



# Board Procedure #NP217.1 Lockdown, School Sites

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This procedure outlines the responsibilities and required actions of staff and others with respect to Lockdown.

## **Definitions**

### ***Lockdown:***

A school emergency response to the presence or suspected presence of an armed intruder or other similar violent threat within the school.

### ***School Staff:***

- all board employees assigned to work in a school building.

### ***Others (includes, but is not limited to, the following):***

- visitors;
- external service providers/contractors/trade persons/bus drivers;
- daycare staff;
- parents;
- lease holders;
- inspectors, officers (Police, Ministry of Labour, Fire Department, Municipal);
- Board staff;
- shared use/multi-use groups.

## **Responsibilities**

### ***Superintendents shall:***

- ensure all school administrators have developed a site-specific Lockdown Plan;
- ensure Public Affairs and Communications and Student Transportation Services staff are made aware of the Hold-and-Secure;
- remain available by phone to school staff during a Lockdown.

### ***Principals, Vice-Principals shall:***

- establish and maintain an Emergency Response Team;
- lead Emergency Response Team to develop a site specific plan for Lockdown;
- engage daycare staff and other daytime school user groups and shared/multi-use groups in the development of the Lockdown plan and related training;
- conduct a minimum of two Lockdown drills per year;
- ensure the Lockdown plan includes procedures for students and staff participating in activities outside the school building, i.e., trips, sporting events, etc.;
- ensure students and staff are trained in Lockdown procedures;
- follow the instructions of the person in charge;

- ensure students are trained to remain quiet and out of sight as much as possible during a Lockdown;
- ensure that the Lockdown plan includes family reunification locations and procedures;
- ensure all staff, including temporary staff, receive instruction on the Lockdown procedure;
- notify parents of any specific Lockdown incident;
- communicate information concerning the school Lockdown plan to parents through school newsletters, School Council and school website.

**During the Lockdown Principals, Vice-Principals and Designates shall:**

- call 911;
- announce the Lockdown using the PA system by reading the scripted Lockdown message;
- notify daytime user groups/tenants and daycare operators of Lockdown;
- notify Superintendent and Manager, Public Affairs and Communications;
- advise staff supervising off-site activities of the Lockdown by phone;
- follow direction of Police upon their arrival;
- announce the lifting of the Lockdown when advised by the Police;
- following the Lockdown event, complete and retain a Lockdown report for each Lockdown or Lockdown drill held in the school.

***Public Affairs Staff shall:***

- liaise with York Regional Police Headquarters during the Lockdown;
- contact security monitoring company and advise of Lockdown;
- advise Superintendent and school Principal, Vice-Principal or Designate concerning the status of the emergency, as reported by police;
- provide communications support during and after the Lockdown;
- ensure Student Transportation Services staff are made aware of the Lockdown;
- notify Administrative Services.

***Superintendent of Plant Services shall:***

- ensure that doors, locks and PA systems are maintained in good repair;
- ensure the development and provision of school site drawings to Administrative Services that include the location of portables;
- inform current security monitoring company of their duties under Lockdown;
- inform the Manager, Public Affairs and Communications of current provider of alarm monitoring services;
- ensure Lockdown Instructions are posted in each room.

***School Staff shall:***

- follow directions given by the person in charge during Lockdown;
- follow the site-specific Lockdown plan;
- participate in Lockdown drills as required, referring to Lockdown instructions posted in each room;
- minimize visibility into the secure areas, **if it is safe to do so**;
- take all reasonable steps to maximize the safety of students (i.e., consider using furniture in a portable to maximize physical barriers between walls and occupants);

- cooperate fully with Police, Fire and Ambulance responders;
- assist with family reunification following the Lockdown.

***Students shall:***

- participate in Lockdown drills;
- remain in or go to the nearest secure area when Lockdown is announced;
- follow the instructions of the person in charge;
- remain in a secure area until instructed to leave;
- remain quiet and turn off cell phones and other personal electronic equipment.

***Others shall:***

- remain in or go to the nearest secure area when Lockdown is announced;
- follow the instructions of the person in charge;
- remain quiet and turn off cell phones and other personal electronic equipment .

**Department:**

Education and Community Services

**Date:**

June 1, 2010