

## SECURITY THREATS, LOCKDOWN, HOLD SECURE AND OTHER EMERGENCY RESPONSE PROCEDURES

### Background

The purpose of this AP is to protect students, district staff and the District from personal injury and/or property loss in the event of a Bomb Threat, Lockdown, Hold and Secure, or other school emergency. Emergency Report Procedures are common for all schools and school district sites.

### 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 or site building manager.
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, the determination of ultimate responsibility would be after consultation with the school authority.

### Procedures

1. If the school or work site receives information which may immediately jeopardize the safety and security of the school community, the Principal or building manager will call 911, and contact the Assistant Superintendent. In less urgent matters, the Police Youth Detail corporal or general police number may be called. If the police receive the information, they will contact the School Principal or building manager and the Assistant Superintendent’s Office. The Police and school/district will confer to discuss next steps. The details of the situation are to be considered and the appropriate course of action determined.
2. The Principal or building manager is responsible for establishing procedures to be followed by students and staff should a building have to be evacuated including during lunch time and/or other breaks when students are not in class but are at school.

The following Emergency Responses can be used dependent on context:

#### Room Clear

Used to move people away from a hazard situation contained in one room/area.

- Direct students/people to leave the room/area and report to a designated area (ex: Learning Commons, Gym).
- Call for assistance as needed and appropriate (First Aid, Principal, Building Manager, 911).
- Staff should remain to manage the situation or exit the room if unsafe.

#### Shelter in Place

Used if an environmental hazard/wild animal may impact the school or building site.

Typically, normal activities continue within the school.

- Bring everyone into the school and remain indoors.
- Close exterior doors and windows, close blinds/drapes
- All ventilation systems turned off (when necessary).
- Principal/site supervisor will monitor access to the school.

#### Hold & Secure

Used if there is a security concern in the neighbourhood. Typically, normal activities continue within the school.

- Bring everyone inside the school, classroom, or work site. Close and lock exterior doors.
- Close exterior window blinds/drapes (if available).
- No unauthorized individuals may enter or exit the school/site during Hold & Secure.

#### Lockdown

Used in response to an armed or dangerous assailant within the school or work site.

Normal activities cease while awaiting police response.

- Alert others and/or call 911 – if safe to do so.
- Quickly gather people in your vicinity into a secure room.
- Close and lock doors, close blinds/drapes.
- Silence cell phones, dim lights, be quiet, get out of sight.

#### Drop, Cover & Hold On

Used in the event of an earthquake or explosion.

- DROP low to the ground.
- Take COVER under a sturdy table or desk.
- HOLD ON until the shaking stops.
- Wait 60 seconds and then evacuate via the shortest safe route.
- Report to the predetermined outdoor assembly site.

#### Evacuate

Used to move people out of the school or work site when a hazard exists inside.

Can be used in conjunction with other procedures.

- Direct students and other staff to exit the school or work site via the shortest safe route.
- Report to and assemble outside at the predetermined assembly site.
- Principal, building manager or designate will determine next steps.

Hazard Specific Procedures and Responses can be found in the District Emergency Response Manual.

Reference: Section 65, 85, School Act  
Administrators Handbook  
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