

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

LOCKDOWN RESPONSE PLAN

Every school is required to develop and implement an individual school plan for a lockdown response. The individual school plan must be reviewed on an annual basis. Principals and or school designate should use the following guidelines to develop the individual school plan.

Principals will refer to the procedures as outlined in the Emergency Response Binder and the Police School Board Protocol found within the binder.

LOCKDOWN

This is the highest level of response to a threat. It is a response to a major incident or threat of school violence within the school or the immediate area of the school. A lockdown is defined as the restriction of movement during the time of a potentially serious violent threat or violent incident that would endanger the lives of students and staff.

Lockdown is used in a serious emergency situation where the threat is inside a school, on or very near to school property, or in relation to the school. A lockdown minimizes access and visibility in an effort to shelter students, staff and visitors in secure locations. All outer doors are locked if possible.

A lockdown requires that all students be kept in classrooms or other designated locations and that inner doors also be locked, where possible. Entry to, and exit from, the building is restricted to emergency services personnel only.

A lockdown is usually initiated on the advice of police services, sometimes by the principal or school personnel. Once police are on scene, they are in control of the situation.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

ACTIONS

- a lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations;
- the principal or designate will call 911 and will notify the director's office either directly or through the superintendent;
- staff and students take immediate precautions to ensure safety, taking cover in the closest secure location – enter nearest room & lock doors;
- exterior school doors and windows are locked, if threat is outside of building; cover inner glass panes where possible;
- lights are turned off;
- window blinds are closed; if there is a window in the classroom door, consider a cover for the window if safe to do so;
- staff and students stay silent and hidden away in the safest area of the room and stay away from doors and windows;
- staff and students become aware of sight lines;
- staff and students take cover, if available (get behind something solid); staff ensure that students with physical or other disabilities who cannot take cover on their own, ie. wheelchair use, are moved to a secure place in the classroom and furniture is used to create a barricade;
- individual plans must be created and followed for all students and staff with identified needs (including those who have a temporary need for accommodation);
- all remain absolutely quiet;
- if possible, teachers take attendance;
- no cell phone use unless necessary to communicate regarding the incident; cell phones should be shut off; lights from cell phones may draw unwanted attention;
- all movement within the school is restricted;
- 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; and
- no one will enter or exit the building except on the direction of the police.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING LOCKDOWN

1. 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.
2. 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.
3. If it is safe to do so, the observer should obtain the following details for the report to the office:
  - location and number of suspects;
  - if the suspect is moving or stationary;
  - the direction of travel of the suspect;
  - the identity or description of the suspect (build, clothing, etc.);
  - description of weapons;
  - possible motive or threats made; and
  - any known injuries and location of casualties.
4. The observer shall not confront an armed intruder or suspect.
5. 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.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

ANNOUNCING LOCKDOWN FROM OFFICE PA SYSTEM

1. 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.
2. 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.
3. If there is only one person available in the office, LOCKDOWN shall be initiated before calling 911.
4. The person receiving the report of a violent incident or threat initiates the LOCKDOWN procedure as follows:
  - activates all public address (PA) systems inside and outside the building;  
and
  - 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. (It is recommended that this announcement be pre-printed and placed on or near the microphone).
5. 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.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

THE 911 CALL DURING LOCKDOWN

1. A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.
2. The person calling 911 will remain on the line and provide the following information as prompted by the operator:
  - the caller's name, the school name and full address;
  - a description of the situation;
  - whether anyone is injured and the severity of the injuries;
  - 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);
  - confirm last known location of suspect; and
  - the direction of travel of the suspect.

NOTIFICATION OF LOCKDOWN

1. The principal or designate will notify the director's office either directly or through the superintendent, who will notify, property services, and Student Transportation Services of Thunder Bay (STSTB).
2. As per the school plan, the director's office will contact the local fire department as well as alternate sites outlined on the school site specific information.
3. As per the school plan, the director's office will notify other school boards and community partners as appropriate.

CONSIDERATIONS

1. 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.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

2. 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.
3. Individuals are to contact the office ONLY with vital information regarding the incident; for example: "I see the intruder in the southwest hallway".
4. 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. No calls are to be made unless it is an emergency. A ringing cell phone or cell phone light may alert an intruder to a particular location. It should be stressed to students and staff that when there is any contact with police, there should be nothing in their hands and that their hands should be clearly visible. Students and staff should refrain from displaying the phone to take pictures or record law enforcement activities as this creates problems as law enforcement is moving through an environment where they have to assess whether someone is a threat. There could be an issue with weapon confusion.
5. Teachers will take attendance in class noting students who are outside the class and any additional students who have entered the room.
6. Students will not be allowed to use washrooms or lockers, except on the advice of the police. No one will be released, except by direction of the principal and/or police or when the "Lockdown is over" message is given.
7. Staff and students need to be moved from washrooms into classrooms/secure areas but not if it means moving into immediate danger.
8. For elementary schools, it is recommended that plans identify an adult who normally works near 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 to their classroom(s)/closest secure area to lock down.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

9. 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 washrooms when lockdown has been removed and it is safe to do so.
10. Students and staff must not answer the door. If necessary, the principal will use the master key to enter classrooms and other sites.
11. 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.

**LOCKDOWN PROCEDURES IN OPEN AREAS**

1. Lunchroom supervisors will follow these procedures in the cafeteria or lunch room if the lockdown occurs during the lunch hour or during class changes.
2. 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.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

LOCKDOWN PROCEDURES OUTSIDE THE BUILDING

1. 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.
2. Students and staff SHALL NOT ENTER the school. Staff members' who are with students, whether conducting an outdoor class, supervising at recess, or the lunch break, shall endeavor to have students remain in the designated area outside and take attendance.

ENDING A LOCKDOWN

1. 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.
2. 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.
3. It is also important to have a pre-determined location for parent/guardians and the media away from the school building
4. When the lockdown is over, students may be released to parents/guardians, and the staff will attempt to monitor student departures.



**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN LOCKDOWNS

1. 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.
2. 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.
3. Police will implement the immediate rapid deployment method to stop the threat. This means that police officers will enter the building immediately.
4. 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.
5. 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/guardians.
6. 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.
7. The police will set up a media relations center in the designated area outside the incident site. The police will be responsible for media relations regarding the incident and police response. The director of education or designate will be responsible for media relations regarding issues dealing with the students and school. It is recommended that media personnel from police and LDSB 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.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

FOLLOW-UP TO THE LOCKDOWN INCIDENT

1. 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.
  
2. Follow-up procedures may include the following:
  - involving the Tragic Events team to provide counselling for the staff and students;
  - providing appropriate and timely information to parents/guardians, the staff, students and school community regarding the incident;
  - follow-up by police of school administrators present at the time of the incident;
  - coordinating police and LDSB news releases;
  - evaluating the adequacy of the lockdown plan and making modifications as necessary;
  - identifying lessons learned and developing further preventative measures;
  - maintaining close contact with any injured victims and families;
  - maintaining close cooperation with police services to facilitate completion of investigations; and
  - completing all necessary legal, insurance and administrative forms and documents as required.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

HOLD AND SECURE RESPONSE PLAN

Every school is required to develop and implement an individual school plan for a Hold and Secure response. The individual school plan must be reviewed on an annual basis. Principals and or school designate should use the following guidelines to develop the individual school plan.

Principals will refer to the procedures as outlined in the Emergency Response Binder and the Police School Board Protocol found within the binder.

HOLD AND SECURE

Hold and Secure is a response to an ongoing direct threat to the school community inside or outside the school. It is also used when the school needs to be secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building.

Hold and Secure is usually initiated on the advice of police services, sometimes by the principal or school personnel.

ACTIONS

- the hold and secure is communicated to the police, and the director's office either directly or through the superintendent by the principal or designate;
- staff and students who are outside of the school return indoors;
- close and lock exterior doors; close windows and any window coverings;
- teachers reassure students that they are safe while they remain inside the classroom and school;
- external doors are monitored; all movement in and out of the school is restricted, no one enters or exits without permission of the principal or designate or on the direction of the police;
- regular classroom instruction and regular school routines and activity within the building continues;
- a staff member is posted near each entrance to ensure no one leaves the building;
- signs are placed on external door windows with school phone number and website; and
- on the advice of police, director or designate, the school will be notified when it can come out of 'Hold and Secure'.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING HOLD & SECURE

1. Anyone observing a direct threat to an ongoing situation inside or outside the school must notify the school office immediately. After confirming that a direct threat to school safety is in progress, the office staff will immediately implement the Hold and Secure and focus on remaining calm.
2. When a direct 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 direct threat is occurring, and then to be able to direct police quickly to the correct location.
3. If it is safe to do so, the observer should obtain the following details for the report to the office (if there is a threat outside of the building, if inside building, call lockdown):
  - location and number of suspects;
  - if the suspect is moving or stationary;
  - the direction of travel of the suspect;
  - the identity or description of the suspect (build, clothing, etc.);
  - description of weapons;
  - possible motive or threats made;
  - any known injuries and location of casualties; and
  - the observer shall not confront an armed intruder or suspect.

ANNOUNCING HOLD AND SECURE FROM OFFICE PA SYSTEM

1. 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 Hold and Secure, whoever receives that information will immediately activate the school's public address (PA) system, announcing the Hold and Secure.
2. The staff member receiving the report shall notify the principal or designate as quickly as possible.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

3. The person receiving the report initiates the Hold and Secure procedure as follows:
  - activates all public address (PA) systems inside and outside the building; and
  - 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 HOLD AND SECURE. I repeat “Name of School” is now in HOLD AND SECURE. (It is recommended that this announcement be pre-printed and placed on or near the microphone)
4. Upon hearing the Hold and Secure announcement, the staff will immediately initiate Hold and Secure procedures. The staff must take into consideration those within a site that may require alternate forms of communication.

**THE 911 CALL DURING HOLD AND SECURE**

1. If the decision to initiate a Hold and Secure is site based, a call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.
2. The person calling 911 will remain on the line and provide the following information as prompted by the operator:
  - the caller’s name, the school name and full address;
  - a description of the situation;
  - whether anyone is injured and the severity of the injuries;
  - 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);
  - confirm the last known location of the suspect (if applicable); and
  - direction of travel of the suspect (if applicable).

**NOTIFICATION OF HOLD AND SECURE**

1. The principal or designate will notify the director’s office either directly or through the superintendent who will notify property services and STSTB.
2. As per the school plan, the director’s office will contact the local fire department as well as alternate sites outlined on the school site specific information.
3. As per the school plan, the director’s office will notify other school boards and community partners as appropriate.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

CONSIDERATIONS

1. If necessary, to the situation, staff members will direct students out of hallways to the closest secure classroom, remain with the students, and lock doors to the room. Classroom doors should be kept in the locked position throughout the day as a matter of regular practice.
2. Where there are curtains or blinds, they will be closed. Regular classroom and school activities continue.
3. As regular classroom activities will be occurring, the regular school and LDSB rules regarding cell phone use apply.
4. Teachers will take attendance in class noting students who are outside the class and any additional students who have entered the room.
5. Students will not be allowed to use washrooms or lockers, except on the advice of the principal and/or police. No one will be released, except by direction of the principal and/or police or when the "Hold and Secure is over" message is given.
6. If advised to stay in classrooms, students and staff must not answer the door. If necessary, the principal will use the master key to enter classrooms and other sites.
7. 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.

HOLD AND SECURE PROCEDURES IN OPEN AREAS

1. Lunchroom supervisors will follow these procedures in the cafeteria or lunchroom if the Hold and Secure occurs during the lunch hour or during class changes.
2. Depending on the individual school plan and the situation, consideration may be given to the controlled evacuation of students from the cafeteria, library, gymnasium and other open areas of the school to secure areas. Open areas are the most vulnerable during an emergency situation. Unless otherwise advised, most school activities can continue during a hold and secure.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

HOLD AND SECURE PROCEDURES OUTSIDE THE BUILDING

1. Staff members will direct students in outdoor areas to immediately return inside the school.

ENDING A HOLD & SECURE

1. Plans to end a Hold and Secure 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 Hold and Secure conclusion is authentic.
2. Hold and Secure plans should include procedures for ending Hold and Secure 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 Hold and Secure shall only be made after approval from principal/superintendent/director's office/police.

THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN HOLD & SECURE

1. The police are responsible for responding to and investigating Hold and Secure. During a police led Hold and Secure, the police will assume command and control of the response and investigation but will liaise and work closely with school administrators throughout the process.
2. 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 Hold and Secure 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.
3. Police will make the decision as to whether controlled evacuation of a school under Hold and Secure 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.
4. 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/guardians.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

5. 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.
6. If needed, the police will set up a media relations center in the designated area outside the incident site. The police will be responsible for media relations regarding the incident and police response. The director of education or designate will be responsible for media relations regarding issues dealing with the students and school. It is recommended that media personnel from police and the Board 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.

**FOLLOW-UP TO THE HOLD AND SECURE INCIDENT**

1. Actions taken following Hold and Secure 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 Hold and Secure. The nature and severity of the incident will determine who should be included in the debriefing. In all incidents of a Hold and Secure which was not a drill, it is recommended that communication with all staff and teacher federations be made at the conclusion of the Hold and Secure and that communication to parents be sent home at the conclusion of the school day or as soon as possible.
2. Follow-up procedures may include the following:
  - involving the Tragic Events team to provide counselling for the staff and students;
  - providing appropriate and timely information to parents/guardians, the staff, students and school community regarding the incident;
  - follow-up by police of school administrators present at the time of the incident;
  - coordinating police and LDSB news releases;
  - evaluating the adequacy of the Hold and Secure plan and making modifications as necessary;
  - identifying lessons learned and developing further preventative measures;
  - maintaining close contact with any injured victims and families;
  - maintaining close cooperation with police services to facilitate completion of investigations; and
  - completing all necessary legal, insurance and administrative forms and documents as required.



**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

SHELTER IN PLACE RESPONSE PLAN

Every school is required to develop and implement an individual school plan for a Shelter in Place response. The individual school plan must be reviewed on an annual basis. Principals and or school designate should use the following guidelines to develop the individual school plan.

Principals will refer to the procedures as outlined in the Emergency Response Binder and the Police School Board Protocol found within the binder.

SHELTER IN PLACE

This will be initiated when a potential threat exists outside of the building. Staff and students must remain inside the locked school for safety reasons. This can be used where it is necessary to keep all occupants within the school to protect them; can be used for an environmental or weather-related situation. Students who are outside will be brought inside immediately.

This is usually initiated on the advice of police services, sometimes by the principal or school personnel, and may be recommended by police, fire department, emergency medical service (EMS), etc.

ACTIONS

- the Shelter in Place is communicated to the director's office directly or through the superintendent by the principal or designate;
- people return indoors;
- teachers reassure students that they are safe while they remain inside the school;
- close windows and exterior doors;
- the external doors are monitored and people may be allowed to enter or exit the building on the direction of the principal and/or police;
- signs are placed on external door windows with school phone number and website;
- lights stay on and classroom doors are kept open;
- regular classroom instruction continues;
- students follow the normal daily rotation of classes;
- staff and students move freely within the school and normal operations may continue; and
- if appropriate, fans, including heating and air conditioning units, should be turned off to prevent outside air from entering the building.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING SHELTER IN PLACE

Anyone observing an indirect threat or hazard outside near a school must notify the school office immediately. After confirming that an indirect threat to school safety is in progress, the office staff will immediately implement the Shelter in Place and focus on remaining calm.

ANNOUNCING SHELTER IN PLACE FROM OFFICE PA SYSTEM

1. 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 Shelter in Place, whoever receives that information will immediately notify the principal.
2. The principal or designate initiates the Shelter in Place procedure as follows:
  - a. activates all public address (PA) systems inside and outside the building; and
  - b. 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 SHELTER IN PLACE. I repeat "Name of School" is now in SHELTER IN PLACE. (It is recommended that this announcement be pre-printed and placed on or near the microphone).
3. Upon hearing the Shelter in Place announcement, the staff will immediately initiate Shelter in Place procedures. The staff must take into consideration those within a site that may require alternate forms of communication.

THE 911 CALL DURING SHELTER IN PLACE

If the decision to initiate a Shelter in Place is site based, a call to 911 will initiate assistance from police services, as well as fire and ambulance services if required. Normally the shelter in place will be initiated by the police.

NOTIFICATION OF SHELTER IN PLACE

1. The principal or designate will notify the director's office either directly or through the superintendent of education who will notify property services, and STSTB.
2. As per the school plan, the director's office will contact the local fire department as well as alternate sites outlined on the school site specific information, if necessary
3. As per the school plan, the director's office will notify other school boards and community partners as appropriate.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

CONSIDERATIONS

1. Staff and students move freely within the school.
2. People enter and remain in the building with the doors and windows closed.
3. Regular classroom activities continue.
4. External doors are locked and monitored.
5. Signs are placed on external door windows with school phone number and website (see FORM #6010-A-2).
6. If applicable, fans, including heating and air conditioning units, should be turned off to prevent outside air from entering the building.
7. Normal operations may continue within the building.
8. Teachers will take attendance in class noting students who are outside the class and any additional students who have entered the room.
9. If the fire alarm sounds, specific directions regarding evacuation will be provided over the P.A. system. If fire poses an imminent danger, all occupants will evacuate.

SHELTER IN PLACE PROCEDURES IN OPEN AREAS

1. Lunchroom supervisors will follow these procedures in the cafeteria or lunch room if the Shelter in Place occurs during the lunch hour or during class changes.
2. Staff and students may move freely within the school.

SHELTER IN PLACE PROCEDURES OUTSIDE THE BUILDING

Staff members will direct students in outdoor areas to immediately return inside the school.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

ENDING A SHELTER IN PLACE

1. Plans to end a Shelter in Place 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.
2. Shelter in Place plans should include procedures for ending Shelter in Place 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 Shelter In Place shall only be made after approval from principal/superintendent/directors office/police.

THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN SHELTER IN PLACE

1. The police are responsible for investigating Shelter in Place. During a Shelter in Place, the police will assume command and control of the response and investigation, as necessary, but will liaise and work closely with school administrators throughout the process.
2. 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 Shelter in Place procedure. Police will be met by the principal or designate.
3. Police will make the decision as to whether controlled evacuation of a school under Shelter in Place 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.
4. 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/guardians.

FOLLOW-UP TO THE SHELTER IN PLACE INCIDENT

Actions taken following Shelter in Place 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 Shelter in Place. The nature and severity of the incident will determine who should be included in the debriefing. In all incidents of a Shelter in Place, which was not a drill, it is recommended that communication with all staff and teacher federations be made at the conclusion of the Shelter in Place and that communication to parents be sent home at the conclusion of the school day or as soon as possible.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

PRESENCE OF WEAPONS

The following guidelines refer to situations where school staff and police receive information about a student carrying a concealed weapon. The responses outlined would not be appropriate if a student is threatening or assaulting a person with a weapon.

Situations involving a weapon are always dynamic and the safety of students and staff should be the first consideration.

Following these steps may assist school staff and police with determining the best response to a report of a person carrying a concealed weapon in a school.

1. Gather Information.
2. Determine the likelihood that the information is valid:
  - Was the weapon displayed by the suspect or is the claim verbal?;
  - Is the information second/third hand?; and
  - Is the source reliable?.
2. Obtain as much detail about the suspect and weapon as possible:
  - What type of weapon was seen? Obtain a detailed description;
  - Where is the weapon being concealed (locker, knapsack, jacket pocket, waistband etc.)?;
  - Did the suspect make any threats? What is the specific nature of the threat(s) and who/what was the target(s) of the threat(s)?;
  - What is the suspect's emotional state?;
  - What does the suspect look like?;
  - What is the suspect wearing?;
  - Exactly where is the suspect right now and where will he/she be when the police arrive?;
  - How many staff and students are near the suspect?; and
  - What is the best location for police to confront the student?.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

4. Contact Police

When the principal or designate is satisfied (based on the balance of probabilities and the reliability of the source) that the information is valid, the police should be contacted. Depending on the situation, the principal will call the police emergency number (911), the Thunder Bay Police Service non-emergency number (807-684-1200), OPP non-emergency number (888-310-1122) the school resource officer, or other officer(s) assigned to the school.

5. Determine Appropriate Response

Police and the principal should discuss the most appropriate method of dealing with a student carrying a concealed weapon.

Depending on the situation, it is recommended that a staff member:

- approach the student;
- ask the student to follow them to a hallway; and
- lead the student away from staff and students to a location where the police are waiting.

Police will quickly take control of the student and their property and conduct a search for the weapon. For safety reasons, it is recommended that the location used be relatively empty of staff and students.

Regardless of the outcome of the search of the student, a search of the student's locker should also be conducted.

6. Factors to Consider:

- type of weapon;
- past conduct of the suspect;
- emotional/developmental/behavioural issues related to the suspect;
- location of the suspect; and
- location of the weapon.

If possible, have a staff member who is familiar with and has a relationship with the student available when the police arrive.

Determine if the staff member is comfortable assisting the police and approaching the student. Decide if the staff member or the principal should approach the student.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

If a police officer, rather than a staff member, makes the initial approach, the student may react by immediately attempting to flee or react violently (fight or flight response). It is vital that police confront the student in as controlled a situation as possible.

It is always better to be prepared for the worst-case scenario than to be taken off guard. It is always more difficult to respond when not properly prepared.

7. Non-Students

If the suspect is not a student and is on school property, the suspect should be approached by the police. Police may discuss their response with the principal; however, non-students often pose a significant threat to school safety and a fast and effective response will be the priority.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

BOMB THREAT RESPONSE PLAN

PURPOSE

The purpose of this procedure is to ensure consistent Bomb Threat Response procedures and practices in schools and LDSB owned buildings throughout the jurisdiction of LDSB that are consistent with the practices outlined in the Police School Board Protocol.

DEFINITIONS

1. Bomb Threat – a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death or injuries, whether or not such a device actually exists.
2. Emergency – a serious, unexpected, and often dangerous situation requiring immediate action.
3. Incendiary Device – any firebomb or device designed or specifically adapted to cause physical harm to persons or property by means of fire and consisting of an incendiary substance or agency and a means to ignite it.

ROLES AND RESPONSIBILITIES

1. Lakehead District School Board shall provide resources and support to school administrators to assist schools in the implementation and maintenance of an individual school's Bomb Threat Response Plan that will be kept in the school's Emergency Response Binder.



**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

2. Principal or designate shall:
  1. Be familiar with the Police/School Board Protocol found in the school's Emergency Response Binder.
  2. Be responsible for the development of the individual school plan as part of the school's Emergency Response Plan.
  3. Be responsible for inviting police, fire and emergency medical service to participate in review of the plan and subsequent drills.
  4. Ensure that the plan is reviewed and updated yearly and is easily accessible in the school's Emergency Response Binder.
  5. Schedule and practice a minimum of one bomb threat drill a year.
  6. Ensure that staff and students are trained on how to respond to a Bomb Threat.
  7. Seek the assistance of the school's Emergency Response Team in all of the above.
  8. In the event of a situation, cooperate fully with the police and continue to exercise their duties to the extent possible in support of the emergency responder's management of the situation.
  9. In the event of a situation, be the authority responsible for the initial assessment and related decisions, including those regarding visual scans and evacuations.
  10. In the event of a situation, contact their superintendent and report threat and status, when safe to do so.
3. School staff shall be familiar with the Bomb Threat Response Plan in order to respond quickly to the direction of administration or emergency responders. School staff should refer to the Emergency Response Procedures or directions as to the response required. School staff have the responsibility for the training, safety and well-being of students with regards to a Bomb Threat Response.
4. Students shall be familiar with the Bomb Threat Response plan in order to respond quickly to the direction of administration, emergency responders or members of the school's Emergency Response team during a bomb threat or explosives incident. Any student with information on or prior knowledge of anyone or anything that may be associated with or result in a bomb threat, the placement of a suspicious package/device, or an explosives incident must come forward with that information as soon as possible.
5. Childcare and other facility occupants are to be included in the development and implementation of Bomb Threat Response Planning and participate whenever possible in all relevant aspects of training and drills.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

6. Police are responsible for responding to and investigating bomb threats and explosives incidents. During any such incident, police will assume command and control of the response and investigation and will liaise and work closely with the principal and other emergency services throughout the process. The police must be notified of all bomb threat incidents, regardless of other actions taken by the schools. For ongoing incidents, the police are responsible for management of the threat and any subsequent criminal investigation.
7. Parents/guardians must be informed of the existence of this plan and should be encouraged to reinforce with their children the responsibilities that all students have to follow directions during an incident and to disclose any information they may have prior to or during an incident.
8. Emergency Medical Services (EMS) – EMS personnel will provide urgent medical care in the event of an explosives incident.
9. Fire Department – The fire department can be present during bomb threat incidents in the event that fire suppression operations are needed and will provide fire suppression and rescue operations in explosives incidents. Further, the fire department (Assistants to the Fire Marshal) must report all explosions to the Office of the Fire Marshal and Emergency Management (OFMEM).<sup>8</sup> The OFMEM provides a 24-hour response for all explosions. The OFMEM is notified immediately of all fatal fires, explosions, and incidents causing injuries so that an OFMEM investigator can be assigned

**FLOOR PLANS, COMMAND POST AND FACILITATION OF ACCESS**

1. Floor plans must be posted throughout the school at appropriate designated places. In multi-level buildings, only the floor plans relevant to a specific level should be posted on that level.
2. Floor plans are to be made available to all emergency service responders who may be involved in a search of the premises when they arrive on the scene. Police should be provided with both hard copies and electronic copies of floor plans where possible.
3. Floor plans should clearly identify entrances and exits, and all rooms (with room numbers indicated) within the building. Outer buildings should be clearly numbered. Evacuation routes for staff and students should be included.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

4. Each plan must designate primary, secondary, and off-site command post locations. The main office is the initial command post, with an alternate command post identified. A third off-site location should be designated should the two school sites be unavailable. An off-site evacuation location should also be included. Command post locations and off-site evacuation locations should not be included on posted floor plans but kept in the Emergency Response Binder and on copies to be given to the police.
  
5. The careful assessment of a school facility and the development and implementation of sound security and planning measures may reduce the potential for bomb threats and explosives incidents. Local police services can be a useful resource when such assessments are conducted:
  - determine likely locations in and around the school for the placement of suspicious packages/devices;
  - provide for controlled access to critical areas of all facilities (e.g., the main office, electrical rooms, mechanical rooms);
  - consider the use of electronic surveillance or closed-circuit television (CCTV), and, if such surveillance is adopted, post signage regarding its use;
  - address ways to ensure that emergency exits are kept clear from obstructions;
  - provide for the regular inspection of first aid and firefighting equipment;
  - include, and provide for the regular review of, document-safeguarding procedures;
  - assess whether interior/exterior and auxiliary lighting is adequate; and
  - develop an inspection procedure for all incoming packages and consider other potential threats.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

BOMB THREAT INTAKE PROCEDURES

1. All bomb threats must be taken seriously and not as a hoax.
2. School staff, who due to their positions, are the persons most likely to receive bomb threats (i.e., by phone, mail, text or other means), will be identified in school plans and will receive training in proper procedures.

The person receiving the threat must record details of the call (see Bomb Threat Telephone Procedure within) and get the attention of another staff member who will contact 911. The staff member must also contact the principal or designate immediately after the 911 call has been placed. The Bomb Threat Telephone Procedure should guide their communication and be used to record the exact wording of the threat.

INITIAL ASSESSMENT

The principal or designate will evaluate the information provided on the Bomb Threat Telephone procedure form and make an initial assessment of the situation, considering:

- activities taking place in the school at the time of the threat (e.g., examinations);
- whether a specific location for a bomb was stated or the entire school was threatened;
- whether the threat was specific to the current time or a future time/date;
- any recent negative incidents involving a student, staff member or anyone else connected with the school;
- whether there have been any other recent bomb threats or hoaxes;
- the likelihood of anyone having the opportunity to place a bomb in the stated location; and
- whether a suspicious device/package has been located.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

INITIATING A BOMB THREAT RESPONSE

1. Only the principal or designate makes the decision whether to evacuate, whether it will be full or partial, and will use the PA system to communicate.
2. The announcement to evacuate must be unambiguous, and the evacuation location(s) must be clearly understood. Fire alarms should not be used to signal an evacuation in response to a bomb threat, as this may cause confusion regarding the nature of the emergency. When announcing an evacuation, it is advisable to use clear, concise language rather than codes. Evacuations should be conducted in a quiet and systematic way, giving consideration to the threat location and students and staff most at risk.
3. Every school plan must detail procedures to facilitate a safe and effective partial or full evacuation of the facility. Plans should also detail the process to end any partial or full evacuation. Although bomb threat drills and fire drills will involve evacuation plans that are similar in many ways, the two plans should be treated and practiced separately. The decision to direct an evacuation should be made only after careful consideration of the risks. As the most likely location for a bomb is in a common area, evacuation through common areas can increase risk.
4. Staff and students must be directed to quietly leave the location, proceed in a calm and orderly manner and assemble in their designated evacuation location. In order to expedite a police search evacuees must be directed to bring only personal belongings (backpacks, lunch bags, personal technology) in their immediate possession if it is safe to do so.
5. The evacuation of students requiring specialized assistance is the overall responsibility of the principal and is to be carried out by the appropriate classroom teacher or designated supervisor. Those involved in the evacuation of students requiring specialized assistance shall be specifically trained for such purpose and the use of a student specific plan will be used.
6. In the process of evacuating, all staff are to perform a visual scan for any suspicious looking packages
7. Under no circumstances should a staff member, student or facility occupant, touch a suspicious device or package. If a suspicious package or device is detected, the area must immediately be evacuated of staff and students and the package or device reported to the principal.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

8. An announcement must be made by the principal or designate to end the partial or full evacuation. This may be a general announcement or room by room/group by group communication.

LOCATION OF A SUSPICIOUS DEVICE/PACKAGE

If a suspicious package/device is located:

- the object is not to be touched or moved and is should be contained immediately;
- the principal must be notified immediately of the discovery of a suspicious package/device and of any action taken to that point;
- police shall be notified or updated when confirmation is received regarding the precise location of the package/device. Once the police have been notified, fire department and EMS personnel shall be contacted so that they will be nearby or on the scene in stand-by mode;
- the school principal will work with emergency services personnel, which may include first responders, investigators, and bomb technicians, to evaluate the need to relocate evacuees and/or command posts; and
- legitimate property may have been left behind in an evacuated area, so attempts should be made to establish ownership of any suspicious device/package. This should be done by making inquiries, not by handling the package/device.

PROCEDURES FOLLOWING AN EXPLOSIVES INCIDENT

1. Every plan must include procedures for dealing with an explosives incident that occurs within a school building or in the school yard. Explosives incidents may occur without warning or after a bomb threat has been received. Explosives incidents do not always require a full evacuation of the school. Under certain circumstances, and if it is determined that there is no fire, a partial evacuation of the building may be appropriate.
3. The principal or designate should be notified immediately and informed of any action taken.
4. When an explosives incident occurs, the principal must be notified immediately and informed of any action taken.
4. The area around the explosion scene should be immediately evacuated, and evacuees directed to a designated evacuation location.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

5. Emergency first aid should be provided to any persons injured in the explosives incident. Information regarding injuries should be communicated to the command post. Attendance should be taken and a list of any missing staff or students should be communicated to the command post.

**TRAINING**

1. Initial and ongoing training of all staff as well as students and, where possible, visitors to the school must take place at the beginning of each school year.
2. All new staff must be included in mandatory training in bomb threat responses. Schools will establish bomb threat review training for all staff during the beginning of each school year.

**DRILLS**

1. Drills and education related to evacuation, following a bomb threat or explosives incident, help maintain order in the event of an incident. Such drills must be held as part of a school's emergency response drills.
2. Schools are required to find age-appropriate ways to train students on bomb threat procedures as well as explosive incident procedures and related evacuation plans. Schools should consider holding grade level assemblies to train secondary students. Due to the young age of some elementary students, classroom teachers are responsible for training students at an elementary level.
3. The principal is responsible for setting the date of drills and overseeing the drill, with police support/assistance. Schools should hold, at minimum, one bomb threat response drill per school year. Notification should be given of upcoming drills. A short debrief should be completed after the drill to identify areas of improvement.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

COMMUNICATION

1. Communication with parents/guardians, and the community, in general, is important so as to ensure a good understanding of bomb threat response and explosives incident procedures, without instilling fear.
2. All communication with the media must be referred to LDSB's communications officer. School officials, police and other services must work closely with each other on media issues. Police are responsible to address media with respect to the criminal incident and police response. The principal and LDSB communications staff are responsible for media on issues of staff and student safety.

SCHOOL RECOVERY FOLLOWING AN INCIDENT

1. A debriefing shall occur following the receipt of a bomb threat, following the location of a suspicious device/package or following an explosives incident.
2. Lakehead District School Board's trauma response plan will be initiated if there is a suspicious package/device located or in the event of an explosives incident, or in the perceived threat of a suspicious package/device or explosives incident.

<p>LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE PREPARATION, COMMUNICATION, PRACTICE DRILLS, TRAINING AND PREVENTION</p>
---

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

1. This administrative procedure provides a recommended plan of action for use in all schools of LDSB. 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.
2. Each school shall conduct a minimum of two lockdown drills during each school year as mandated by the Ministry of Education.
3. Schools and all LDSB 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.



**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

4. 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.
5. 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.
6. 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 childcare center, 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.
7. 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.
8. Administrators must have their mobile device with them and turned on at all times during the school day.

**COMMUNICATING THE PLAN**

1. 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 a 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.
2. A system poster shall be printed and posted in each classroom, washroom, staff room, cafeteria, gymnasium, library, office, computer lab and all other pertinent areas in the school.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

3. 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.
4. 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.
5. 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.
6. Parents/guardians 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.
7. 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.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

LOCKDOWN, HOLD AND SECURE AND SHELTER IN PLACE DRILLS

1. 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.
2. Elementary and secondary schools are required to have two practice lockdowns.
3. The principal will plan the Lockdown, Hold and Secure and 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.
4. 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.
5. Each school's Lockdown procedure should include a plan to alert neighbouring schools of lockdown drills especially if the fire department and police have been invited to participate.
6. Each school is required to keep a record of the dates 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.

LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE TRAINING

1. Schools must establish a method to conduct Lockdown, Hold and Secure and Shelter in Place training for all staff, students and visitors each school year.
2. Prior to practicing a drill, schools should consider assemblies to prepare 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 and preparation of students at the elementary level.

**APPENDIX A**  
**6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I**  
**THREAT RESPONSE**  
**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,**  
**CONCEALED WEAPONS**

---

PREVENTION

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.

BUILDING KEYS AND DOOR LOCK MANAGEMENT

1. 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.
2. Principals must develop and maintain a system to track the assignment of building keys to staff, including itinerant or occasional staff.
3. Principals must ensure that staff are aware that they must report any misplaced or stolen keys immediately to the principal.
4. Principals must ensure that staff are aware that keys must be returned to the principal when relocating or retiring from the building.
5. Lakehead District School Board practice, collection of keys from transferring staff, addresses specific details about key and lock standards used in all LDSB facilities.
6. For those schools that utilize the key fob system, the principal and designates must have an understanding of their operations and use.

**APPENDIX A  
6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I  
THREAT RESPONSE  
LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,  
CONCEALED WEAPONS**

---

Form 6010-A-1  
Door Sign

**Name of School**

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

Hold and Secure

This will be initiated when a potential threat exists inside or outside of the building. Staff and students must remain inside their classrooms with the doors closed and locked. All exterior school doors and windows will also be locked. Students who are outside the building or their classroom will be directed to the closest safe area of the building.

Hold and Secure is a response to a direct threat to an ongoing situation inside or outside the school when it is desirable to secure the school, and it is also used when the school is secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building.

As a precautionary measure, outer doors are locked and no one enters or leaves the building; classroom doors are locked; classroom activities continue; and there is no movement in the school.

In this situation, staff and students will remain in classrooms or will report to the closest classroom/secure location until such time as the situation is resolved.

Hold and Secure is usually initiated on the advice of police services, sometimes by the principal or school personnel.

Please call the school at #####

Or go to our school website at \_\_\_\_\_

**APPENDIX A  
6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I  
THREAT RESPONSE  
LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,  
CONCEALED WEAPONS**

---

Form 6010-A-2  
Door sign

**Name of School**

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

Shelter in Place

This will be initiated when a potential threat exists outside of the building. Staff and students must remain inside the locked school for safety reasons. Shelter in Place can be used for an environmental, weather related situation, or where it is necessary to keep all occupants within the school to protect them. Students who are outside will be brought inside immediately.

A Shelter in Place response is initiated when there is an indirect threat or hazard outside near a school. This means it is safer for people to stay inside than to be outside the school.

Usually initiated on the advice of police services, sometimes by the principal or school personnel and may be recommended by police, fire department, emergency medical service (EMS), etc.

Please call the school at #####

Or go to our school website at \_\_\_\_\_

**APPENDIX A  
6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE**

---

**TYPE I  
THREAT RESPONSE  
LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE, BOMB THREAT,  
CONCEALED WEAPONS**

---

*Form 6010-A-3  
Individual Emergency and Lockdown Plan*

<b><i>Student Information:</i></b>	<b><i>Name:</i></b>
<b><i>Student Strengths that might help them in a crisis</i></b>	<b><i>Homeroom:</i></b>
<b><i>Medical Needs</i></b>	
<b><i>Communication Needs</i></b>	
<b><i>Sensory Needs</i></b>	
<b><i>Other Critical Information</i></b>	