

Lockdown Procedure

	Lockdown Procedure	
Date Developed: May 2019	Revision Date:	Last Reviewed By: M.Braniff
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1.0 General

A “**lockdown**” is a school safety procedure designed to maximize the safety of staff and students in circumstances where there is a potential for **violence** in the school or surrounding area. This protocol applies to all staff and community members that may be in the school during the lockdown. During a lockdown, staff and students will secure themselves in the nearest room, lock and secure all interior doors to the extent possible and remain in lockdown **until released by police**. This may involve several hours, and the expectation is that school rooms remain as silent and secure as possible. **From the time of the arrival of the police until the lockdown is released, police will maintain charge of the school.**

2.0 Initiating a Lockdown

A lockdown may be initiated by any individual that identifies a plausible and specific threat of violence, which may include a visible weapon or violence with a clear threat to harm. No person calling a lockdown will be held accountable in the event that a lockdown is later assessed as having been unnecessary. When initiating a lockdown, the following process will occur:

- An individual who identifies the threat must inform the office staff that the school must go into lockdown;
- The individual who called for the lockdown will immediately dial 9-1-1;
- Office staff will verbalize the lockdown through the PA system and state,
“This is a lockdown. This is a lockdown. This is a lockdown.”;
- Office staff must communicate that the school is going into lockdown to any staff or students who may be outside of the building (external PA system, Air Horn, or other pre-designated communication method);
- The Principal/Vice Principal calls the Superintendent’s Office, **250-652-7332**. The Principal/Vice Principal will remain in a secure location and if able, will communicate with the office/administrative staff and with police from that location;
- The Superintendent will inform the:
 - Surrounding schools (may go into lockdown or hold and secure);
 - Director of Instruction, Diversity & Inclusion;
 - Director of Facilities;

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- Senior Leadership Team.

3.0 Staff Member Tasks

It is recommended that staff have the handle mechanism on their classroom doors pre-locked.

Upon hearing the call for lockdown, staff members will do the following:

- Call any students from the hallways into the nearest room;
- Close and lock the door of the respective rooms;
- Direct students to the safest location within the room, identified by the lockdown sticker;
- Turn off lights, close blinds, and keep the room as silent as possible;
- Instruct all students to turn electronic devices to 'silent' mode;
- Open the door to additional students if they knock and ask to enter (only if the staff member believes it is safe to do so);

4.0 Considerations for Non-secure Room & Outdoor Situations

In a non-secure room (can't be locked and/or the room is in view) the following safety strategies will be employed:

- Staff/students should position themselves in the most secure and least visible area of the room;
- If inside of the gymnasium, consider moving students to the equipment room or change room(s) and secure to the extent possible;
- In washrooms, students/staff should enter the stall, lock the door, and crouch on the toilet seat, out of view;
- If outdoors, students/ staff should not re-enter the school but instead proceed to the designated alternate site identified in the school safety plan;
- Students or staff arriving during a lockdown must not enter the school and will proceed to the school's designated alternate site (see school safety plan).

5.0 School Bells & Fire Alarms

- Students/staff will ignore school bells during a lockdown;
- In the event the fire alarm is activated during a lockdown, staff and students will remain in their secured room. Students /staff will only evacuate if there is visible evidence of fire.

6.0 Coming out of Lockdown

When the police have determined the school has been deemed safe to come out of lockdown:

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- Once police officers have stabilized the situation and the threat has been resolved, they will work with the Principal/Vice Principal to conduct a systematic release of the school from lockdown;
- In the event that the situation that led to the lockdown was determined to have been minor in nature or unsubstantiated, the Principal/Vice Principal, in cooperation with an on-site police representative, may release the lockdown via a PA announcement;
- During an evacuation of the school, staff and students will be directed to exit their respective rooms with nothing in their hands;
- Staff and students will not exit the school unless directed by police;
- Depending on the severity of the event, the lockdown release plan may include parent reunification or a return to the regular school schedule;
- The Principal/Vice Principal will meet with staff to provide initial information and check staff well-being
- The Principal/Vice Principal will communicate with local Police and District staff to create clear messaging for debriefing to school community;
- The Principal/Vice Principal will develop a plan for immediate (and follow-up) support for staff and students and will communicate with parents/guardians;
- District staff, in consultation with the Principal/Vice Principal, may call a parent/guardian meeting to provide information about the lockdown. The District's CIRT and Police will also participate in the meeting.

7.0 Related forms

Lockdown Drill Forms can be found on Saanich School District Employee Self-Service, Health and Safety tab.

Lockdown Procedure

	Hold and Secure Procedure	
Date Developed:	Revision Date: May 2019	Last Reviewed By: R.Lacasse
Document Owner: SD63 Health and Safety Department		Review Cycle: 3 years

1.0 General

“**Hold and Secure**” is a school safety procedure designed to maximize the safety of staff and students when circumstances in the area of the school pose a potential for **danger** (i.e. chemical spill, downed power lines, cougar sighting). During a hold and secure, the Principal/Vice Principal will allow the interior of the school to function as normally as possible. During a hold & secure, the Principal/Vice Principal will remain in charge of the school.

2.0 Initiating a Hold and Secure

The school Principal/Vice Principal, potentially in consultation with police, will decide that a hold and secure is necessary. In that situation, the Principal/Vice Principal will do the following:

- Verbalize the hold & secure through the PA system and state (with additional information to provide context):
“This is a Hold and Secure. This is a Hold and Secure. This is a Hold and Secure.”;
- Consider providing additional directions, if necessary, regarding the extent to which movement will be restricted inside of the school. The Principal/Vice Principal may direct staff to keep students inside of classrooms and lock interior doors;
- Make decisions surrounding fire alarms and school bell and communicate to all staff:
- Ensure all students and staff participating in outdoor activities are moved into a secure location (which may be off-site, depending on the circumstance);
- Evaluate if it is necessary to move staff and students from portables into the main building if access to washroom facilities would otherwise be problematic;
- Lock and monitor all exterior doors to the school (including portables) once satisfied that no other staff or students need access to the main building from the outside;
- Advise any staff who are supervising school activities off-site of the hold and secure (by phone, if possible).

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3.0 Next Steps

Once the hold & secure has been established at the school, the Principal/Vice Principal will do the following:

- Contact the Superintendent's Office at **250-652-7332** and brief them on the situation;
- The Superintendent will notify:
 - Surrounding schools;
 - Director of Instruction, Diversity & Inclusion;
 - Senior Leadership Team;
 - Local Police Department;
 - Continue to liaise with local police, if appropriate.

4.0 Coming out of Hold and Secure

When the Principal/Vice Principal has confirmation that the situation that led to the hold & secure has been remedied (likely as a result of communication with police), the Principal/Vice Principal will do the following:

- Notify the staff and students via the PA that the hold and secure has ended;
- Communicate with any off-site staff via phone that the hold & secure has ended;
- Inform the Superintendent's Office;
- Develop a plan for immediate and follow-up support for students and staff as needed (CIRT if appropriate), and communicate with parents/guardians;
- Consider, in consultation with District staff, calling a parent/guardian meeting to provide information about the hold & secure. The District's CIRT and Police may also participate in the meeting.



Emergency Drill Record - Lockdown

School/Site	Drill #
Drill Date	of 1 required/year
	Drill Time

S = Satisfactory U = Unsatisfactory n/a = not applicable

Lockdown Drill	S	U	n/a	Improvements Required
Actions prior to drill				
All staff have been instructed in lockdown procedures				
Students received preparedness instruction prior to the lockdown drill				
Parents were advised via newsletter in advance of drill				
Local Police Authority and the Superintendent's Office were both notified in advance of drill				
All Staff (teaching and non-teaching) were notified in advance of the drill and were made aware by administration of their responsibilities during a lockdown drill				
Parents and Student Services/Daycares within your schools were notified in advance				
Bells disabled				
Actions during drill				
Principal or designate announced the lockdown over PA system as per lockdown procedure				
Air horn was used to inform classes and staff who are outside building of the lockdown drill (ie one long blast)				
Within the school, students and staff immediately ceased all activities and moved quickly and quietly to a secure area with least visibility (away from doors and windows)				
Hallways, bathrooms and open areas cleared and students instructed to move to the nearest classroom (In a real lockdown situation, if a threat is present, students/staff remain in bathroom)				
All interior doors providing access to classroom, washroom, cafeteria, multi-purpose rooms, gyms, etc. were locked and barricaded immediately				
All classroom lights were turned off and all blinds on doors and windows were pulled				
All electronic devices were put on SILENT and students were instructed to refrain from using cellphones				
Students and staff remained quiet during the drill				
Students and staff locked out of their classroom reported to the safe refuge area				
Outside the school, students and staff moved quickly and quietly to alternate pre-determined safe refuge site				
Teachers/classrooms have a means/method to communicate with the main office				
Attendance collected, when possible, and report prepared for emergency responders and district staff				
Students and staff were secured and followed procedures and protocols according to the school lockdown plan				
Actions following drill				
Principal or VP accompanied by local police authority attended to each room 'in person' to give permission to evacuate the school				
Local Police authority and the Superintendent's Office were advised when the lockdown drill completed				
A debriefing session was conducted to discuss lessons learned and/or measures for improvement				
Irregularities have been reported to school administration				



Emergency Drill Record - Earthquake

School/Site	Drill # of 2 required/year
Drill Date	Drill Time

S = Satisfactory U = Unsatisfactory n/a = not applicable

Earthquake Drill				
Actions prior to drill	S	U	n/a	Improvements Required
New staff have been instructed in earthquake evacuation procedures				
Students received preparedness instruction prior to the earthquake drill				
All students and staff are familiar with the "drop, cover and hold on" procedure				
Appointed staff members have practiced their roles as per School Earthquake Plan				
Student Services/Daycares within your school were notified in advance				
Actions during drill				
All students/staff demonstrated their ability to drop/duck and take cover immediately away from windows and doors				
All students/staff knew and understood evacuation procedures and properly responded to varied scenarios				
Students remained quiet during the drill				
Students knew what to do in areas without shelter				
Teachers took class roster, classroom first aid kit and evacuation checklists to assembly area after evacuation				
Students/staff knew their safe evacuation assembly area				
VHF mobile radio was successfully tested via transportation dept.				
Emergency shelter setup was practiced				
Actions following drill				
A debriefing session was conducted to discuss lessons learned and/or measures for improvement				
Irregularities have been reported to school administration				
Drill details and outcome	Time/ Number	Comments		
Total time to implement earthquake drill				
Indicate main activity when earthquake simulation was sounded (during class time, lunchtime, recess or activity)				
Describe scenarios practiced including number of exits and number of persons rescued				
Number of students and staff locked out of their classroom who reported to safe evacuation assembly area				
Number of students rerouted to safe evacuation assembly area outside of school				
Number of persons not evacuated				
Reason above persons were not evacuated				
Number of persons given advance notice of drill				
Person in charge of drill				

- Scan/email completed form to Health & Safety Department at healthandsafety@saanichschools.ca
- Send original to Joint Health & Safety Committee

Note: next drill should take place at a different time of day and during a different activity

Drill form completed by _____
Signature _____
Date _____



Emergency Drill Record - Earthquake

School/Site	Drill #	of 2 required/year
Drill Date	Drill Time	

S = Satisfactory U = Unsatisfactory n/a = not applicable

Reminders

- Water and food supply quantities should be checked to ensure levels are adequate for all staff and students
- Stale-dated water and food should be replenished
- Emergency supplies should be located in a secure location away from any structures or power lines
- First Aid supplies should be checked and replenished
- Emergency medication supply should be checked and replenished (medications for anaphylaxis, diabetes, epilepsy)
- Rescue scenarios should be practiced (persons trapped by debris, persons requiring first aid, etc.)
- Drill scenarios should vary (practice blocking different exits, practice aftershock or fire scenarios, etc.)



Emergency Drill Record - Fire

School/Site	Drill # _____ of 6 required/year
Drill Date	Drill Time

S = Satisfactory U = Unsatisfactory n/a = not applicable

Fire Drill				
Actions prior to drill	S	U	n/a	Improvements Required
New staff have been instructed in fire evacuation procedures				
Students received preparedness instruction prior to drill				
Fire Department was notified				
Alarm Company was notified				
Student Services/Daycares within your school were notified in advance				
Actions during drill				
All students and staff knew and understood evacuation procedures				
All persons knew their evacuation assembly area				
Teachers took their class roster and evacuation checklists to the assembly area after the evacuation				
School was searched				
Actions following drill				
A debriefing session was conducted to discuss lessons learned and/or measures for improvement				
Irregularities have been reported to school administration				

Drill details and outcome	Time/ Number	Comments
Total time to clear building		
Indicate main activity when fire alarm was sounded (during class time, lunchtime, recess or other activity)		
Person who sounded fire alarm		
Number of persons not evacuated		
Reason above persons were not evacuated		
Number of Fire Department Personnel present		
Number of persons given advance notice of drill		
Person in charge of drill		

- Scan/email completed form to Health & Safety Department at healthandsafety@saanichschools.ca
 - Send original to Joint Health & Safety Committee
- Note: next drill should take place at a different time of day and during a different activity**

Drill completed by

Signature

Date