
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	EBCE
Policy Title:	School Security (Lockdown)
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT SCHOOL SECURITY (LOCKDOWN) DRILLS ARE AN ESSENTIAL PART OF ALL SCHOOL SAFETY PROGRAMS. THE BOARD DELEGATES TO THE PRINCIPAL THE RESPONSIBILITY OF ESTABLISHING AN APPROPRIATE PROGRAM AND PROCEDURES FOR A SAFE SCHOOL SECURITY (LOCKDOWN) DRILL.

REGULATIONS

1. School Lockdown procedures must follow the procedures outlined in Attachment 'A' for the purpose of ensuring consistent division-wide procedures
2. The Principal shall conduct at least two school security (lockdown) drills per year (one per semester).
3. Staff, students, and parents shall be made aware of the purpose of the drill and the date and time.
4. Every effort should be made to reduce potential anxiety, especially with younger and special needs children.
5. Where appropriate, the Principal may involve police and other emergency response personnel who shall be invited to provide feedback for improvement.
6. The Principal shall maintain a record of all school security (lock down) drills, using the prescribed school division reporting system.

SCHOOL LOCKDOWN PROCEDURES

(Attachment A)

BACKGROUND

A school lockdown is an emergency protocol established to protect people inside a school facility from a dangerous internal or external event. The term 'lockdown' can be defined as an emergency course of action taken by an agent of authority, such as a school Superintendent, Principal or police force, to contain and confine people in a building, controlling their movement so that a threat or problem can be located and resolved immediately with the least amount of casualties and chaos.

PROCEDURES

Interior Lockdown, Threat in the Building:

1. School Responsibility: Active Threat Inside the School

1.1. School Personnel: Observation and Communication of Threat

- 1.1.1 Upon observing an immediate threat, the school staff member will announce from the closest school PA system **three times**:
"INTERIOR LOCKDOWN; THREAT IN THE BUILDING"
- 1.1.2 The school staff member who observed the threat will call **911** immediately and advise police of the situation.
- 1.1.3 Staff are not responsible for locking or closing any exterior doors or hallway doors during an interior lockdown.
- 1.1.4 If safe to do so, office staff will call the Office of the Superintendent to inform him/her of the lockdown. This will assist the school district in determining communication to other schools and school districts, and whether other schools need to go into lockdown.
- 1.1.5 The School Safety Plan will be accessible in the office with the location of the plan communicated to all staff and local police and emergency services.

1.2 Staff

- 1.2.1 Without leaving the doorway of their classrooms, staff will gather as many students from the hallways into their classrooms as possible. Should the classroom not contain the necessary shielding to keep students and staff safe, choose the closest safe room that contains as few windows as possible with a secure door.
- 1.2.2 The staff member will close and lock the classroom door. Blinds or curtains must be closed and lights turned off. Students are not to be left unsupervised. Classroom doors are not to be opened until the Principal, his/her designate, or police have announced the end of the lockdown. Do not open the locked classroom door if someone should come to the door and make that request.
- 1.2.3 Students will crouch or lay on the floor away from interior walls and directed to be still and quiet. Students will be advised to remain on the floor and not rush towards the door if police enter.
- 1.2.4 If safe to do so, staff members will follow established attendance procedures.

- 1.2.5 If the fire alarm activates while in lockdown, staff are to stay in classrooms with students. Do not leave the room unless there is an actual fire and it is believed that staff and students are in imminent danger from fire and/or smoke (consider a window exit from the class if it is determined it is absolutely necessary to evacuate). Consider that leaving the safety of the locked classroom may afford a threat (assailant) the target-rich environment that he/she is seeking to create. The assailant may have pulled a fire alarm, released a bomb or lit a fire; staff are to consider all of the alternatives based on the information available.
- 1.2.6 Staff will ensure any found firearms or explosives are not handled.
- 1.2.7 Right to Survive: Staff will remain in the classroom or secured area until instructed by police to evacuate, unless exigent circumstances arise such as a fire or the active assailant enters the room and threatens the secure area. If the teacher determines that it is necessary to leave the secured area, it is preferable to evacuate from an exterior window into the schoolyard. If this is not possible, evacuate from the nearest fire escape avoiding long hallways. The staff and/or students may also choose to stay and confront the assailant depending upon what options are available to ensure the safety of the occupants of the room.
- 1.2.8 School evacuation. Subsequent to the law enforcement Rescue Team announcing commencement of procedures for an orderly evacuation, staff are expected to remain with students and assist with the evacuation and orderly dismissal of students. Dismissal processes will include a system of sign-out so all students are accounted for. School staff will assist with students needs and care at the evacuation site, including transition to parents or buses.
- 1.3 *Non-traditional schools with open floor plans and larger interior windows which allow easy access to an armed intruder are, and need to be treated as, special circumstances by students, staff and police. Principals should discuss strategies regarding student and staff responses with Horizon OH&S Co-ordinator, and School Resource Office (SRO) or lockdown designate of their local police service.

2. Local Law Enforcement Responsibility

- 2.1 Upon the arrest/neutralization of the threat, the designate will transition to other forms of deployment, as mandated by their respective police services. Secure areas will be created by police to ensure safe conditions for Emergency Medical Services (EMS) and safe routes out of the school for evacuation of students.
- 2.2 The Rescue Teams will use a master key and diagram of the school obtained from the school and/or the local police service to search and clear rooms, looking for victims and other possible threats. Evacuation may also commence at this time if directed to do so by the Rescue Team.
- 2.3 Police/Principals (under police direction) may make an announcement in the school that “The school will remain in lockdown; the police will be orchestrating an orderly evacuation in due course; please remain calm; remain in lockdown”. Establish safe routes avoiding crime scene contamination, weapons, and locations where explosive devices can be hidden (such as lockers and vehicles).
- 2.4 Once the building is determined to be “safe”, the designated police authority will give the all clear sign to begin the evacuation process (if necessary) for students and staff who are in the lockdown mode. School staff will assist with orderly evacuation and dismissal processes.

Exterior Lockdown: Threat Outside of the Building

This type of lockdown occurs when an anticipated outside threat is heading towards the school that may potentially harm students or staff. Examples range from a person armed with a gun or knife to a police pursuit which is coming close to, or in the direction of the school. A lockdown of the school decreases the risk to students and staff.

1. School Responsibility: Threat Outside the School

1.1 School Personnel: Observation and Communication of Threat

1.1.1 If it is a school staff member who observes an external threat, the staff member will decide if it is an immediate threat demanding prompt external lockdown notification. If immediate threat, the school staff member will announce lockdown. If not immediate, the school staff member will notify the school office to provide the information necessary for the office to announce a lockdown. The communication of external threat may also come from an external source and, as such, will be announced by the school office. Announce from the closest PA system **three times:**
“EXTERIOR LOCKDOWN; THREAT OUTSIDE THE BUILDING”

1.1.2 An office staff member will call **911** if necessary and advise dispatch of the impending threat approaching the school. 911 will not need to be called if the external lockdown was initiated by police or the school division.

1.1.3 The Principal and designates shall be responsible for locking all outside doors in an attempt to limit access to the school.

1.1.4 Office staff will call the Office of the Superintendent to inform him/her of the lockdown.

1.2 Staff:

1.2.1 Staff will gather and direct students from halls and washrooms to classroom spaces. Should the classroom not contain the necessary shielding from an external threat to keep students and staff safe, choose the closest safe room that contains as few windows as possible with a secure door.

1.2.2 The staff member will close and lock the classroom door. Blinds or curtains must be closed and lights turned off. Students are not to be left unsupervised. Classroom doors are not to be opened until the Principal, his/her designate, or police have announced the end of the lockdown. Do not open the locked classroom door if someone should come to the door and make that request.

1.2.3 Students will crouch or lay on the floor away from the sightline of external windows, and directed to be still and quiet. Students will be advised to remain on the floor and not rush towards the door if police enter.

1.2.4 Teachers will post **SCHOOL IN LOCKDOWN** signs on exterior facing windows. Principals and/or designates will post **SCHOOL IN LOCKDOWN** on windows of exterior doors.

1.2.5 If safe to do so, staff members will follow established attendance procedures.

1.2.6 If the fire alarm activates while in lockdown, staff are to stay in classrooms with students. Do not leave the room unless there is an actual fire and it is believed that staff and students are in imminent danger from fire and/or smoke.

- 1.2.7 Students arriving at the school will be marshalled into the school unless it is safer to go to a designated “safe place” away from the school. Depending on when lockdown is called, students may be outside at recess or lunch. Principals and designates will have to monitor doors, allowing entry of students if safe to do so, watching closely for any threat.
- 1.2.8 Neither staff nor students will exit the school until given the stand down order by the police authority designate, principal or principal’s designate. If the situation warrants evacuation following the stand down order, the police authority designate and/or principal will announce commencement of procedures for an orderly evacuation.

2. Local Law Enforcement Responsibility:

- 2.1 In cases of an armed/active threat or shooter on or near school property, police members will respond as outlined in their own Rapid Deployment Training. All members must be cognizant that the armed/active threat must not be allowed to enter into the school or any other structure that could possibly be occupied.
- 2.2 A School Resource Office (SRO)/partnering law enforcement designate or patrol member may attend inside a school(s) in External Lockdown if necessary and possible. Where appropriate, the law enforcement agency will liaise with the school and provide communication regarding security and the progress of the emergency situation. Where appropriate, the school division designate will liaise with the school. All factors will be considered regarding the emergency situation vs. the comfort of the staff and students and when the threat level has diminished, adjustments will be made to the level of lockdown within the school.

Lockdown Practice

1. Schools must practice lockdown drills at least twice per year (once per semester). One will be an External Threat Lockdown and one an Internal Threat Lockdown. Principals should conduct lockdown practices during class times as well as at recess or lunch. Lockdown practices are recorded on the Public School Works System, noting the date and time of the lockdown, the circumstances, and the time taken to secure the school facility.
2. If at all possible, School Resource Officers (SRO’s)/partnering law enforcement designate or patrol member should be requested to be present during school lockdown practices. The SRO’s/partnering law enforcement designate/patrol member should encourage their schools’ staff members to have table top discussions regarding different scenarios, which may necessitate lockdown implementation.

School Safety Plan

1. The School Safety Plan is required for all emergency procedures including School Lockdown Procedures. It is important that it is accessible in the office with the location known by all staff members, local police authorities and emergency services. The School Safety Plan will also be accessible in electronic format and hard copy from Division Office.

LOCKDOWN CHECKLISTS (INTERIOR LOCKDOWN)

INTERIOR LOCKDOWN: THREAT INSIDE THE BUILDING

If a threatening intruder or active assailant enters the building:

1. Upon observing an immediate threat, the school staff member will announce from the closest school PA system **three times:**
“INTERIOR LOCKDOWN; THREAT IN THE BUILDING”
2. The school staff member who observed the threat will call 911 immediately.
3. Office Staff will place the School Safety Binder on the counter (if safe to do so).
4. Staff will survey the hallway and quickly gather students into classrooms.
5. Staff lock classrooms, cover window in door, close blinds and curtains and turn off lights.
6. Students are to crouch or lie face down on the floor (or in a suitable lockdown position) and stay away from all windows and interior walls. Students are directed to be still and quiet.
7. Staff will not leave students unattended (it is mandatory that teachers do not open classroom doors until the Principal, his/her designate or police have announced the end of the Lockdown).
8. While in Lockdown, should the fire alarm activate, teachers are to stay in classrooms with students. Occupants are not to leave classrooms unless there is an actual fire and that there is a belief that there is imminent danger from fire or smoke (consider a window exit from the classroom).
9. If safe to do so, staff members will follow established attendance procedures.
10. Staff use judgement regarding “Right to Survive” strategies.
11. When deemed safe, office staff will call the Office of the Superintendent.
12. The Principal, his/her designate or police will announce the end of the Lockdown.
13. If evacuation occurs, students will be dismissed in a safe and orderly manner with staff assistance in the predetermined manner that will account for all student whereabouts.

LOCKDOWN CHECKLISTS (EXTERIOR LOCKDOWN)

EXTERIOR LOCKDOWN: THREAT OUTSIDE THE BUILDING

If the Threat/Assailant is sighted near the building, or a report is received of a potential threat coming to the school, this situation is called and Exterior Threat:

1. Three potential sources for initiation of lockdown:
 - a. Staff member observes IMMEDIATE THREAT DEMANDING PROMPT INITIATION OF LOCKDOWN. Staff member announces from nearest PA system.
 - b. Staff member observes or has knowledge of non-immediate but impending threat. Staff member notifies the office and office makes decision based on information.
 - c. External information from police or division office.

Announce three times:

“EXTERIOR LOCKDOWN; THREAT OUTSIDE THE BUILDING”

2. An office staff will call 911 if necessary.
3. All exterior doors will be locked (school administration and designates)
4. Police may attend the school and secure the perimeter.
5. Staff will gather and direct students from halls and washrooms to classroom spaces.
6. Staff will lock classrooms, cover window in door, close blinds and curtains and turn off lights.
7. Students are to crouch or lie face down on the floor (or in a suitable lockdown position) and stay away from all windows.
8. If safe to do so, teachers will post **SCHOOL IN LOCKDOWN** signs on exterior facing windows; principals or designate will post on exterior doors.
9. If safe to do so, staff members will follow established attendance procedures.
10. Staff will not leave students unattended. Staff will not open classroom doors until the Principal, his/her designate or police have announced the end of the lockdown.
11. While in Lockdown, should the fire alarm activate, teachers are to stay in classrooms with students. Occupants are not to leave classrooms unless there is an actual fire and that there is a belief that there is imminent danger from fire or smoke.
12. Staff use judgement regarding “Right to Survive” strategies.
13. When deemed safe, office staff will call the Office of the Superintendent.
14. The Principal, his/her designate or police will announce the end of the Lockdown.
15. If evacuation occurs, students will be dismissed in a safe and orderly manner with staff assistance in the predetermined manner that will account for all