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## EMERGENCY RESPONSE

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### 1) PURPOSE

The director of education requires each school principal to ensure that the school has plans in place to respond to a wide range of emergency situations to provide for the safety of staff and students.

### 2) TYPES OF EMERGENCY RESPONSES

Type I – Lockdown, Hold and Secure, Shelter in Place

Type II – Evacuation for Fire or Other Threats

Type III – Situations Requiring Consultation with Police - Bomb or Other Threats

Type IV – Municipal Level Emergencies

Type V – Facility Emergencies

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**3) EMERGENCY RESPONSE PLANS**

- a) The school principal is responsible for the annual update and submission of the school's Lockdown, Hold and Secure, Shelter in Place Plan (page 5) and the school's Fire Safety/Evacuation Plan (page 19). Both plans must be submitted to the Health and Safety Officer by the last school day in September. Current School Response Team and Emergency Contact lists must be available to the school in the event of any emergency situation. The Emergency Response Bag shall be updated annually and located in the main office.
- b) Each principal shall ensure that the school develops emergency response plans that are stored in the school Emergency Response Bag.

**4) EMERGENCY RESPONSE BAG**

- a) Each school shall have an Emergency Response Bag that contains the following:
  - i) a list of School Emergency Response Team members;
  - ii) emergency contact list for staff and students;
  - iii) communication plan;
  - iv) transportation plan;
  - v) alternate evacuation site;
  - vi) copy of school's Lockdown, Hold and Secure, Shelter in Place Plan and copy of the school's Fire Safety/Evacuation Plan;
  - vii) copy of Procedure 153: Emergency Response;
  - viii) keys;
  - ix) portable air horn or other approved device; and
  - x) any other items necessary to maintain communications.

**5) SCHOOL EMERGENCY RESPONSE TEAM**

- a) The School Emergency Response Team shall include the principal, secretary, custodian and a minimum of two teaching staff. The principal or their delegated team members shall be assigned the following roles:
  - i) liaison and overall school co-ordination;
  - ii) reception / egress of students and staff or parents at the site;
  - iii) communications;
  - iv) issues such as heat, electricity, hygiene and sanitation, etc.;
  - v) transportation liaison and coordination;
  - vi) alternate evacuation site plan; and
  - vii) property protection.
- b) Alternate staff members must be assigned to carry out the above roles in the absence of the originally assigned staff member.

**6) EMERGENCY CONTACT LIST**

- a) Each school plan shall include an emergency contact list with the following information:
  - i) staff list indicating home phone numbers;
  - ii) student list including medication needs, phone numbers for parents/guardians;
  - iii) senior administration contact list;
  - iv) police, fire, ambulance phone numbers;

- v) phone numbers for transportation—superintendent and Tri-Board Student Transportation Services.
- b) Plans need to consider a means of communication for students and the staff to contact families if retention is for an extended period.

## **7) COMMUNICATION PLAN**

- a) Each school shall have in place an Emergency Communication Plan in order to contact persons listed in the Emergency Contact List above. An emergency phone tree system may be employed.
- b) Principal and staff will be familiar with emergency operation of telephone systems in the event of power failure or loss of one or more telephone lines.
- c) The principal and staff members shall consider alternate forms of communication if telephone lines are out of commission, such as cell phones, two-way radios, or a neighbour's telephone. Note that cell phones are not considered a reliable communication means in an emergency.
- d) Principal and staff must include communication with the school superintendent, Facility Services Department and Director's Office to allow regular situation updates and direction.
- e) Consideration must be given for a means of communication for students and the staff to contact families if retention is for an extended period.

## **8) TRANSPORTATION PLAN**

- a) Schools must develop a plan for transportation of students and staff in the event of an evacuation to another site or to home in co-ordination with the Tri-Board Transportation Authority.
- b) If communications fail, and the Tri-Board Transportation Authority is unable to be contacted, schools will need to contact the appropriate superintendent for direction.

## **9) ALTERNATE EVACUATION SITE**

- a) The safety of students and staff members will take priority during any emergency situation.
- b) Plans must include provision of shelter for the staff and students, evacuation of the school, first aid measures and continued care until students and staff may return safely to their homes. Evacuation of the school may include relocation to another site such as a school or any other community or private facility that will provide safe accommodation. Evacuation may include transportation by ground vehicles such as buses.

**10) PROPERTY PROTECTION**

- a) It is vital that after concerns for the safety of students and staff members have been addressed, that building systems be protected and the building made secure.

**11) TRAINING AND PRACTICE**

- a) Principals will ensure all staff members are aware of the school's Lockdown, Hold and Secure, shelter in Place Plan and the school's Fire Safety/Evacuation Plan and this administrative procedure by including them in a staff meeting agenda before the end of September.
- b) After staff members are familiar with the plan, the principal shall arrange appropriate drills (see Lockdown, Hold and Secure, Shelter in Place Plan and Fire Safety/Evacuation Plan for frequency and timing of drills.)

**EMERGENCY RESPONSE****PROCEDURE 153-A**

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## TYPE I LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN

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**1) PURPOSE**

The level of preparedness to deal with **Lockdown, Hold and Secure, Shelter in Place, and Emergency Evacuation** by staff members, students and police will have a major impact on the final outcome. Practices for Lockdown, Hold and Secure, Shelter in Place, and Emergency Evacuation will be held a minimum of twice during the school year at all schools and at all board sites.

**2) DEFINITIONS**

**Lockdown** - Lockdown is a response to a major incident or threat of school violence within the school, or the immediate area of the school. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations. All staff members within the school are responsible for ensuring that no one leaves the secure locations until the Lockdown is removed by the principal or police. Staff and students take immediate precautions to ensure safety, taking cover in the closest secure location. The principal or designate will call 911 and will notify the Director's Office.

**Hold and Secure** – Hold and Secure (formally Secure and Hold) is a response to a threat in the general vicinity of a school and not related to the school. This could be a police pursuit, a crime in progress or an active police search. Staff, students and visitors are considered to be safe inside the school. The school continues to function normally. External doors to the building must be secured as quickly as possible and staff/students/visitors on property must be brought inside the building when safe to do so. Signs indicating a Hold and Secure status must be posted until such time as the situation near the school is resolved (See Form 153-A1). Occupants do not leave the building. The Director's office must be notified immediately if a school is placed in a Hold and Secure status.

**Shelter in Place** - Shelter in Place is a response to an external situation, where it is necessary to keep all occupants within the school, to protect them from the external risk (e.g., an environmental situation such as a chemical spill or an extreme weather related situation in the neighbourhood). Staff and students move freely within the school. Signs are placed on external door windows with school phone to indicate a Shelter in Place (See Form 153-A2). The Director's office must be notified immediately if a school is placed in Shelter in Place status.

**Emergency Evacuation** – i.e. BOMB THREAT

Response to bomb threat and/or explosive incident at or near the school.

For all the above, please refer to FORM 153A-3

**LOCKDOWN****3) LOCKDOWN PROCEDURES IN CLASSROOMS, PORTABLES AND WASHROOMS**

- a) Staff members will direct students out of hallways to the closest secure classroom, remain with the students, and lock doors to the room. If the door does not lock, the staff will bar the door or move furniture against it. Staff members will assess whether anyone is injured and the severity of the injuries and take appropriate measures to assist the injured without jeopardizing their own safety or that of others. Classroom doors should be kept in the locked position throughout the day as a matter of regular practice.
- b) Where there are curtains or blinds, they will be closed and the lights turned off. Students are to move away from doors and windows. In consideration of sight lines into the room, students are usually safest when sitting along the length of the inside wall of the classroom. Students must remain quiet and follow staff or police instructions. The classroom should look and sound empty. Staff members must prepare students for staying in a Lockdown situation for an extensive period of time.
- c) In portables, desks need to be tipped onto their sides with desk-tops facing out, and all desks placed in a circle, with students / staff locating within the circle, down on the floor below the top edge of the desk.
- d) Individuals are to contact the office ONLY with vital information regarding the incident; for example: "I see the intruder in the southwest hallway".
- e) Cell phones and text messaging are NOT to be used by the staff or by students unless communicating vital emergency information about the incident or calling 911. A ringing cell phone may alert an intruder to a particular location.
- f) Teachers will take attendance in class noting students who are outside the class and any additional students who have entered the room.
- g) Students will not be allowed to use washrooms or lockers. No one will be released, except by direction of the principal or police when the "Lockdown is over" message is given.
- h) Staff and students need to be moved from washrooms into classrooms/secure areas but not if it means moving into immediate danger. For elementary schools, it is recommended that plans identify an adult who normally works in close proximity to student washrooms, to check the washroom(s) prior to locking down themselves, if it is safe to do so. This adult would quickly check both male and female washrooms to which they have been assigned in the planning phase, and take any students found in the washrooms in their classroom(s)/closest secure area to lock down.
- i) For secondary schools, it is recommended that training include an explanation to students that they are responsible to get out of the washrooms immediately upon hearing a Lockdown announced, and get to the nearest classroom or other area which has been identified as a safe area. As a last resort, staff or students trapped in a washroom, should attempt to somehow secure the washroom door, enter a stall, lock the stall door and climb on top of the toilet. Staff members will attempt to collect students from the washroom when Lockdown has been removed and it is safe to do so.
- j) Students and staff must not answer the door. If necessary, the principal will use the master key to enter classrooms and other sites.
- k) All occupants of the building will disregard the fire alarm system and school bells unless fire or smoke is obvious. If fire poses an imminent danger, all occupants will evacuate.

**4) LOCKDOWN PROCEDURES IN OPEN AREAS**

- a) Lunchroom supervisors will follow these procedures in the cafeteria or lunch room if the Lockdown occurs during the lunch hour or during class changes
- b) Depending on the individual school plan and the locations and actions of the intruder, consideration must be given to staying inside and hiding, or to the controlled evacuation of students from the cafeteria, library, gymnasium and other open areas of the school to secure areas or to outside of the school, especially if there are doors or windows leading directly to the exterior. Open areas are the most vulnerable during an emergency situation. The school must have a contingency plan for a Lockdown during a lunch period or class changes when many students are in open areas of the school. It is critical during staff and student training, that everyone understands what to do and where to go in the event that a Lockdown is called and they are in an open area.

**5) LOCKDOWN PROCEDURES OUTSIDE THE BUILDING**

- a) Staff members will direct students in outdoor areas to immediately take cover. Students must be aware of a pre-planned designated location a safe distance from the school.
- b) Students and staff SHALL NOT ENTER the school. Staff members who are with the students, whether conducting an outdoor class or supervising at recess or the lunch break, shall endeavour to have students remain in the designated area outside and take attendance.
- c) It is also important to have a pre-determined location for parents and the media away from the school building.
- d) When the Lockdown is over, students may be released to parents, and the staff will attempt to monitor student departures.

**6) CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING LOCKDOWN**

- a) Anyone observing a violent incident or threat to school safety must notify the school office immediately. After confirming that a violent incident / threat to school safety is in progress, the office staff will immediately implement the Lockdown and focus on remaining calm.
- b) When a violent incident or threat is reported, the staff member in the school office needs to obtain as much detail about the incident or threat as possible from the initial observer. The priority is to confirm that a violent incident is occurring, and then to be able to direct police quickly to the correct location.
- c) If it is safe to do so, the observer should obtain the following details for the report to the office:
  - i) location and number of suspects;
  - ii) if the suspect is moving or stationary;
  - iii) the identity or description of the suspect (build, clothing, etc.);
  - iv) description of weapons;
  - v) possible motive or threats made; and
  - vi) any known injuries and location of casualties.
- d) The observer **shall not confront an armed intruder or suspect**.
- e) If gunshots are heard, or a weapon such as a knife is seen, the staff and students should know to go immediately into Lockdown. A staff member or student would then notify the office to initiate the Lockdown, if possible to do so.

## 7) ANNOUNCING LOCKDOWN FROM OFFICE PA SYSTEM

- a) All staff, especially those working in the main office, should be trained that when information is received in the office of a situation requiring a Lockdown (e.g., a violent incident in progress or weapon observed), whoever receives that information will immediately activate the school's Public Address (PA) system, announcing the Lockdown.
- b) The staff member receiving the report shall activate LOCKDOWN, call 911, and notify the principal or designate as quickly as possible, by assigning tasks to different office staff members, if possible.
- c) If there is only one person available in the office, LOCKDOWN shall be initiated before calling 911.
- d) The person receiving the report of a violent incident or threat initiates the LOCKDOWN procedure as follows:
  - i) activates all public address (PA) systems inside and outside the building; and
  - ii) announces clearly and calmly on the public address system.

**“This is \_\_\_\_\_ (give name) the \_\_\_\_\_ (state role e.g., principal). “Name of School” is now in LOCKDOWN. I repeat “Name of School” is now in LOCKDOWN**  
Please ensure FORM 153A-3 is next to all PA Systems and phones with paging capability.
- e) Upon hearing the LOCKDOWN announcement, the staff will immediately initiate Lockdown procedures. The staff must take into consideration those within a site that may require alternate forms of communication.

## 8) THE 911 CALL DURING LOCKDOWN

- a) A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.
- b) The person calling 911 will remain on the line and provide the following information as prompted by the operator:
  - i) the caller's name , the school name and full address;
  - ii) a description of the situation;
  - iii) whether anyone is injured and the severity of the injuries; and
  - iv) a safe route to the building and a safe entrance for police, where police will be met by the principal or designate (if it is safe to do so).

## 9) NOTIFICATION OF LOCKDOWN

- a) The principal or designate will notify the Director's office who will notify the school superintendent, Facility Services and Tri-Board Transportation when safe to do so.

## 10) ENDING A LOCKDOWN

- a) Plans to end a Lockdown will vary depending on the incident. Conclusion may involve a general announcement via the PA system by the principal, or may involve a room to room visit from police / school administration with some sort of identification process so that occupants of locked rooms know the Lockdown conclusion is authentic.

- b) Lockdown plans should include procedures for ending Lockdowns at other sites (e.g., twinned schools, alternate / adult education sites, elementary / secondary shared sites). In all cases where police have responded, plans should clearly indicate that the decision to end a Lockdown shall only be made after approval from the on-scene police supervisor.

## 11) THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN LOCKDOWNS

- a) The police are responsible for responding to and investigating Lockdowns. During a Lockdown, the police will assume command and control of the response and investigation but will liaise and work closely with school administrators throughout the process.
- b) Police services are required to ensure that all members who may be dispatched to a call for service at a school are fully trained in this Lockdown procedure. Police will be met by the principal or designate at the entrance recommended during the 911 call (if it is safe to do so) and have immediate access to the school plan, including a floor plan of the school.
- c) Police will implement the immediate rapid deployment method to stop the threat. This means that police officers will enter the building immediately.
- d) Police will make the decision as to whether controlled evacuation of a school under Lockdown is a viable option (e.g., in the event of a prolonged situation or a situation where the threat has been contained). Police will direct the controlled evacuation process.
- e) A police command post is the focal point for command and control of the emergency situation by police. This will not be a communication area for parents.
- f) Staff members, students and other occupants of the building need to be aware that any site may contain crime scene evidence. They should avoid tampering with or disturbing evidence. All objects, to the greatest extent possible, should be left exactly as they are found, to assist with law enforcement investigations.
- g) The police will set up a media relations centre in the designated area outside the incident site. The police will handle media relations regarding the incident and police response. The director of education or designate will handle media regarding issues dealing with the students and school. It is recommended that media personnel from police and school boards share press releases prior to release to the media so that both police and school officials are each aware of what the other is saying.

## 12) FOLLOW-UP TO THE LOCKDOWN INCIDENT

- a) Actions taken following Lockdowns can have a major impact on the well-being of the staff, students and the broader school community. Debriefing should occur in all situations following a Lockdown. The nature and severity of the incident will determine who should be included in the debriefing. In all incidents of a Lockdown which was not a drill, it is recommended that communication with all staff and teacher federations be made at the conclusion of the Lockdown and that communication to parents be sent home at the conclusion of the school day or as soon as possible.
- b) Follow-up procedures may include the following:
  - i) involving the district Tragic Events Team to provide counselling for the staff and students;
  - ii) providing appropriate and timely information to parents, the staff, students and school community regarding the incident;
  - iii) follow-up by police or school administrators present at the time of the incident;
  - iv) coordinating police and school district news releases;
  - v) evaluating the adequacy of the Lockdown plan and making modifications as necessary;

- vi) identifying lessons learned and developing further preventative measures;
- vii) maintaining close contact with any injured victims and families;
- viii) maintaining close cooperation with police services to facilitate completion of investigations;  
and
- ix) completing all necessary legal, insurance and administrative forms and documents as required.

### **LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PREPARATION, COMMUNICATION, PRACTICE DRILLS, TRAINING AND PREVENTION**

#### **13) PLANNING AND PREPARATION FOR LOCKDOWNS, HOLD AND SECURE, SHELTER IN PLACE**

- a) This administrative procedure provides a recommended plan of action for use in all schools of Hastings and Prince Edward District School Board. All schools must follow this administrative procedure as printed and not change the plan except to customize it for site specific needs with superintendent approval.
- b) Each school shall conduct a minimum of two Lockdown drills during each school year as mandated by the Ministry of Education.
- c) Schools and all board sites shall prepare up-to-date floor plans outlining safe areas that can be locked and open areas (e.g., cafeterias, gymnasiums, libraries) in the school and shall familiarize staff, students and the police with these areas. It is essential to involve the school custodian in the development of the school plan because of the custodian's detailed knowledge of the building.
- d) It is recommended that floor plans be posted throughout the school and at least at every entry point to the school. Other buildings existing on the school grounds, portables and off-site evacuation locations should also be identified and included with the floor plans. Hard copies of floor plans and if possible, electronic copies should be provided to the police in advance of a Lockdown.
- e) The police will be involved in consulting on the school Lockdown plan, including the provision of feedback on Lockdown drills. The school superintendent must approve any modifications to the Lockdown plan once the plans are on file with the superintendent and police.
- f) Site specific needs include mechanisms to communicate messages to those who may not adequately hear verbal communications and those who may not be readily mobile without assistance. If a school has a child care centre, other tenants, or community groups using school premises, it is important that principals ensure that staff members from those organizations are included in the development and implementation of Lockdown procedures.
- g) If a school has other sites (e.g., twinned schools, alternative / adult education sites, elementary / secondary shared sites), the principal will include representatives from these sites in the development and implementation of Lockdown procedures.
- h) Administrators must have their phones with them and turned on at all times during the school day.

#### 14) COMMUNICATING THE PLAN

- a) 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. All occasional staff members, volunteers and school visitors must be made aware of the school plans and be provided with poster version of the plans. They must wear visitor name tags at all times and understand that they will be expected to respond quickly to the direction of the principal or designate in an emergency situation.
- b) A poster of the school plans (one page or less) shall be printed and posted in each classroom, washroom, staff room, portable, cafeteria, gymnasium, library, office, computer lab and all other pertinent areas in the school. (See Form 153-A-3)
- c) School site specific information will be added to the bottom of school posters.
- d) Principals will annually submit electronic copies of their school poster (Form 153-A-3) and plan (**Form 153-A-5**) to the Health and Safety Officer. These copies will be placed in a shared drive for the Communications Officer and appropriate Superintendent by the end of September.
- e) Students must be familiar with the plan and aware of their responsibility to respond quickly and quietly to the direction of the staff during a crisis. Students must be informed that in the event of a Lockdown or Hold and Secure, all students must report to the nearest classroom if they are not able to safely and quickly reach their own classroom. If they are outside at the time of the Lockdown, they must not enter the building.
- f) Parents and guardians need to be aware of the Lockdown, Hold and Secure and Shelter in Place plans and must reinforce with their children the responsibilities of students to follow directions during an emergency. Parents and guardians should encourage their children to disclose any information they may have that could pose a threat to school safety. It is recommended that Lockdown, Hold and Secure and Shelter in Place plan information and the importance of parental support for the plans be sent home in a newsletter at the beginning of the school year.
- g) Members of school councils can support the school plans and assist school administrators in promoting awareness of Lockdown, Hold and Secure and Shelter in Place procedures throughout the broader school community.
- h) Parents and community members must understand that they are not to call the school during a Lockdown. They will not be permitted access to the building or to students until it is determined that it is safe for them to enter.
- i) Emergency plans are of little value in a crisis situation if the plan is not exercised on a regular basis. **School administrators are required to review this administrative procedure and the school Lockdown, Hold and Secure, and Shelter in Place plans with the staff at least twice during each school year.**

#### 15) LOCKDOWN, HOLD AND SECURE AND SHELTER IN PLACE DRILLS

- a) Implementation of the Lockdown, Hold and Secure and Shelter in Place plan is the school's responsibility. Although police will assist with training and drills, the police are unlikely to be in the school at the outset of an incident. The entire staff must be prepared to implement the school plan quickly and effectively. The extent of the impact of the incident will be dependent on the ability of the school to respond as quickly as possible.
- b) Elementary and secondary schools are required to have a minimum of two practice Lockdown, Hold and Secure, Shelter in Place drills each school year. These practice drills can be held at the same time going from Lockdown to Hold and Secure to Shelter in Place. It is an effective practice

to conduct one drill with the fire alarm ringing at the time of the drill to reinforce the need to ignore a fire alarm or school bells once a Lockdown is initiated (unless fire or smoke are obvious in which case evacuation should take place).

- c) The principal will plan the Lockdown, Hold and Secure, Shelter in Place drills, ensuring that there are no surprise drills and no secret codes. Drills should be announced as practice drills. The focus is on open sharing of every detail of the school plan so that students can be expected to follow staff directions promptly.
- d) Police should be invited to attend practice drills to monitor proceedings and participate in providing feedback following the drill. The school is entirely responsible for implementing the Lockdown.
- e) Each school's Lockdown procedure should include a plan to alert neighbouring schools of Lockdown drills especially if Fire and Police have been invited to participate.
- f) Each school is required to keep a record of the date of the Lockdown, Hold and Secure and Shelter in Place drills. This record shall be appended to the fire drill log required at each school site. A template is attached to this procedure. (See Form 153-A-4)

#### **16) LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE TRAINING**

- a) Schools must establish a method to conduct Lockdown, Hold and Secure, Shelter in Place training for all staff, students and visitors each school year.
- b) Schools should consider assemblies to train secondary students on Lockdown, Hold and Secure and Shelter in Place procedures. Due to the young age of some elementary students, it is suggested that classroom teachers be responsible for training students at the elementary level.

#### **17) PREVENTION**

- a) All staff and students must be proactive in identifying students who may be at risk of involvement in a violent incident so that action can be taken before a crisis develops.
- b) Check list for registration should include reference to previous threat assessment.
- c) The HPEDSB Community Threat Assessment Protocol (CTAP) provides direction for school team responses.

#### **18) BUILDING KEYS AND DOOR LOCK MANAGEMENT**

- a) In any lockdown situation and for general building security, it is critical to ensure that keys are only available to persons with a specific need to access the building and classrooms.
- b) Principals must develop and maintain a system to track the assignment of building keys to staff, including itinerant or occasional staff.
- c) Principals must ensure that staff are aware that they must report any misplaced or stolen keys immediately to the principal.
- d) Principals must ensure that staff are aware that keys must be returned to the principal when relocating or retiring from the building.
- e) Board Procedure 537: Keys and Security Systems addresses specific details about key and lock standards used in all Board facilities.



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**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE,  
EMERGENCY EVACUATION**

SCHOOL NAME: \_\_\_\_\_

<b>LOCKDOWN</b>	<b>HOLD AND SECURE</b>
Response to a major incident or threat of school violence within school or school area.	Response to on-going situation outside the school that is <b>not related to the school</b> .
<p><b>In the event of a lockdown, all occupants must follow the instructions below.</b></p> <ul style="list-style-type: none"> <li>• Everyone reports to closest classroom or secure location.</li> <li>• No one leaves until lockdown lifted by principal or police.</li> <li>• Classroom doors are to be locked and lights turned off.</li> <li>• All curtains/blinds to be closed and classroom door window covered.</li> <li>• Everyone assumes safe position away from any sightlines and/or windows.</li> <li>• No calling or texting from cell phones unless staff has vital information and call 911.</li> <li>• Do not answer the door.</li> <li>• Disregard fire alarm/bells unless fire or smoke are obvious.</li> <li>• Anyone in the washrooms, remain there until lockdown is over.</li> <li>• If outside, students/staff report to the predetermined location.</li> <li>• Remain silent.</li> </ul> <p><b>ANNOUNCEMENT:</b> This is _____ (give name) The _____ (state role e.g., principal). (name of school) is now in <b>Lockdown</b>. I repeat (name of school) is now in <b>Lockdown</b>.</p>	<p><b>In the event of a hold and secure, all occupants must follow the instructions below.</b></p> <ul style="list-style-type: none"> <li>• Lock external doors.</li> <li>• Close all curtains and/or blinds.</li> <li>• Staff and students outside will be brought into the school prior to the exterior doors being locked, if safe and appropriate to do so.</li> <li>• No one is to leave the building.</li> <li>• Everyone may move freely inside the school.</li> <li>• Post signs at exits with school phone number.</li> </ul> <p><b>ANNOUNCEMENT:</b> This is _____ (give name) the _____ (state role e.g., principal). (name of school) is now in <b>Hold and Secure</b>. I repeat (name of school) is now in <b>Hold and Secure</b>.</p>
<b>SHELTER IN PLACE</b>	<b>EMERGENCY EVACUATION</b>
Response to an external situation which may or may not be related to the school. (Example: environmental situation or an extreme weather related situation in the neighbourhood)	Response to bomb threat and/or explosive incident at or near the school.
<p><b>The school is considered to be a safe area, where all occupants remain inside to protect them from the external situation.</b></p> <ul style="list-style-type: none"> <li>• Close windows.</li> <li>• Everyone may move freely inside the school.</li> <li>• Staff and students outside will be brought into the school.</li> <li>• Post signs at exits with school phone number.</li> </ul> <p><b>ANNOUNCEMENT:</b> This is _____ (give name) The _____ (state role e.g., principal). (name of school) is now in <b>Shelter in Place</b>. I repeat (name of school) is now in <b>Shelter in Place</b>.</p>	<p><b>In the event of an emergency evacuation, all occupants must follow the instructions below.</b></p> <ul style="list-style-type: none"> <li>• Wait for instructions and do a visual scan of the area.</li> <li>• Announce exit routes and gathering site to students, close windows and doors (unlocked).</li> <li>• Everyone will evacuate the school by the nearest exit, doing a visual scan along the way, and walk to the evacuation site. Teachers are to bring attendance records.</li> <li>• Take attendance.</li> <li>• Wait for further instructions.</li> </ul> <p><b>ANNOUNCEMENT:</b> This is _____ (give name) the _____ (state role e.g., principal). (name of school) is being <b>evacuated</b>. I repeat (name of school) is being <b>evacuated</b>. Please listen carefully for further instructions <b>before</b> leaving the building.</p>
<p><b>Off-Site Evacuation Location:</b> School Site Specific Information</p>	



Hastings and Prince Edward  
District School Board

**FORM 153-A1**

<b>Adopted</b>	September 2009
<b>Last Revised</b>	August 2015
<b>Review Date</b>	August 2020

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**TYPE 1  
LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN**

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**Name of School**

**We are currently in  
“HOLD AND SECURE”**

**Hold and Secure** – Hold and Secure is a response to an ongoing situation in the general vicinity outside of the school and not related to the school, when it is desirable to secure the school. **Staff, students and visitors are considered to be safe inside the school.** The school continues to function normally. External doors to the building must be secured as quickly as possible and staff/students/visitors on property must be brought inside the building. Signs indicating a Hold and Secure status must be posted until such time as the situation near the school is resolved. Occupants do not leave the building.

**If more information is required, please call the school  
at #####**



**Hastings and Prince Edward  
District School Board**

<b>FORM 153-A2</b>	
<b>Adopted</b>	September 2009
<b>Last Revised</b>	August 2015
<b>Review Date</b>	August 2020

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**TYPE I  
LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN**

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**Name of School**

**We are currently in  
“SHELTER IN PLACE”**

**Shelter in Place**– Shelter in Place is a response to an external situation is not be related to the school (e.g., environmental or weather related situation in the neighbourhood). Staff and students move freely within the school. Staff, students and visitors are considered to be safe inside the school. Signs are placed on external door windows with school phone-number.

**If more information is required, please call the school  
at #####**



**Hastings and Prince Edward  
District School Board**

<b>FORM 153-A4</b>	
<b>Adopted</b>	September 8, 2009
<b>Last Revised</b>	August 2015
<b>Review Date</b>	August 2020

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**TYPE I –  
LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN**

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**PRACTICE DRILL RECORDING FORM**

NAME OF SCHOOL \_\_\_\_\_

<b>DATE</b>	<b>TYPE OF DRILL</b>	<b>COMMENTS</b>	<b>PRINCIPAL'S SIGNATURE</b>



**Hastings and Prince Edward  
District School Board**

**FORM 153-A5**

<b>Adopted</b>	September 2009
<b>Last Revised</b>	August 2015
<b>Review Date</b>	August 2020

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**TYPE I  
LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PLAN**

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**SCHOOL PLAN**

**NAME OF SCHOOL** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**School Plan Checklist:**

- Off-site evacuation location (including contact person and phone number if applicable);
- Parent gathering location;
- School Poster Procedure 153A-3 submitted to Health and Safety Officer by the last school day in September;
- School Poster and School Plan placed in staff handbook;
- School Poster and School Plan in occasional staff folders;
- School Poster and floor plans placed in each classroom, instructional area, office and at each door; and
- School Poster, School Plan and school floor plans prepared to give to police during practice drills.

<b>PROCEDURE 153-B</b>	
<b>Adopted</b>	October 25, 2002
<b>Last Revised</b>	September 8, 2009
<b>Review Date</b>	September, 2014

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## **TYPE II FIRE SAFETY/EVACUATION PLAN**

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### **1) PURPOSE**

- a) Principals are responsible for Fire Safety/Evacuation Plan for their school. Fire safety and evacuation in other district buildings is the responsibility of the director of education and/or site supervisor.

### **2) FIRE SAFETY/EVACUATION PLAN**

- a) Each principal or supervisor shall have a program in actual practice and a formal document on record outlining the detailed Fire Safety/Evacuation Plan for the building (see Procedure 153-B, Appendix 1: Fire Safety/Evacuation Plan).
- b) Principals will annually submit an electronic copy of Procedure 153-B, Appendix 1, Section A of their School Fire Safety/Evacuation Plan to the Health and Safety Officer by the last school day in September.
- c) Copies of the Fire Safety/Evacuation Plan will be kept in the main office, custodial office, on the 2nd floor (if multiple floor building) and in the school's Emergency Response Bag.
- d) Every teacher/staff member and pupil must know all exits, corridors, routes of traffic. With these precautions no one need ever be lost in an emergency.
- e) All rooms in the school, all fire stations, exits, and routes must be clearly marked with the appropriate printed cards provided by Hastings and Prince Edward District School Board and approved by the local fire departments.
- f) Every teacher/staff member and every student must be familiar with all signals, horns, electric bells and hand bells.

### **3) INSTRUCTION**

- a) Classroom procedures must be thoroughly explained, perhaps diagrammed and rehearsed in slow motion with possible stops to check procedures.
- b) Routes in hallways and outdoors must be similarly explained and learned.
- c) Drills should be held by individual teachers with their own classes.

**4) FIRE DRILLS**

- a) Regulations under the Fire Code require the principal/supervisor to hold fire drills at least three times during the fall term and at least three times during the spring term.
- b) The principal/supervisor shall make the situation simulate genuine emergencies by the blocking of a corridor, a staircase or an exit.
- c) The principal/supervisor and staff shall correct confusions or faults at the time and do a re-run immediately.
- d) Staff members must be appointed to check all washrooms, change rooms, and other ancillary spaces.

**5) DUTIES OF THE PRINCIPAL/SUPERVISOR**

The principal/supervisor shall:

- a) appoint staff members to check all washrooms, locker rooms, ancillary spaces, and someone to call the fire department;
- b) determine that all doors are kept unlocked and unobstructed;
- c) assign staff to assist pupils who are incapable of walking out with the class;
- d) ensure occasional staff and visitors are aware of evacuation procedures;
- e) ensure that all persons evacuate the building;
- f) assign the shortest route from classrooms and alternate routes in case of obstruction;
- g) provide for clearance of all vehicular approaches for firefighting crews;
- h) designate staff member to take the Emergency Response Bag with them in each evacuation; and
- i) annually submit an electronic copy of their School Fire Safety/Evacuation Plan (see Procedure 153-B, Appendix 1) to the Health and Safety Officer by the last school day in September.

**6) DUTIES OF TEACHERS AND OTHER STAFF**

Staff shall:

- a) know the location of every alarm signal, traffic route, stairwell and exit which will be used by the pupils under their care;
- b) be responsible for the direction and department of the class;
- c) ensure that all motors and other equipment in the immediate area are shut off immediately after the alarm is sounded if teaching a technology or laboratory class;

Note: Custodians are also responsible for shutting off all motors and other equipment.

- d) close the classroom windows;

- e) ensure that the classroom is evacuated;
- f) close the classroom door;
- g) carry the class register or class list of the class the teacher is with at the time of the fire drill when leaving the building;
- h) know the absentees; and
- i) check the attendance roll for the class as soon as possible after evacuation and then send or take a written report to the principal or designate.

## 7) GENERAL

- a) The use of student monitors may be necessary to hold doors until evacuation is complete.
- b) Staff members shall ensure doors and windows are closed and not locked in their immediate working area.
- c) Some drills must be conducted with hand bells to prepare for possible power failures.
- d) The minimum distance of evacuation from the school must be 40 feet.
- e) The Fire Marshall may ask a staff member unannounced and at random to sound an alarm.
- f) The principal, or designate, shall be positioned outside the building to receive all class reports. The principal/ designate will choose a location which will be convenient for the receipt of class reports, and also to be able to meet and pass on information to the incoming fire department.
- g) NOTE: During a time other than regular school hours, there may be functions taking place in a school building in the absence of the principal. In this case, it is important to understand that the custodian on duty is designated to assume the principal's responsibility for the safety of the building and the people.
- h) To ensure that the school is "fire-safe", principals shall refer to the Hastings and Prince Edward District School Board Fire Safety Plan.
- i) Meeting room coordinator should report to the principal with an occupant list at the time of the fire drill when leaving the building as per 6g, 6h, 6i, 7i.

## 8) DUTIES OF CUSTODIAL AND MAINTENANCE STAFF

Custodians/maintenance staff shall:

- a) be familiar with and follow the fire safety program for the building(s) in which they work;
- b) In case of fire, activate the fire alarm immediately and contact the fire department;
- c) treat any fire as "the real thing";
- d) when the fire alarm is sounded check the areas in which they are working, close the windows and doors and proceed to the nearest exit;

- e) after the building is evacuated, report to the person designated in the fire safety program or to the custodian (lead hand) in charge at the pre-arranged safe outside location;
- f) be responsible for shutting off all motors/equipment;
- g) report incidents of refusal to evacuate to the person designated or custodian in charge who shall report the person to the proper authorities;
- h) together with a back-up person, and only if it is safe to do so, go to the annunciator panel to determine where the alarm originated. The area identified is to be checked;
- i) notify the fire department when there is a false alarm or faulty equipment. Only after the fire department has given permission can the alarm system be re-set;
- j) extinguish a fire that the custodian feels competent to extinguish. If the size or nature of the fire is beyond the custodian's control, the fire is to be left to the fire department; and
- k) allow people back in to the building only when it is completely safe to do so after the fire department has given permission.

<b>PROCEDURE 153-C</b>	
<b>Adopted</b>	March 26, 2001
<b>Last Reviewed</b>	May 26, 2008
<b>Review Date</b>	May, 2011

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**TYPE III**  
**SITUATIONS REQUIRING CONSULTATION WITH POLICE**  
**– BOMB OR OTHER THREATS**

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**1) PURPOSE**

Hastings and Prince Edward District School Board recognize that there will be situations in which it is unknown whether the best course of action is to evacuate or lockdown. An example of such a situation would be a bomb threat. In these types of situations principals will exercise their best judgement in the interest of the safety of students and staff in consultation with local police, as required.

**2) DUTIES OF THE PRINCIPAL**

- a) The principal or designate shall ensure that all staff is aware of Administrative Procedure 393: Police Protocol at the beginning of each school year.
- b) Principals are to familiarize themselves with the Bomb Threat Protocol (Procedure 393: Police Protocol, Section 10e).

**3) Bomb Threat Phone Log (Refer to FORM 153-C1)**



FORM 153-C1	
Adopted	November 2016
Last Revised	
Review Date	November 2021

## Bomb Threat Phone Log

**When a bomb threat is received:**

1. Be calm and courteous. Listen and do not interrupt the caller.
2. Make note of the line the call is on, and keep the line open following the call.
3. Notify the Principal or designate while the call is still ongoing.  
The Principal or designate should call 911.

**Details of call:**    Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration of call: \_\_\_\_\_  
 AM     PM    Line # of call: \_\_\_\_\_

**Exact wording of the threat:**

<b>Questions to ask:</b>				
What time will the bomb explode?				
Where is it?				
What type of device is it? What does it look like?				
Where are you calling from?				
Why did you place the bomb?				
What is your name?				
<b>Identifying characteristics:</b>				
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not sure	Estimated Age:
Accent	<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Other	
Voice	<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Other	
Diction	<input type="checkbox"/> Good	<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	Other:
Manner	<input type="checkbox"/> Emotional	<input type="checkbox"/> Calm	<input type="checkbox"/> Vulgar	Other:
Background Noises:				
Voice was familiar (specify):				
Caller was familiar with the area (specify):				

(over)



### **CALL 911**

Remember that if you are unable to speak for whatever reason just keep the 911 line open after you and the call can be traced and help will arrive.

As a last resort for getting help to the school (if for some reason you cannot make the call and you are still in need of help), pull the fire alarm.

### **LOCKDOWN Mode** (script for under phones):

- 1) Make a P.A. announcement stating:  
"Our school is initiating a Lockdown response. Staff and students are to respond accordingly." Repeat this twice.
- 2) Inform (user groups ie: daycare – add phone number) that a Lockdown response has been initiated.
- 3) Contact the Director's Office 613-966-1170. The Director's Office will notify the school supervisor and Tri-Board Transportation.
- 4) Exterior doors should remain in the locked or unlocked status they were in when the lockdown was initiated.
- 5) Once Emergency Services arrive, police personnel will create a Parent Staging Area where communication will be provided to the school community.  
Once a lockdown has been initiated, the school becomes an emergency site under the authority of the local Police Services.

<b>PROCEDURE 153-D</b>	
<b>Adopted</b>	November 28, 2000
<b>Last Revised</b>	May 26, 2008
<b>Review Date</b>	May, 2011

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**TYPE IV  
MUNICIPAL LEVEL EMERGENCIES**

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**1) PURPOSE**

- a) In the event of a municipal emergency declared by municipal authorities, the municipality may, through the director of education, request the use of a school building as an evacuation shelter. The municipality has the authority to commandeer the building and will be responsible for administration of the site as a shelter including reception, food, sleeping accommodation and first aid.
- b) Hastings and Prince Edward District School Board will retain responsibility for operation of building heating, electricity, lighting, water, wherever and whenever possible.
- c) In the event of municipal level emergency, the director, superintendents and controller of facility services must be contacted.

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**EMERGENCY RESPONSE**

<b>PROCEDURE 153-E</b>	
<b>Adopted</b>	November 28, 2000
<b>Last Revised</b>	May 26, 2008
<b>Review Date</b>	May, 2011

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**TYPE V  
FACILITY EMERGENCIES**

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**1) PURPOSE**

In the event of an emergency such as fire, flood, intrusion, natural disaster, failure of a utility service or other event that impacts the operation or integrity of a building or property, Facility Services will take steps to respond to the emergency and notify necessary board staff, municipal officials and authorities having jurisdiction. Such emergency response services will be in effect 24 hours per day, each day of the year. The intent of this procedure is to ensure appropriate emergency response after normal school hours through the year; however certain events may have an impact on the board's ability to maintain operation of day school programs.

**2) GENERAL**

- a) Facility Services maintains an alarm monitoring service as outlined in Procedure 535: Facilities Protection and Monitoring. A Facility Services Coordinator is designated on a rotating basis as Duty Officer to respond to calls from the alarm monitoring service as alarms are received.
- b) The Duty Officer will contact school administrators, custodians, superintendents and municipal authorities based on the nature of the alarm and level of emergency action required.

**3) CALLING TREE**

- a) Telephone Answering Service (TAS) receives alarms from an automated system at each building location, including: fire, intrusion, power loss, heat loss and flooding. Individuals may also call TAS at 613-967-8684 to report property damage or other issues. The Education Centre auto attendant system at 613-966-1170 also refers after hours callers to TAS to report emergency events.
- b) TAS notifies the Duty Officer, custodian, police or fire departments depending upon the nature of the alarm. The Duty Officer makes a decision to call others based on the nature of the emergency.
- c) The Duty Officer notifies school administrators, facility services coordinators, manager of operations and maintenance and controller of facility services.
- d) The school administrator notifies the superintendent and the superintendent notifies the director of education.
- e) The controller of facility services provides senior administration with status updates and the nature of the emergency to assist in preparation of appropriate action.

- f) The superintendent of business services informs Tri-Board Student Transportation Services, if required.

**4) RESPONSE**

- a) Depending on the nature of the emergency, decisions regarding school closure will be considered as outlined in Procedure 155: Shut Down of Building/School.
- b) Facility Services will take every reasonable action to protect the building and property and restore services as soon as possible.
- c) Facility Services will contact municipal authorities and utility suppliers to determine estimated times for restoral of services.
- d) The controller of facility services will advise senior administration on the status of the emergency situation on an ongoing basis for the duration of the event.

**Legal References**

- *Education Act, section 265 Duties of Principal; section 286 Duties of Supervisory Officers; Part XIII Behaviour, Discipline and Safety*
- Ontario Regulation 298—Operation of Schools, section 6 Emergency Procedures
- Ontario Regulation 298—Operation of Schools, section 6 Emergency Procedures
- Regulation 454 of the Revised Regulations of Ontario, 1990 (Fire Code)

**District References**

- [Administrative Procedure 115: School Planning and Reporting](#)
- [Administrative Procedure 149: Safety and Well-Being of Students and Staff](#)
- [Administrative Procedure 151: Access to School Premises](#)
- [Administrative Procedure 155: Shut Down of Building/School](#)
- [Administrative Procedure 162: Treatment of Injured/III Students and Staff Members](#)
- [Administrative Procedure 166: Tragic Events](#)
- [Administrative Procedure 164: Management of Communicable/Infectious Disease](#)
- [Administrative Procedure 170: District Communications and Media Relations](#)
- [Administrative Procedure 380: Dealing with Violent Incidents](#)
- [Administrative Procedure 382: Administration of Physical Restraint](#)
- [Administrative Procedure 385: Community Threat Assessment Protocol](#)
- [Administrative Procedure 393: Police Protocol](#)
- [Administrative Procedure 420: Occupational Health and Safety](#)
- [Administrative Procedure 421: Safe workplace – Violence in the Workplace](#)
- [Administrative Procedure 537: Keys and Security Systems](#)

**Resources**

Resource Guides:

- [Bullying Prevention and Intervention](#)
- [Code of Conduct](#)
- [Progressive Discipline](#)
- Emergency Response Quick Reference guide  
(Available through Health and Safety Officer – Human Resources)
- Ministry of Education Document – Guidelines for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario