

## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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Section                      SCHOOLS AND STUDENTS                      543

Policy Name                LOCKDOWN  
Management Guideline Applies

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Board Approved:    May 24, 2017

Reviewed:

Review Before:    December 2021

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### **RATIONALE**

The principal or designate of each school is responsible for establishing and maintaining the safety of students and staff. Various emergency situations such as an intruder, hostage taking or armed individual on school property may require lockdown procedures.

### **DEFINITIONS**

Terminology is very important. Plans should clearly identify when “lockdown” versus other terminology is to be utilized. Terminology used to order a lockdown should be plain language, clear, and leave no room for misunderstanding as to what is expected. No secret passwords should be used.

“**Lockdown**” should be used only when there is a major incident or threat of school violence within the school, or in relation to the school. The overuse or misuse of “lockdown” will result in staff/students becoming desensitized and not taking lockdowns seriously.

“**Hold and Secure**” should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. if a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

“**Shelter in Place**” should be used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school to protect them from an external situation at or near the school. Examples may include chemical spills, blackouts, explosions, or extreme weather conditions.

Boards must use the above terminology in developing local plans, in an effort to ensure consistency across the province. The policy outlined focuses primarily on “lockdowns.”

### **POLICY**

The Superior-Greenstone District School Board Police Protocol is to be reviewed each year and procedures clearly communicated to all stakeholders. This Protocol will act as the guideline for the creation of school lockdown plans.

Each school must develop a simple and concise school plan outlining the procedures to be followed for lockdown, hold and secure, and shelter in place. Plans will include expectations with respect to staff, students, parents, and police. Accessibility and communications for students with special education needs will be addressed in the plan. All staff, occasional staff members, volunteers, school visitors and police must be made aware of the school plans.

Each school will conduct a minimum of two lockdown drills during each school year. Consideration should be given to conducting one of the two required annual drills as a “non-routine” drill, such as one that takes place during recess, before or after the school day, or during lunch.

As many schools have licensed child care centres and/or other tenants and community groups using school premises, sometimes outside of regular school hours, those organizations or individuals must be taken into consideration at all stages, including planning, training, and drills, and they must be informed of the need to follow lockdown procedures.

Procedures must address where staff, students, and others who are outside the school building(s) should go in the event of a lockdown, including a lockdown that occurs during recess or during arrival or dismissal times. These procedures should also address how people who are outside the school building will know where the evacuation sites are located. Instructions for bus drivers and parents who might arrive at the school during a lockdown should be included in the procedures.

Plans should address the issue of how to deal with a fire alarm activation after a school has gone into lockdown.

Plans should include how a lockdown will be terminated.

Plans should address initial and ongoing training of all staff and students.

Fire drills have long been accepted as an important and effective tool in preparing staff and students for procedures to be followed in the event a fire breaks out in a school. Equally important is the practicing of lockdown drills in preparation for a major incident of school violence. Each school shall conduct a minimum of two lockdown drills during each school year.

Plans shall include provisions for dealing with media. As per Policy 202 – Control and Release of Information, to ensure that proper information is released to the public through the various news media, information is to be released only upon the prior knowledge and approval of the Director of Education.

Communication with parents, guardians, and the community in general is important so as to ensure a good understanding of lockdown procedures, without instilling fear.

Each school plan, as well as the board plan, shall be thoroughly reviewed by September 30<sup>th</sup> and should be part of the Emergency plans.

<b>References</b>
<u>The Education Act:</u> <u>Keeping Our Kids Safe at School (Bill 157) 2009</u> <u>SGDSB Police Protocol</u> 520 – Safe Schools System Expectations