

**Policy OPR 002**  
**Lockdown, Hold and Secure, Shelter in Place**

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Title:           **LOCKDOWN,HOLD AND SECURE,SHELTER IN PLACE (INTERIM)**

Adopted:       November 2018

Reviewed:

Revised:       September 2019

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**PURPOSE**

It is the policy of the Bloorview School Authority that a procedure be established (and practiced) for emergency situations when the school cannot be safely evacuated. In order to be consistent with the hospital procedures the school procedures will be referred to as Lock Down, (CODE: Purple), Hold and Secure or Shelter in Place (CODE: Grey)

**BACKGROUND**

1. Staff, students and visitors in Ontario's schools have the right to learn, work, and be present in a safe and secure environment. However, the possibility of a major incident of violence is a reality that cannot be overlooked.
  
2. Lockdown ( CODE: Purple) is used in a serious emergency situation where the threat is inside the school or the hospital, on or very near to school/hospital property. A Lockdown minimizes access and visibility in an effort to shelter students, staff and visitors in secure locations.
  
3. Hold & Secure is a response to a threat and/or incident in the general vicinity of a school, but not on or very near to school property. For example, if police are involved in apprehending an armed suspect in the community, they will instruct the school administration to follow the Hold and Secure protocol. School life continues as normal inside the school; however, as a precautionary measure, outer doors are locked and no one enters or leaves the building.

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4. Shelter in Place (CODE: Grey) is used in the event of an environmental or weather-related situation in the community of the school that could be potentially harmful to students. For example, if there is a spill, leak or release of some kind of noxious chemical in the environment near the school, the school will follow the Shelter in Place protocol.
5. Normally, it is the police who will advise the school staff of the need to initiate one of these protocols. However, the school Principal has the discretion to initiate the procedure if it is deemed to be necessary or advisable. (refer to Police/Board protocol)
6. Given the dynamic, complex, and fluid nature of such incidents, continuous communication, assessment, and coordination by first responders and school administrators are of paramount importance in ensuring an effective response.
7. Parents should be advised not to call their child's cell phone as this interferes with the safety measures put in place.

#### **Procedures – Lock Down (CODE: Purple)**

8. During lockdowns and lockdown rehearsals, a PA announcement " CODE Purple – Lockdown " will be made three times. Alternate forms of communication (e.g., strobe lights in washrooms) will be utilized as well wherever possible
9. Students and staff inside the school will:
  - go to the closest room and close the door, and lock it if possible
  - lie down or assume a position as close to the floor as possible, away from sightline of doors and window
  - remain on or as near as possible to the floor until further directions are given.
  - Cover door windows with pre-cut paper sections
  - Turn off computers, TVs and microphone systems.
  - Gym - staff and students will move into the change rooms and the gym door will be locked
  - Lock the washroom door if possible. If this is not possible move safely to the nearest classroom or lockable room. If it is not safe to move, stay as far away from the door as possible (e.g., in a stall with the door locked)
  - Activity Centre – staff and students should move into the nearest classroom and lock the door.

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10. During a Lockdown, lights are turned off in the classroom/office, curtains/blinds are closed where possible, cell phone use is restricted and all people inside the building should remain quiet. DO NOT CALL THE OFFICE.
11. Class staff members should as quickly as possible establish the location of each child under their care.
12. Exterior doors will remain locked with the exception of one door which must remain unlocked for emergency personnel.
13. During a Lockdown, school phones will not be answered as the administration is tending to the ongoing situation.
14. Students are asked not to use phones until cleared to do so
15. Students and staff outside the school will:
  - move as far away from the building as possible and face away from glass doors and windows.
  - remain outside until further directions are given
16. If a lock down continues past dismissal time, police will direct the process of how and when students will be released.
17. As part of the school's overall safety plan, rehearsals will take place a minimum of two times during the school year (NOTE: there is one hospital and school wide drill during the school year. The timing of the second school drill is at the discretion of the Principal).
18. School staff and parents are expected to take direction from the police.
19. In addition to any email/text message updates, a letter will be sent home after the situation to inform parents of what happened.

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#### **Procedures – Hold and Secure**

- 20.** During Hold and Secure rehearsals, a PA announcement "EMERGENCY – Hold and Secure" will be made three times. Alternate forms of communication (e.g., strobe lights in washrooms) will be utilized as well wherever possible
- 21.** All outside doors will be locked, all windows will be shut and no one may enter or exit the building without police permission. Curtains/blinds are closed where possible
- 22.** Classes inside the school continue as usual.
- 23.** If a Hold and Secure continues past dismissal time, police will direct the process of how and when students will be released.
- 24.** School staff and parents are expected to take direction from the police.
- 25.** In addition to any email/text message updates, a letter will be sent home after the situation to inform parents of what happened.

#### **Procedures – Shelter in Place**

- 26.** During a Shelter in Place situation, a PA announcement “– Shelter in Place ” will be made three times. Alternate forms of communication (e.g., strobe lights in washrooms) will be utilized as well wherever possible
- 27.** Windows, doors and air vents to outside air will be shut until the problem is resolved
- 28.** If a Shelter in Place continues past dismissal time, police will direct the process of how and when students will be released.
- 29.** School staff and parents are expected to take direction from the police.
- 30.** In addition to the email/text message updates, a letter will be sent home after the situation to inform parents of what happened.