

Emergency Response Plan

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School Lock down

Background:

There is a high probability of a fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures. Therefore, it is advisable that students, staff and parents be briefed about the nature of the procedures. All adults working in the school building must be familiar with and trained in these procedures. The success of the threat assessment and lock down procedures is contingent upon staff providing clear direction to students under stressful conditions. The effectiveness of the lock down procedures depends primarily on the ability of the staff to act upon the plan.

General Procedures:

1. The Principal and staff will conduct a threat assessment of incident and, if deemed necessary, call a lock down.
2. The lock down will conclude when classroom doors are unlocked by either the designated staff or Principal.
3. Once a lock down has concluded, the Principal and staff will debrief and review procedure.
4. Schools shall conduct a rehearsal of their lock down procedures a minimum of two times per school year. Rehearsals shall be conducted with students and staff. Schools are to ensure that there is formal communication with parents before and after each rehearsal to alleviate student fear or traumatic response.

School Lockdown Protocol

Teacher Procedures

1. The Principal or supervisor will announce over the speakers “Lockdown lockdown, we are in a lockdown!”
2. All teachers will gather their students into a classroom and lock the doors; if a key or lock is not available the teacher should push a table against the door.
3. Teachers shall check the hall for students in any open area that cannot be made secure (ie: gymnasium, cafeteria). If any students are in these areas, the teacher will immediately direct them into a classroom.
4. Once inside a locked room, the teacher shall:
 - 4.1. Close all windows and blinds;
 - 4.2. Turn out the lights;
 - 4.3. Instruct students not to talk or use their cell phones;
 - 4.4. Instruct students to move to the designated safety area within the classroom while staying low and quiet;
 - 4.5. Instruct students to stay away from windows, doors and outside walls;
5. No one is to be admitted into, or released from, the classroom until first responders or Principal identify themselves and unlock the door.
6. The lockdown is in effect until the classroom doors are unlocked by an officer, staff or the Principal.

Note: Physical attendance sheets should always be filled out at the start of the class so that accurate record of students is maintained at all times. Attendance sheets should be taken with teachers whenever leaving the classroom.

Intruders at School

Procedures

1. If a person on school property is suspected of posing a threat, notify the school office immediately. If it is safe, staff should attempt to voluntarily escort the person to the office.
2. The Principal or designate shall determine whether the person is a legitimate visitor or poses a threat to school safety.
3. If the intruder is determined to be a threat, alert students and staff to the intruder's location by asking them to remain out of the specific area.
4. Call 9-9-9.
5. Immediately initiate section School **Lockdown Procedures** to deny access to the intruder. Ask the intruder to leave the school premises and warn him/her that the police are en route.
6. If the intruder refuses to leave, instruct teachers in contact with the intruder to take all steps to ensure their own safety and that of the students. Do not engage in violent confrontation.
7. If appropriate, maintain direct observation of the intruder to monitor developments until the arrival of the police.
8. Request that police arrest the intruder if he/she refuses to leave or if he/she has made direct threats to any student or staff member.
9. When the incident has been resolved, inform all students and staff.
10. Inform the Director or next in command if the Director is not available.
11. Complete a School Incident Report Form.

Armed Intruder

Background

An intruder with a weapon, whether using it or not, is treated as a clear threat to school safety. It is a hostage situation. School personnel should focus on the safety of students and staff and leave negotiations to trained responders.

Procedures

1. Anyone who detects another person with a weapon should immediately inform the school office.
2. Follow the School Lockdown Procedures. Ensure that any potential targets are removed from the area, if possible.
3. Call 9-9-9.
4. When possible, inform classroom teachers individually via telephone, email or public announce system, as indicated in the school emergency plan, of the location of the armed intruder. If the location is outside, advise over the intercom to keep students away from windows. Hold bells and class changes until the situation is clear.
5. Inform the Director or next in command if the Director is not available.
6. Gather as much information as is reasonably possible prior to the police arriving (ie: number of people involved, location (have floor plans available), number and types of weapons, names and number of victims, statements made).
7. Do NOT:
 - 7.1. Evacuate the school until instructed to do so by the police;
 - 7.2. Attempt to remove the weapon(s) from the intruder;
 - 7.3. Attempt to negotiate with the intruder;
 - 7.4. Remove lockdown until given clearance by the police.
8. In some case, where significant delays may take place prior to police arrival, the school may need to involve a staff member who has a rapport with the intruder, to talk to him/her. In this case, the staff member should only attempt to gain information that would assist the school in removing or minimizing possible targets.

9. Protect the crime scene. Note the circumstances and the individuals present. Identify assailants, victims and witnesses. In serious incidents, separate any witnesses until the police arrive.
10. Under the direction of the Director, develop a fact sheet to respond to telephone inquiries and to assist in informing parents of the location and time of the students' release.
11. Use previously established location for family members to wait and be kept informed. This is the location to which students will be released.
12. Release students only after police approval.
 - 12.1. Teachers must remain with students until they are released;
 - 12.2. Use attendance sheet when releasing students to verify information;
 - 12.3. Use pre-arranged evacuation site, if necessary, to release students to their parents.
13. Complete School Incident Report Form.

Severe Injury or Medical Emergency at School

Procedures

1. Alert designated staff member(s) possessing First aid training.
2. Assess the situation and extent of injuries (without physically moving the injured person).
3. Apply First Aid, if necessary and safe to do so (only certified individuals).
4. Call 9-9-9.
5. Call appropriate next of kin or emergency contact of injured student, staff member, parent or visitor and inform them of the nature and extent of injuries and the location of the student. If a student is injured and has siblings in other sections, ensure they are notified as soon as possible about the injury, along with the Principal of the school(s).
6. Where injuries are judged to be less severe, the student, staff member, parent or visitor may be transported to a medical facility.
7. If students, staff members, parents or visitors are transported to hospital, assign a staff member to accompany or follow the ambulance.
8. Remove uninjured students, staff members, parents and visitors from the accident site.
9. Inform the Director or next in command if the Director is not available.
10. Inform all students and staff of the accident.
11. Identify distressed students and staff (ie: witnesses, close friends, siblings, etc.) and provide counseling as required.
12. Under the direction of the Director, prepare a fact sheet to respond to telephone inquiries.
13. When it is deemed appropriate, the Principal or designate shall visit the injured student, staff member, parent or visitor at the hospital.
14. Complete School Incident Report Form.

Severe weather conditions

In case of severe weather, school administration will assess the risks and consider delaying the start time, early dismissal or canceling the entire day. School staff, faculty and parents will be informed via Schoology and/or phone call.

In the event that a severe weather incident occurs during the school day, faculty and staff must follow the designated drill for the specified emergency. Otherwise, teachers will be provided clear instruction from the section principal or next in command. A risk assessment will be done by administration to consider the early release of students. All parents, staff and faculty will be informed via email, Schoology and/or phone call.