



KENORA CATHOLIC DISTRICT SCHOOL BOARD

300 Student Procedures

AP 332: Emergency Protocol - Shelter in Place, Secure School and Lockdown School

Students, staff and visitors have the right to learn, work and be present in a safe and secure environment. The purpose of this procedure is to put in place a clear and effective plan in the event of a major incident or threat of school violence.

The Kenora Catholic District School Board provides this administrative procedure to provide general guidelines to respond to a major violent incident or threat of a major violent incident. The principal shall ensure that specific school response lockdown procedures be developed and incorporated into the school emergency plans.

In order to ensure an adequate state of emergency preparedness, it is essential that principals review all facets of the school emergency plan with all staff at the beginning of each school year.

1. Terminology

- 1.1 **Shelter in Place - LOW Level Response** - This will be initiated when a potential threat exists outside of the building. Staff and students must remain inside the locked school for safety reasons. Students who are outside will be brought inside immediately.
- 1.2 **Secure School – MEDIUM Level Response** – This will be initiated when a potential threat exists inside or outside of the building. Staff and students must remain inside their classrooms with the doors closed and locked, and the blinds closed. All exterior school doors and windows will also be locked. Students who are outside the building or their classroom will be directed to the closest safe area of the building.
- 1.3 **Lockdown School – HIGH Level Response** – This is the highest level of response to a threat. Staff call 911, and everyone must remain silent, out of sight, with the lights off, the blinds closed and behind locked doors. Once police arrive, they take command of the school and direct the response. Once the school is released from Lockdown, a Secure School procedure is put in place.

2. Administrative Procedures in Shelter in Place – LOW Level Response

- 2.1 The principal/designate will ensure that all staff and students are aware of their roles and responsibilities during a Shelter in Place and ensure that these procedures are detailed in their School Emergency Plan. The plan is to be reviewed annually.
- 2.2 A Shelter in Place may be required in the following situation:
The principal/designate receives information of a potential threat outside of the building.

- 2.3 When the principal/designate determines that the initiation of a Shelter In Place is appropriate, he/she will:
 - a. Initiate Shelter In Place by announcing “Shelter In Place” over the public address system and following Emergency Protocols.
 - b. Contact the appropriate emergency services, as required.
 - c. Contact the appropriate Superintendent as soon as possible.

3. Administrative Procedures for Secure School – MEDIUM Level Response

- 3.1 The principal/designate will ensure that all staff and students are aware of the procedures for a Secure School and their roles and responsibilities if a Secure School is implemented and ensure that these procedures are detailed in the School Emergency Plan. The plan is to be reviewed annually.
- 3.2 A Secure School protocol may be required in the following situations:
 - a. A bomb threat has been received and is being investigated and an immediate evacuation is not required.
 - b. There is an intruder perceived to be a threat to student/staff safety.
 - c. There is an emergency within the school where student movement/presence would hinder the work of local authorities; i.e. police, fire, medical.
 - d. There is a situation where emergency services are responding to an incident in close proximity to the school.
 - e. In any other circumstances where the principal determines it appropriate to ensure the safety of persons in the school.
- 3.3 When the principal/designate determines that the initiation of a Secure School procedure is appropriate, he/she will:
 - a. Initiate Secure School by announcing “Secure School” over the public address system and follow Emergency Protocols.
 - b. Contact the appropriate emergency services, as required.
 - c. Contact the appropriate Superintendent as soon as possible.

4 Administrative Procedures for Lockdown School – HIGH Level Response

- 4.1 The principal/designate will ensure that all staff and students are aware of the procedures for a lockdown and their roles and responsibilities if a lockdown is implemented, and that these procedures are detailed in their School Emergency Plan. The plan is to be reviewed annually.
- 4.2 The principal/designate will ensure that lockdown drills are conducted and logged a minimum of twice each school year, in accordance with Ministry direction. The principal will ensure the school lockdown plan is reviewed annually with the Crisis Team to identify areas of need and staff are trained in any revisions.

- 4.3 A Lockdown School protocol is required in the following situations:
 - a. Intruder(s) perceived to be a threat to the life of a student/staff member.
 - b. In any circumstance where the principal determines it appropriate to ensure the safety of staff/students.
- 4.4 When the principal/designate determines that the initiation of a lockdown procedure is appropriate, he/she will:
 - a. Initiate Lockdown School by announcing “Lockdown” over the public address system and following Emergency Protocols.
 - b. Call 9-1-1, describe the situation, and follow the direction of the 9-1-1 operator.
 - c. Contact the appropriate Superintendent as soon as possible.
- 4.5 Upon arrival, the police will assume command and control of the school (coordinating their response with other responding emergency services personnel) but will liaise and work closely with the school board representatives and school administrative team throughout the situation when appropriate and practical.
- 4.6 Contact the appropriate Superintendent regarding communication of the Lockdown to parents and students.
- 4.7 The principal will debrief all school staff on the nature of the incident that precipitated the lockdown and the implementation of the lockdown protocol.

5. Communication

- 5.1 The Catholic Education Centre will become the control centre, unless the crisis is at the Catholic Education Centre. The decision to end a Lockdown shall only be made after the approval from the Director of Education, Superintendent of Instructional Services or designate from the Catholic Education Centre. Senior Administration/designate will make the announcement to the school of the termination of the Lockdown and notify the appropriate personnel of the incident.
- 5.2 The Director of Education or designate is responsible to address media in any incident. Under the leadership of Senior Administration, the Executive Assistance to the Director of Education/Communications Officer is responsible for dealing with media on issues of staff and student safety. Media personnel from the police and school board (Executive Assistant to the Director of Education/Communications Officer) are to share press releases prior to release to the media.

KENORA CATHOLIC EMERGENCY PROCEDURES

SHELTER IN PLACE

LOW level response

This will be initiated when a potential environmental or weather related threat exists outside of the building. Staff and students must remain inside the locked school for safety reasons. Students who are outside will be brought inside immediately.

Possible causes:

- Extreme weather (hailstorm, severe lightning, etc.).
- Environmental Issue (forest fire, gas leak, threatening wildlife, etc.).
- incident involving emergency response close to the school (traffic accident with serious injuries)
- possible threatening situation which has not yet been investigated or confirmed
- Any other circumstance where the school principal needs to ensure student safety.

What happens in the school:

- Teachers reassure students that there is no imminent threat and that they are safe while they remain inside the school.
- Exterior school doors are locked and all windows are closed.
- Lights stay on and the classroom door is kept open.
- Regular classroom instruction continues students follow the normal daily rotation of classes.
- Students may access washrooms, with teacher permission.

SECURE SCHOOL

MEDIUM level response

This will be initiated when a potential threat exists inside or outside of the building. Staff and students must remain inside their classrooms with the doors closed and locked. All exterior school doors and windows will also be locked. Students who are outside the building or their classroom will be directed to the closest safe area of the building.

Possible causes:

- Emergency situation inside the school where people moving around might prevent authorities from doing their job (police, fire, medical).
- Incident involving emergency response close to the school (traffic accident with serious injuries).
- An intruder is suspected to be a possible threat to staff or student safety.
- Possible medical situation which has not yet been investigated or confirmed.
- Any other circumstance where the school principal needs to ensure student safety.
- investigation of a bomb threat, but immediate evacuation is not required

What happens in the school:

- Teachers reassure students that there is no imminent threat inside the school.
- Exterior school doors and windows are locked.
- Lights stay on, the classroom door is closed and locked, and the blinds are closed.
- Regular classroom instruction continues.
- Students are not allowed to leave the classroom.
- Medical or washroom emergencies are addressed individually by teachers.
- If a student has an urgent medical or biological need, teachers will call the main office to ask for help from an available staff member.

LOCKDOWN SCHOOL

HIGH level response

This is the highest level of response to a threat. Staff call 911, and everyone must remain silent, out of sight, with the lights off, and behind locked doors. Once police arrive, they take command of the school and direct the response. Once the school is released from Lockdown, a Secure School procedure is put in place.

Possible causes:

- An intruder is suspected to be a possible threat to staff and student life or safety.
- Imminent danger is present on the school site and safety of all is threatened.
- Any other circumstance where the school principal needs to ensure student safety.

What happens in the school:

- Exterior school doors and windows are locked.
- Lights are turned off on, the classroom door is closed and locked, and the blinds are closed.
- Students are not permitted to leave the classroom.
- Staff and students stay silent and hidden away in the safest area of the room.



SHELTER IN PLACE

LOW level response

This will be initiated when a potential threat exists outside of the building. Staff and students must remain inside the locked school for safety reasons. Students who are outside will be brought inside immediately. The school functions normally on the inside.

Actions:

- Announce “Shelter in Place” (3x).
- Call emergency services, if required.
- Send email to: kenoracodealerts@kcdsb.on.ca
- Ensure all exterior doors are locked.
- Classes outside go inside the school immediately and stay inside until code is called off.
- Lights stay on and classroom doors are kept open.
- Regular classroom instruction continues.
- Students follow the normal daily rotation of classes.
- Code Team reports to the command post for further instructions.
- No one, student or staff, may enter or leave the school without Principal/designate permission.
- Once the need for a Shelter in Place is no longer required, announce the code has been lifted.
- Notify appropriate Superintendent once code has been lifted.

SECURE SCHOOL

MEDIUM level response

This will be initiated when a potential threat exists inside or outside of the building. Staff and students must remain inside their classrooms with the doors closed and locked. All exterior school doors and windows will also be locked. Students who are outside the building or their classroom will be directed to the closest safe area of the building.

Actions:

- Announce “Secure School” (3x).
- Send email to: kenoracodealerts@kcdsb.on.ca
- Gather any nearby students into your classroom.
- Lock classroom doors and windows.
 - Close ALL blinds.
 - Lights stay on.
 - Regular classroom instruction continues.
 - Students are not to leave the classroom.
- If a student has an urgent medical or biological need, teachers will call the main office to ask for help from an available staff member.
- Code team reports to the command post for further instructions.
- Wait for direction from Principal/designate for direction to change classes.
- No one, student or staff, may enter or leave the school without Principal/designate permission.
- Once the need for a Secure School is no longer required, announce the code has been lifted.
- Notify appropriate Superintendent once code has been lifted.

LOCKDOWN SCHOOL

HIGH level response

This is the highest level of response to a threat. Staff call 911, and everyone must remain silent, out of sight, with the lights off, and behind locked doors. Once police arrive, they take command of the school and direct the response. Once the school is released from Lockdown, a Secure School procedure may be put in place.

Actions:

- Announce "Lockdown" (3x).
- Call 911.
- Send email to: kenoracodealerts@kcdsb.on.ca
- Check immediate vicinity and gather any students nearby into your classroom.
- Close and lock ALL doors and windows.
- Stay away from doors and windows.
- Close ALL blinds.
- Turn off lights.
- Students are not permitted to leave the classroom.
- Staff and students stay silent and hidden away in the safest area of the room (get behind something solid).
- Teachers to take attendance.
- Cell phones should be off or on vibrate.
- DO NOT OPEN THE DOOR FOR ANYONE.
- DO NOT RESPOND TO A FIRE ALARM.
- Once police arrive, they take command of the school and direct the response.

Bathrooms:

- Students should evacuate washrooms if at all possible and get to an area that can be locked down.
- As a last resort, students should remain in washrooms upon hearing a lockdown announcement.
- Go into washroom stall and close door.
- If possible, get up onto toilet and remain there.
- Remain silent.

To end a lockdown - shall only be made after the approval of the Director of Education, Superintendent of Instructional Services or designate from the Catholic Education Centre.

Legal References:

Education Act: Section 265 (1) (j) *Duties of Principal: Care of Pupils, Guideline – Ontario Schools Code of Conduct.*

Related References: *Administrative Procedure 316 Access to School; AP 135 School Emergency Procedures; AP 136 Bomb Threats; AP 182 Tragic Events Response; AP 311 Reporting Violent Incidents; AP 317 – Safe Schools – Supporting Students and Parents who are Victims of a Serious Incident; AP 403 Employee Workplace Violence and Harassment; AP 615 First Aid Transportation; Ontario Chiefs of Police Report: Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario, June 2009. Police and School Board Response Protocol, 2016.*

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