NOT evacuate the building unless :
 - i. You have first-hand knowledge that there is a fire in the building - contact the main office immediately.
 - ii. You have been advised by administration to evacuate the building.
- (m) Do not call the office for general information – you will be advised;
- (n) Only call the school office with vital information (e.g. I see a person in the NW hallway, etc.);
- (o) Prepare students for staying in a “lockdown” mode for an extensive period of time;
- (p) Only open the doors when an “all clear” is given by administration or emergency personnel;
- (q) Lunchroom Supervisors and School Monitors should follow these procedures in the cafeteria or lunch room space if the lockdown occurs during lunch hour;
- (r) Support staff (custodial, other) will report to previously designated location (e.g. Main office, library);

- (s) Main office will contact transportation to advise staff of situation;
- (t) Main office staff will have a consistent message for parents who are calling the school during a lockdown;
- (u) Adult students, visitors and all others in the building are required to obey lockdown procedure instructions while on Board property; and
- (v) When asked by the Main office staff, all teachers are to identify students who are NOT in the building during the lockdown procedure.

22.1 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 (see SCDSB Emergency Evacuation Plan). 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. Once the school board receives additional clarification from local emergency officials, it may assign a different level of risk to the situation. Schools will be notified concerning their threat level and status as quickly as possible.

22.2 Lifting the Lockdown

In the event of a lockdown, once school officials receive word from emergency personnel that the danger has passed, the lockdown 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 will be returned to the school only after receiving approval by officials. During a time of 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.

Once a lockdown of any type has been lifted, staff within the school/site is to be provided with the opportunity to hear an explanation of why a "lockdown" was initiated. This opportunity is offered and can be in the form of a brief summary of who initiated the lockdown, why the lockdown was initiated and subsequently lifted. A letter shall be distributed to parents providing similar information (see Appendix D).

The Site Crisis Management Team will conduct a review and evaluation of the school's lockdown performance, revising the procedure where appropriate.

[END]

ST. RAPHAEL SCHOOL
SAFE HAVEN AND LOCK DOWN PROCEDURES

1. The Principal, Vice-Principal or designate is responsible for invoking a Lockdown;
2. The Principal, Vice-Principal or designate will announce to the school community, through the P.A. system: **“ATTENTION ALL TEACHERS AND STAFF. THIS IS A SECURITY ALERT. WE ARE IMPLEMENTING [School Lockdown / Safe Haven] PROCEDURES”**;

FULL LOCKDOWN

3. ALL STAFF will check hallways for students and direct them to the nearest classroom;
4. STUDENTS in hallways will seek shelter in the nearest classrooms;
5. STUDENTS in the gym will proceed to the changerooms;
6. The OFFICE STAFF will lock the main office and move to the rear of the office;
7. STAFF on prep stay where you are and follow lockdown protocol and await further instructions;
8. Staff will lock classrooms, close curtains only if you see the threat outside the windows and shut lights, if possible;
9. All staff and students will remain in an area that is out of sight from doors and windows; Instruct students to remain quiet until the ‘ALL CLEAR’ is announced by administration or emergency personnel;
10. Do not use cell phones or intercom in classrooms, unless to report vital information or an additional emergency situation.
11. A lockdown supercedes fire alarms AND period bells. If the fire alarm sounds, DO NOT evacuate the building unless :
 - a. You have first-hand knowledge that there is a fire in the building - contact the main office immediately.
 - b. You have been advised by administration to evacuate the building.
12. LUNCHTIME THREAT: Should a lockdown be required between 11:35 and 12:55, students will be immediately instructed to move to the nearest classroom and available teachers will open their classrooms or other available classrooms in their vicinity and proceed with lockdown

- procedures; if students are eating in their classrooms and supervision is being done by Lunch Room Supervisors, they are to move students into one classroom so that all students are supervised by an adult and follow lockdown procedure; teachers in the staffroom or other areas away from their classrooms, are to make an attempt to get to their classrooms if their students are in the room, if it is not possible, they are to seek shelter in the nearest room and follow lockdown procedures;
13. Pre-Primary Life Skills teacher is to pull her own student from handicapped washroom back into her class room;
 14. Primary Life Skills teacher is to check her handicapped washroom and pull student into her safe area in her classroom;
 15. Any class on washroom break in the downstairs washroom is to go into the JK classroom
 16. A teacher from the Primary Life Skills class is to go to downstairs clear both boys and girls' washrooms and move students to JK room and stay there;
 17. A teacher from the Junior Life Skills class is to check the main washrooms and keep all students in the girls washroom, locking the door;
 18. If the threat occurs while the **STUDENTS ARE OUTSIDE**, and the **THREAT IS OUTSIDE**,
 - a. students will be immediately instructed to file into the building in an orderly fashion and move directly into the closest classrooms, following the instructions of staff at the door
 - b. teachers to follow Classroom Checklist for School Lockdown
 19. If the threat occurs while the **STUDENTS ARE OUTSIDE**, and the **THREAT IS INSIDE**,
 - a. Students in the Intermediate and Junior yard are to proceed to the New Sudbury Shopping Centre
 - b. Students in the Primary yard are to move down the stairs to the lower level of the school yard, and continue on to the New Sudbury Shopping Centre
 - c. Students in the Primary yard who are in wheel chairs are to be wheeled around and also taken to the New Sudbury Shopping Centre
 20. Teachers on yard duty must always have a key;
 21. **STAFF MUST ALWAYS KEEP THEIR CLASSROOM DOORS LOCKED AND ALWAYS CARRY THEIR KEYS;**
 22. The Principal, Vice-Principal or designate will advise the school community when the threat is over and all is clear.

3. The Principal, Vice-Principal or designate will ensure all exterior doors are closed and locked;
4. All outside activities are canceled during the lockdown period (i.e. gym class, recess);
5. All staff and students are to continue with their otherwise scheduled day; and
6. The Principal, Vice-Principal or designate will advise the school community when the threat is over and all is clear.

If a lockdown is called prior to the arrival of students, the Principal, Vice-Principal or designate will contact the Transportation Consortium to re-route buses to St. Charles College. Designated personnel will report to this evacuation site to coordinate communication, attendance, and any student needs.

Classroom Checklist (Post in classroom with Fire Alarm class list)

School Lockdown

- Check immediate hallway for students and direct to nearest classroom.
- Lock classroom doors, close curtains if the threat is seen outside your window otherwise leave them open, and shut lights, if possible.
- Move students to best location away from doors and windows, and prepare students for staying in a “lockdown” mode for an extensive period of time.
- Take student attendance. Note those absent and any additional students who have entered your room. The main office will contact you for this info.
- Do not allow any adults other than staff into your classroom, using your discretion
- Instruct students to remain quiet until ALL CLEAR is announced by administration or emergency personnel.
- Do not use cell phones or intercom in classrooms, unless to report vital information or an additional emergency situation.
- Do not allow students or staff to use restrooms or lockers.
- LUNCHTIME THREAT (between 11:35 and 12:55 noon)LUNCHTIME THREAT: Should a lockdown be required between 11:35 and 12:55, students will be immediately instructed to move to the nearest classroom and available teachers will open their classrooms or other available classrooms in their vicinity and proceed with lockdown procedures; if students are eating in their classrooms and supervision is being done by Lunch Room Supervisors, they are to move students into one classroom so that all students are supervised by an adult and follow lockdown procedure; teachers in the staffroom or other areas away from their classrooms, are to make an attempt to get to their classrooms if their students are in the room, if it is not possible, they are to seek shelter in the nearest room and follow lockdown procedures.
- Do not release anyone from your classroom, except by direction of the principal or designate or the police.

- ❑ When the office contacts your room to check for absent students, please indicate if those who are absent from your class during the lockdown, are part of the Special Needs list. Teachers supervising these students will be asked to refer to their Special Needs list for photos and additional instructions.
- ❑ Only open the doors when an “all clear” is given by administration or emergency personnel.

Safe Haven

- ❑ All outside activities are canceled during the lockdown period (i.e. gym class, recess)
- ❑ All staff and students are to continue with their otherwise scheduled day.

REMEMBER :

A lockdown supercedes fire alarms AND period bells. If the fire alarm sounds, DO NOT evacuate the building unless :

- a. You have first-hand knowledge that there is a fire in the building - contact the main office immediately.
- b. You have been advised by administration to evacuate the building.

Site Crisis Management Team Procedures

Team Members :

Team Leader	Vicki McGuire
Communication (External)	Angela Polischuk
Communication (Internal)	Shari Schroeder
Site Control	Mike Boudreau

Crisis Command Centre (Main): *Main Office – Room #134*
 (Alternate): *Staff Room - Room #154*

Nearby Evacuation Site : *New Sudbury Shopping Centre*
Curtis Furtowsky (General Manager)
566-9080
(will be done with the assistance of the Sudbury Regional Police)

Off-Campus Evacuation Site : *St. Charles College*
 Contact Person : *Patty Mardero*
566-9605

Responsibilities:

Team Leader

Before Lockdown:

- ❑ Ensure staff and students are fully informed and trained in their roles and responsibilities in the event of a school lockdown.
- ❑ Schedule and lead two (2) lockdown practise drills in each school year.
- ❑ Ensure practise sessions are logged and appended to the fire-drill log.

During Lockdown:

- ❑ Make determination, either by direction from Greater Sudbury Police Department or due

- to an identified immediate emergency situation that lockdown procedures are required.
- ❑ Contact the SCDSB Board Office (Superintendent) as soon as possible.
 - ❑ Direct action of the Site Crisis Management Team, based on the nature of the particular emergency situation, to fulfill requirements of school lockdown procedures.
 - ❑ if students are re-routed, designate staff to go to those sites for supervision purposes.

External Communication

Before Lockdown:

- ❑ Assist the Team Leader in the on-going development, training and execution of lockdown procedures.
- ❑

During Lockdown:

- ❑ Call 911 to give details of the danger, if necessary.
- ❑ Ensure a clear line of communication with the Greater Sudbury Police Department.
- ❑ Coordinate as required with the Transportation Consortium and Evacuation Site Contact. and inform the daycare if the lockdown is before or after school hours Jen: 665-3152

Internal Communication

Before Lockdown:

- ❑ Assist the Team Leader in the on-going development, training and execution of lockdown procedures.
- ❑ Ensure class and student attendance lists are up to date.
- ❑ Assist in developing plan to address those within a site that may require alternate forms of communication (Hearing/Visual impairments), in the event of a lockdown situation.

During Lockdown:

- ❑ Contact all classrooms to collect attendance information from staff.
- ❑ Inform Team Leader of any students, staff or school visitors that can not be accounted for.
- ❑ Lock the front door

Site Control

Before Lockdown:

- ❑ Assist the Team Leader in the on-going development, training and execution of lockdown procedures.
- ❑ Survey school interior and exterior doors to assess their ability to be secured. Report deficiencies to Team Leader.

During Lockdown:

- ❑ Ensure all exterior doors are closed, locked and monitored.
- ❑ Check outside grounds for students and staff, direct inside.
- ❑ Staff, students, parents and visitors are not permitted school entry or exit access until it is determined by Greater Sudbury Police Department, through the Team Leader that it is safe for them to do so.

Letter to Parents (*School Lockdown*)

April 10, 200_

Dear Parents/Guardians:

At _____ School today, an incident in the community necessitated that we enacted our "*School Lockdown*" procedures. We were informed by the police that a perimeter was established involving the boundaries of our school, and that all children were to remain indoors with the doors locked until otherwise advised by the Greater Sudbury Police Department.

Students who utilize the services of the Transportation Consortium were re-routed to _____ until the lockdown was lifted. Please know that school personnel were on-site to greet and supervise the bus students and ensure their safe return to school at approximately _____ .

Please know that the procedures in place worked well and at no time was there danger to your child(ren). This note is to serve as a compliment to staff, students and visitors who followed expected routines and protocol without difficulty or incident.

As this was a police matter, I have no further details to share with you at this time and thank-you for your continued support.

Sincerely,

(Principal)

cc. (Superintendent)

Letter to Parents (*Safe Haven*)

April 10, 200_

Dear Parents/Guardians:

At _____ School today, an incident necessitated that we enacted our “***Safe Haven / Secure School***” procedures. These procedures require that **all** the school’s external doors are locked and traffic in and out of the building is monitored by a designated staff member via the front entrance. Students and staff continue their usual school day, with all outside activities cancelled

At 11am, it was reported that a bear was seen at the far end of the schoolyard play area. In the interest and safety of our students and staff, all outside activities were cancelled immediately.

Greater Sudbury Police Department and the Ministry of Natural Resources were contacted and were able to capture and re-located the nuisance bear.

Please know that the procedures in place worked well and at no time was there danger to your child(ren). This note is to serve as a compliment to staff, students and visitors who followed expected routines and protocol without difficulty or incident.

Thank-you for your continued support.

Sincerely,

(Principal)

cc. (Superintendent)

Letter to Parents (*School Lockdown Drill*)

April 10, 200_

Dear Parents/Guardians:

This letter is to inform you of our upcoming "*School Lockdown Drill*" scheduled for _____ .

This drill is intended to instruct students and staff in the procedures to follow when an emergency exists either inside or outside the school, and action must be taken to ensure the safety of our students and staff while the appropriate city personnel resolve the situation.

An actual "*School Lockdown*" would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal.

A critical component of the lockdown is to secure the building entrances, ensuring that no students or staff leave the building, and where possible, ensure that no unauthorized individuals enter the building.

Therefore, during an actual "*School Lockdown*", parents/guardians will not be permitted access to the building or their children until such time as the emergency has been resolved.

If you have any further questions regarding the School Lockdown drill or procedure, please contact me to discuss.

Thank-you for your continued support.

Sincerely,

(Principal)

cc. (Superintendent)