

GAP GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	500.00 – SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	502.05
SUBJECT:	Safety of Pupils: Lockdown / Hold and Secure / Shelter in Place
REFERENCE:	<p>Policy: 28.00 - Emergency Preparedness Response</p> <p>General Administrative Procedures (GAP): 529.00 - Local Police-School Board Protocol 502.01 - Safety of Pupils: Emergency Response Procedures 502.06 - Safety of Pupils: Bomb Threats 502.15 - Weapons/Dangerous Articles 602.00 - Communication Crisis Plan</p>
EFFECTIVE:	January 22, 2013
REVISED/AMENDED	Admin Council, January 21, 2013; November 25, 2013; April 2014 (Effective May 1, 2014); March 2017; May 24, 2022; October 25, 2022

*“But let all who take refuge in you rejoice; let them ever sing for joy. Spread your protection over them.”
Psalm 5:11*

1 DEFINITIONS

- 1.1 **Lockdown Procedures** are defined in the Canadian Centre for Occupational Health and Safety’s *Violence in the Workplace Prevention Guide* as “...the people in a building take refuge in a secure location, e.g., in offices or classrooms. Lockdown procedures are usually initiated when it is unsafe to evacuate the building.”
- 1.2 Lockdown procedures are designed to minimize the risk of violence and increase the safety of students, staff, community, and visitors to schools, by restricting access and visibility by a threatening person or event internal or external to the school.
- 1.3 **Hold and Secure Procedures** are partial lockdowns due to a threat **outside** the facility or in the neighbourhood, i.e., serious environmental/physical threat is present outside of the facility or in the neighbourhood, and prevention measures need to be enacted to: protect individual(s) from leaving the facility and entering into an area of danger; or, prevent the threat from entering the facility. In this situation, the school continues to function in a near-normal state, with the exception that all exterior doors and windows are locked, and no-one enters or exits the building without permission from the police or Dufferin-Peel Catholic District School Board (DPCDSB) staff.
- 1.4 **Shelter in Place Procedures** are implemented when environmental or weather-related situations necessitate keeping all individuals within the school building to protect from an external situation.

- 1.5 **Shared Facilities** include, but are not limited to, spaces such as Community Centres, Libraries, or Child Care Facilities.

2 RESPONSIBILITY

- 2.1 Each year, as part of the school's Emergency Response Plan, principals shall:

- a) Prepare site specific plans for Lockdown/Hold and Secure/Shelter in Place that meet the procedures enumerated in *General Administrative Procedure (GAP) 502.01 – Safety of Pupils – Emergency Response Procedures*. A copy of this plan shall be placed in the Emergency Response Plan box (separate from the Fire Safety Plan box), which is placed at the entrance to the school.
- b) Designate a “safe room” on their individual site floor plans (the safe room would be for office staff, visitors, students, and any others, who are in the main office at the time of a lockdown). An outside line must be available in this room (e.g., principal's office, VP office, health room, etc.) and have limited visibility from outside.
- c) Conduct two “Lockdown Procedure” drills, as closely as possible to the beginning of each semester for secondary schools, and once in each of the fall and spring terms for elementary schools. In addition, the principal shall explain the procedures to be followed in dealing with the presence of an individual in possession of a dangerous article/weapon on school property.
- d) Conduct one “Shelter in Place” drill each school year.
- e) Communicate Lockdown, Hold and Secure, and Shelter in Place protocols to parents/guardians (e.g., via newsletters, email lists, websites).

- 2.2 In addition, principals shall ensure that:

- a) Every person in the building takes part in these drills.
- b) All teaching, secretarial, custodial, and other support services staff and students receive appropriate instruction.
- c) Daily occasional teachers, supply ERWs, and supply DECEs receive a copy of the appropriate emergency procedures as part of their daily assignment package.

- 2.3 It is expected that a meeting shall take place in September of each year to review any emergency preparedness procedures and individual site plans with DPCDSB partners to share policy and procedures for emergency situations.

3 COMMUNICATION

- 3.1 Where a principal implements a Lockdown, Hold and Secure, or Shelter in Place procedure, the following communication protocol shall be followed:

- a) The principal shall contact police.
- b) The principal shall notify the school's family of schools superintendent of the incident.

3.2 The family of schools superintendent shall:

- a) notify Executive Council;
- b) notify the school Trustee(s);
- c) notify DPCDSB's Security Officer;
- d) notify the Superintendent of Planning and Operations;
- e) notify the Manager, Health and Safety;
- f) notify the General Manager, Communications and Community Relations, as required;
- g) notify the General Manager of Physical Plant Facilities, as required;
- h) notify the Manager of STOPR (Peel Region) and/or STWDSTS (Dufferin County and Robert F. Hall) regarding buses, as required;
- i) provide such support as may be requested by the principal.

3.3 In the event of a Lockdown, Hold and Secure, or Shelter in Place, the principal or designate shall consult with the General Manager, Communications and Community Relations and provide approved communication to parents/guardians as soon as possible following the event.

3.4 If news media arrive at the school, the principal or designated staff shall contact the General Manager, Communications and Community Relations. Any interview/commentary requests from media personnel shall be referred to the same General Manager. No additional comments to the media shall be made by the principal or other school staff without consulting with, and receiving direction from, the General Manager, Communications and Community Relations.

4 LOCKDOWN PROCEDURES

4.1 Upon determining that an incident involving a person(s) in possession of a dangerous article/weapon and/or a person(s) who poses a threat to school safety is about to unfold, Lockdown Procedures shall be implemented.

4.2 The principal or designate shall:

- a) Notify staff and students by announcing "INITIATE LOCKDOWN PROCEDURE" over the public address system, followed by the "repeated ringing of the school bell" using the appropriate CD provided.
- b) Call 911, to alert the police and follow their direction.
- c) Contact the family of schools superintendent, who will follow communication protocols.

- 4.3 When the police arrive and identify themselves, office personnel, **if able to do so**, shall unlock the door using the video monitor and 2-way communication system, if available. In the event an adult is unavailable in the office or unable to allow police entry, officers will assess the situation and may use force to enter the school.
- 4.4 If police call the school to initiate a Lockdown, staff will follow 4.2 a) and c), above.
- 4.5 In all cases, school staff shall work with the police and other agencies having jurisdiction for the incident, following their Emergency Response procedure.
- 4.6 During the Lockdown, students and staff will:
- a) Remain calm and quiet and encourage others to remain calm and quiet.
 - b) Move immediately to the nearest room they feel is safe with as many people as possible.
 - c) Ensure no students are in the immediate hallway.
 - d) Lock and barricade all doors where possible, using keys and/or furniture. **Note** that all internal doors shall remain in the "lock" position, to ensure they lock from the outside automatically when closed.
 - e) Turn off the lights or maintain minimal lighting.
 - f) Cover all windows with blinds, curtains, etc. where possible.
 - g) Keep back from windows and doors.
 - h) Sit on the floor or crouch under or behind desks and bookshelves, where possible, or take cover out of sight.
 - i) Place cell phones on silent or vibrate mode and report to 911, only if specific information becomes available regarding the location or conduct of the intruder, or if the status of the emergency changes.
 - j) **NOT** respond to anyone at the door until "All Clear" is declared, or if they are certain it is safe to do so (i.e., if police are at the door).
- 4.7 Students and staff shall stay in the room until police arrive. It is important to note that it may be quite some time before they can be safely evacuated.
- 4.8 Students and staff who are **outside** of the building during a Lockdown, shall quickly move as far away from the building as possible and remain there until further instructions are provided.

- 4.9 In the event that a fire alarm sounds or is pulled during a Lockdown, staff and students shall **not** respond as they normally would to a fire alarm but shall remain locked down if it is safe to do so. Staff and students must always be prepared to respond accordingly to ensure their own safety.
- a) If fire or smoke is observed, the fire alarm should be pulled. The police or principal or designate shall evaluate the situation based on the risks associated in following the Lockdown Procedure compared to evacuating the school due to a fire and make an appropriate decision and inform the 911 operator.
- 4.10 The police, DPCDSB superintendent, or DPCDSB Security Officer will notify the staff when an “All Clear” is to be given in all Lockdown circumstances.
- 4.11 Child Care Centres and community groups shall follow the instructions of the police, school principal/designate or DPCDSB Security Officer and Lockdown Procedures as outlined in this GAP.
- 4.12 If a Lockdown incident lasts for a lengthy period of time, the principal or designate will activate the Logistics Section Chief position on their School Emergency Response Team (SERT) to work with police to devise a plan to address food, washroom breaks, medical needs, etc.

5 HOLD AND SECURE AND SHELTER IN PLACE PROCEDURES

- 5.1 The police, DPCDSB superintendent or DPCDSB Security Officer shall notify school staff to initiate a Hold and Secure or Shelter in Place action rather than staff making the decision independently. Under exigent circumstances the principal or designate of a school may determine the need to initiate a Hold and Secure or Shelter in Place action.
- 5.2 The principal or designate shall:
- a) Call 911, where necessary, and follow direction of police.
- b) Notify the family of schools superintendent who will follow appropriate communication protocols.
- c) Use “Synervoice” to alert parents that students are safe, but that no one can enter or exit the school (secondary schools only).
- d) Lock exterior doors and windows.
- e) Post signs on doors to inform visitors to the school of the situation, where possible (see sample Appendix A).
- f) Determine if indoor lunch and/or recess is required if incident has ended.
- g) Provide increased supervision if appropriate and possible.
- h) Implement any other actions deemed necessary.
- i) Ensure students and staff remain in the building during the Hold and Secure or the Shelter in Place until an “All Clear” is given by Emergency Services personnel, DPCDSB superintendent, or DPCDSB Security Officer.

j) Announce the “All Clear” to staff and students once provided by the authorities.

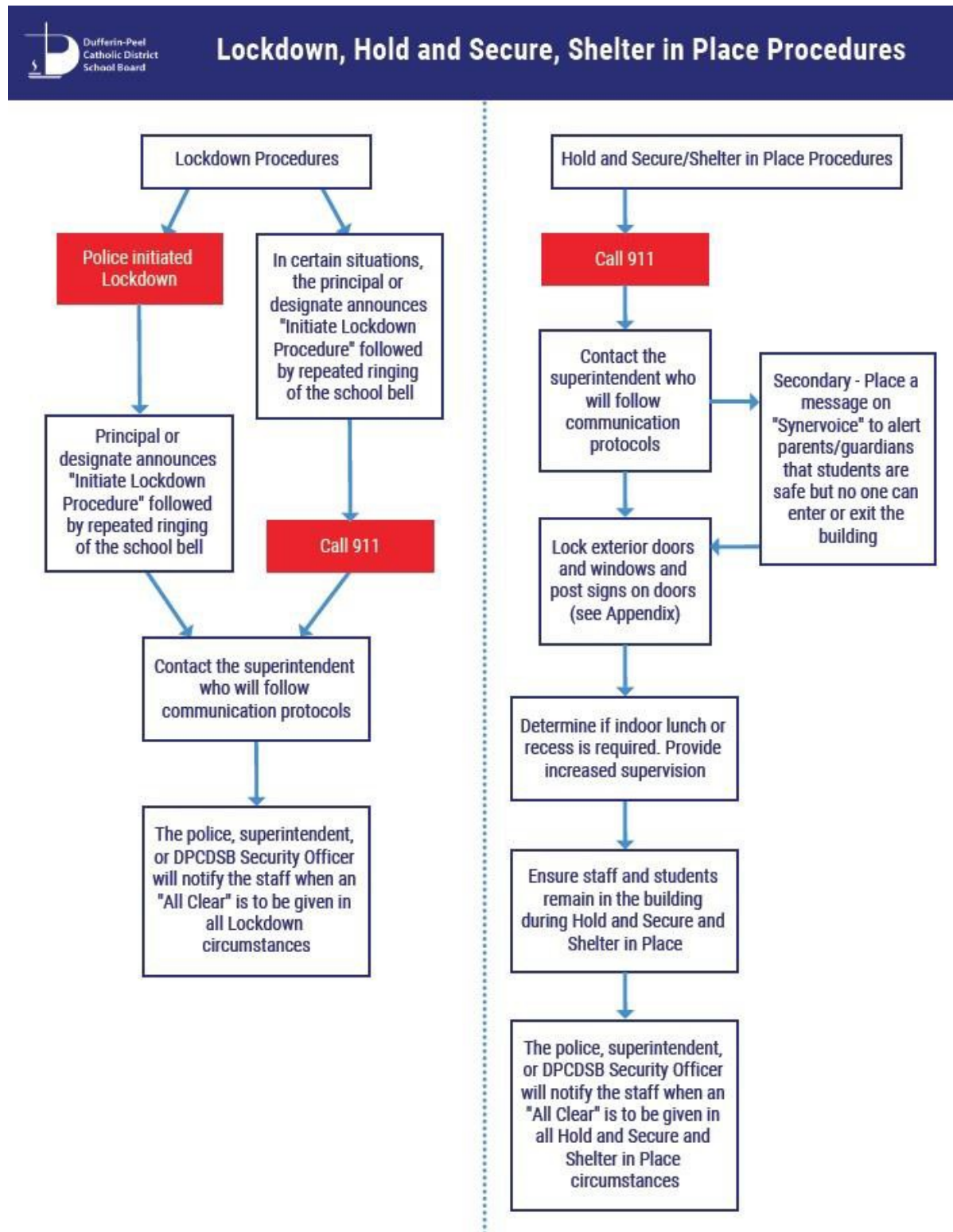
5.3 During the Hold and Secure or Shelter in Place, staff and Students will:

- a) Remain calm and encourage others to remain calm.
- b) Receive information through the public address system regarding the status of the situation.
- c) Follow directions received through the public address system.
- d) Remain in the building during the Hold and Secure or Shelter in Place until an ‘All Clear’ is given by the principal or designate.
- e) Move from the “joint use” portion of a school (e.g., Community Library) and proceed into the main school building.

5.4 If staff and/or students are outside the building, they shall try to enter the building as quickly as possible, but only if this action does not put them in greater danger. Otherwise, they are to move to an alternate site or a safe place until danger is over.

5.5 The police, DPCDSB superintendent, or DPCDSB Security Officer will notify the principal or designate when an “All Clear” is to be given in all Hold and Secure and Shelter in Place circumstances.

6 REPORTING FLOW CHART



7 APPENDIX

7.1 The sign on the page below shall be posted during a Hold and Secure or Shelter in Place incident.



This school is **currently** involved in a **Hold and Secure** situation.

No one is allowed to enter or exit the building. Classes are continuing as usual.

The school will remain in **Hold and Secure** while police conduct their investigation.

This is a precautionary measure, and all students and staff are safe.

Students will be dismissed when we are assured it is safe to do so.