

EMERGENCY PROCEDURES - LOCKDOWN

Staff and students work together to ensure a safe and productive learning environment at Lakeshore. In the event of an emergency requiring evacuation, students will be directed to the appropriate exit and marshalling area by staff.

In the event of a School Lockdown you will hear the following announcement over the P.A. system:

“Attention all staff and students! This is a Lakeshore Collegiate Institute emergency. The school is now in lockdown mode.”

The problem is occurring within or very near to the school and it requires that all students be kept in classrooms or other designated areas away from danger. Please do the following:

- Students in hallways should proceed immediately to the nearest classroom if it is safe to do so.
- Lights will be turned off in the classroom, blinds will be closed and all internal windows will be covered.
- Classroom doors will be locked.
- Attendance will be taken by the teacher.
- Students are to remain calm and to follow the instructions of school staff and emergency personnel.
- Face away from glass and doors where possible
- No one may leave the classroom for any reason except by the direction of the principal or designate or police.
- Turn off and do not use radio, TV, or cell phones in the classroom. Everyone should lie on the floor if gunshots are heard.
- A lockdown may last for several hours. The teacher will only open the door when the all clear is given by the office.

HOLD AND SECURE/SHELTER IN PLACE

The problem is a potentially dangerous incident or situation occurring within the community which poses no immediate danger to students and staff unless they were to leave the building. Please do the following:

- Classes will continue as normal.
- External windows and blinds will be closed
- The school doors will be locked and staff and students will be advised not to leave the school.
- Listen for further directions

ASSEMBLIES

- Assemblies celebrate achievement, showcase performance and share information and expectations.
- Students are to sit in areas **designated by their teacher.**
- Courtesy, attention and respect is expected throughout the assembly.

ACCIDENTS / ILLNESS AT SCHOOL

- All accidents, however minor, must be reported to a teacher or to the Main Office.
- If you become ill or injured during a class, report it to your subject teacher immediately. If necessary, you will be escorted to the Office to arrange for your parent/guardian to be contacted and for appropriate follow-up steps.
- If you become ill outside class, report to the Office.

- TDSB does not provide accident insurance coverage for student injuries that take place on school property or during school sponsored events. Go to www.insuremykids.com or call 1-800-463-5437 to obtain coverage from the board arranged accident policy through Reliable Life Insurance Company.