

SECURITY THREATS, LOCKDOWN, AND HOLD AND SECURE

Background

The purpose of this AP is to protect students, staff members and the District from personal injury and/or property loss in the event of a Bomb Threat, Lockdown or Hold and Secure

Primary Goals

- To preserve the safety of students, staff and the community
- To preserve order

Secondary Goals

- To respond to criminal activity
- To maintain instructional time
- To preserve property

Responsibility

1. The person ultimately responsible in “safety threat” situations is the Superintendent of Schools. The Superintendent assigns that responsibility to the appropriate Assistant Superintendent and in turn to the school principal.
2. In the event of an impending threat where public safety is clearly in jeopardy the police authority may be required to assume the ultimate responsibility and take command of the situation. Whenever possible, this situation would be after consultation with the school authority.

Procedures

1. If the school receives information which may jeopardize the safety of the school community, the Principal will contact the liaison officer or call 911. If the police receive the information, they will contact the School Principal and the Assistant Superintendent’s Office. The next step is a conference between the police and the school and/or school district administration. The details of the threat are to be considered and the appropriate course of action determined.
2. The Principal is responsible for establishing procedures to be followed by students and staff should a building have to be evacuated during lunch time and/or other breaks when students are not in class but are at school.
3. In all cases special consideration needs to be provided for special needs students. Other contexts such as bussing procedures, late arriving students, and early dismissal students should also be considered.

Threat Response Options

1. Bomb Threat

In the event of a Bomb Threat, follow the procedures in the Administrator's Handbook.

2. Hold and Secure

If the threat exists outside the school or in situations where student movement through the school needs to be managed, a Hold and Secure is to be considered. The district has a common procedure in place and staff should be familiar with the process as outlined in the Administrator's Handbook.

3. Lockdown

If there is an imminent or active threat to the school site, a Lockdown will be initiated. The district has a common procedure in place and staff should be familiar with the process as outlined in the Administrator's Handbook.

4. Police Presence

It may be an option to provide a police presence rather than other measures as this might provide adequate safety coverage for the staff and students.

Follow-up

Administration is responsible for debriefing with staff, police and/or other agencies involved in dealing with the bomb threat. It is essential that the District Community Relations/Communications Manager be consulted and may become involved in this process.

Definitions

Hold and Secure: This is a procedure which allows the school to continue with the normal school day, but forbids outside activity and unnecessary room-to-room transit. No unauthorized personnel are to enter the building. Hold and Secure is most commonly used when an incident is occurring outside the school building, on or off school property, and there is no immediate or active threat. A Hold and Secure may be initiated by the Police or by School Administrators.

Lockdown: This is a procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when the building has an intruder. A Lockdown can be initiated by Police or School Administrators.

Reference: Section 65, 85, School Act
Administrators Handbook

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