

APPENDIX F

EMERGENCY AND CRISIS RESPONSE PLAN

THREAT TO SCHOOL SAFETY RESPONSE PROCEDURES

Follow these steps when you have been informed of a Threat to School Safety

LOCKDOWN	HOLD & SECURE	SHELTER IN PLACE	BOMB THREAT
<p>A major incident or threat of school violence within the school or on school premises</p> <p>Any Staff Member can initiate a Lockdown:</p> <ul style="list-style-type: none"> • PA Announcement, or • 3 Consecutive Bells, or • Verbal (Lockdown, Lockdown, Lockdown) <ol style="list-style-type: none"> 1. Enter nearest room. *If outside building, consider proceeding to the Emergency Evacuation Site if unsafe to enter building. 2. Lock classroom/room doors. Do not open door once secured. *Unlocked exterior doors remain unlocked for police access. 3. Consider barricading classroom/room door (where possible and safe to do so). [e.g. use doorstops] 4. Close and cover windows (where possible and safe to do so). 5. Turn off lights. 6. Move away from classroom/room doors and windows and be aware of sightlines. 7. Students turn off cell phones and electronic devices. Staff cell phones should be set to silent. 8. Staff can call 911 with any helpful information (if safe to do so). 9. Maintain silence. Do not contact the office. 10. Lie on floor if gunshots are heard. 11. Evacuate building or relocate to another space if your security is compromised. 12. Remain in place until released. The Police or Principal/Designate will lift a Lockdown room by room. 	<p>Possible danger in the school neighbourhood</p> <ol style="list-style-type: none"> 1. Return indoors. 2. Close and lock exterior doors. 3. Assigned designated staff monitor Exits/Entrances. 4. Close windows and window coverings (where possible and safe to do so). 5. Students turn off cell phones and/or personal electronic devices. 6. Staff contacts the office only to provide relevant updates to the current situation. 7. Continue regular indoor routines if safe to do so. All outside activities are cancelled. 8. Remain in place until Principal/ Designate announce Hold and Secure has been lifted. 	<p>Possible environmental danger in the school neighbourhood</p> <ol style="list-style-type: none"> 1. Return indoors. 2. Assigned designated staff monitor Exits/Entrances. 3. Shut off air exchange system. 4. Close windows and window coverings (where possible and safe to do so). 5. Staff contacts the office only to provide relevant updates to the current situation. 6. Continue regular indoor routines if safe to do so. All outside activities are cancelled. 7. Remain in place until the Principal/Designate announces Shelter in Place has been lifted. 	<p>Any conveyance of a message that is designed to warn and/or alarm people to an impending detonation of an explosive or incendiary device to cause damage, death, or injuries, whether or not such a device actually exists</p> <ol style="list-style-type: none"> 1. a) If you receive a Bomb Threat, document details and report to Principal/Designate. Principal/Designate will contact police for direction. b) If you discover a suspicious item, do not touch and notify Principal/Designate immediately. Principal/Designate will contact police for direction. 2. Principal/Designate will initiate a visual scan and/or determine if relocation or evacuation is necessary. 3. If a suspicious package is found, do not use any electronic device, cell phone or walkie talkie in close proximity. 4. If ordered to evacuate, remain at the evacuation site until Principal/Designate and/or the Police provide further instruction. 5. If instructed to evacuate be aware of your evacuation route and continually scan your surroundings until safely at the evacuation site. 6. If an explosive incident occurs, follow established school evacuation procedures. Contact police.