

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

EMERGENCY RESPONSE PLAN LOCKDOWN PROCEDURES

AS 29.0
Section M
June 2014

PREAMBLE

The Nipissing-Parry Sound Catholic District School Board is committed to maintaining a safe learning environment for all students, as such the Board recognizes that in life-threatening type situations student safety is best achieved by 'locking down' the school rather than implementing a general evacuation. In such instances the Principal shall suspend the normal daily routine and require all students to remain in or proceed to designated areas within the school until such time as the police determine it is safe for the regular routine to resume. Emergency lockdown procedures are initiated should a high risk incident involving weapons, hazardous environmental situation, severe weather warnings, serious incidents in the community, unauthorized entry, hostage taking, hold-up or other dangerous or violent incidents which could pose an immediate threat to life.

ROLES

Principal

The Principal is responsible for overall planning, the final content of the plan, scheduling drills, inviting police, fire and emergency medical services (EMS) to participate in and be aware of planning and drills, training of students and for the overall safety of staff and students. In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation, however the principal shall provide full cooperation with police.

School Staff

School staff, and in particular, administrators, have the overall responsibility for the safety and well-being of all students. Administrators, during a violent incident, have additional responsibilities in terms of working closely with the police department. School staff should reinforce with students, student responsibilities with respect to following directives during a crisis, and disclosing any information they may have prior to or during a crisis situation.

Students

Students have a responsibility to be familiar with certain aspects of the Violent Incident – Emergency Response Plan, and to respond quickly to the direction of staff during a crisis situation. In addition, any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. In almost every incident of major violence at a school, it was later learned that student(s) had prior knowledge of what was going to take place, but failed to tell anyone.

Police

Police are responsible to respond to and investigate violent incidents as defined in this plan. During a violent incident, police will assume command and control of the response and investigation, but will liaise and work closely with school administration throughout the process. Police are responsible to be familiar with the locations and internal designs of schools within their areas of patrol.

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Parents/Guardians

Parents and guardians must be aware of the existence of this plan, and should reinforce with their children, student responsibilities with respect to following directions during a crisis, and disclosing any information they may have prior to or during a crisis situation.

Catholic School Advisory Councils

Members of School Advisory Councils need to support the local school plan and assist the school administration in promoting awareness of the plan throughout the broader school community.

TRAINING

This plan will be of little value in a crisis situation, if the plan is not exercised on a regular basis. Elementary and secondary school principals/designates shall hold a **minimum of three (3) drills per year**, and report the drills each year on the *Emergency Response Plan* form and these will be submitted to the Superintendent of Education by June 30th each year.

The police service responsible for community policing in each school shall assist in the annual training where appropriate.

PREPARATION AND PLANNING

Crisis and Evacuation Kits

Upon arrival, emergency personnel will require particular information and materials that are essential to an efficient response. These include:

- A complete list of staff and students complete with photographs of staff and students, addresses, telephone numbers, next of kin, medical information
- Class schedules and time tables
- Attendance records for that day
- Floor plans of the school including environmental and mechanical systems.
- Instructions for search teams including floor plans
- Master keys
- Indicators to mark doors of areas searched

These materials listed above should be kept in a container specifically prepared for this purpose. It should also contain items such as:

- A bull horn/megaphone
- A first aid kit
- Pencils, pens, markers, paper, and notebooks
- A copy of this guide, your school plan and other necessary documents (Board policies, contact lists, etc.)
- Blank name tags
- Tape

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- Blankets
- Tools
- Separate placards with directional words such as 'PARENTS', 'COUNSELLORS', 'MEDIA', 'CLERGY', 'VOLUNTEERS', 'KEEP OUT'.
- Caution tape
- Bus rosters
- Telephone numbers including teachers with access to cell phones updated annually

Classroom emergency response kit should include:

- **School emergency plan**
- **Daily attendance sheet**
- **Student medical forms**
- **Floor plan**

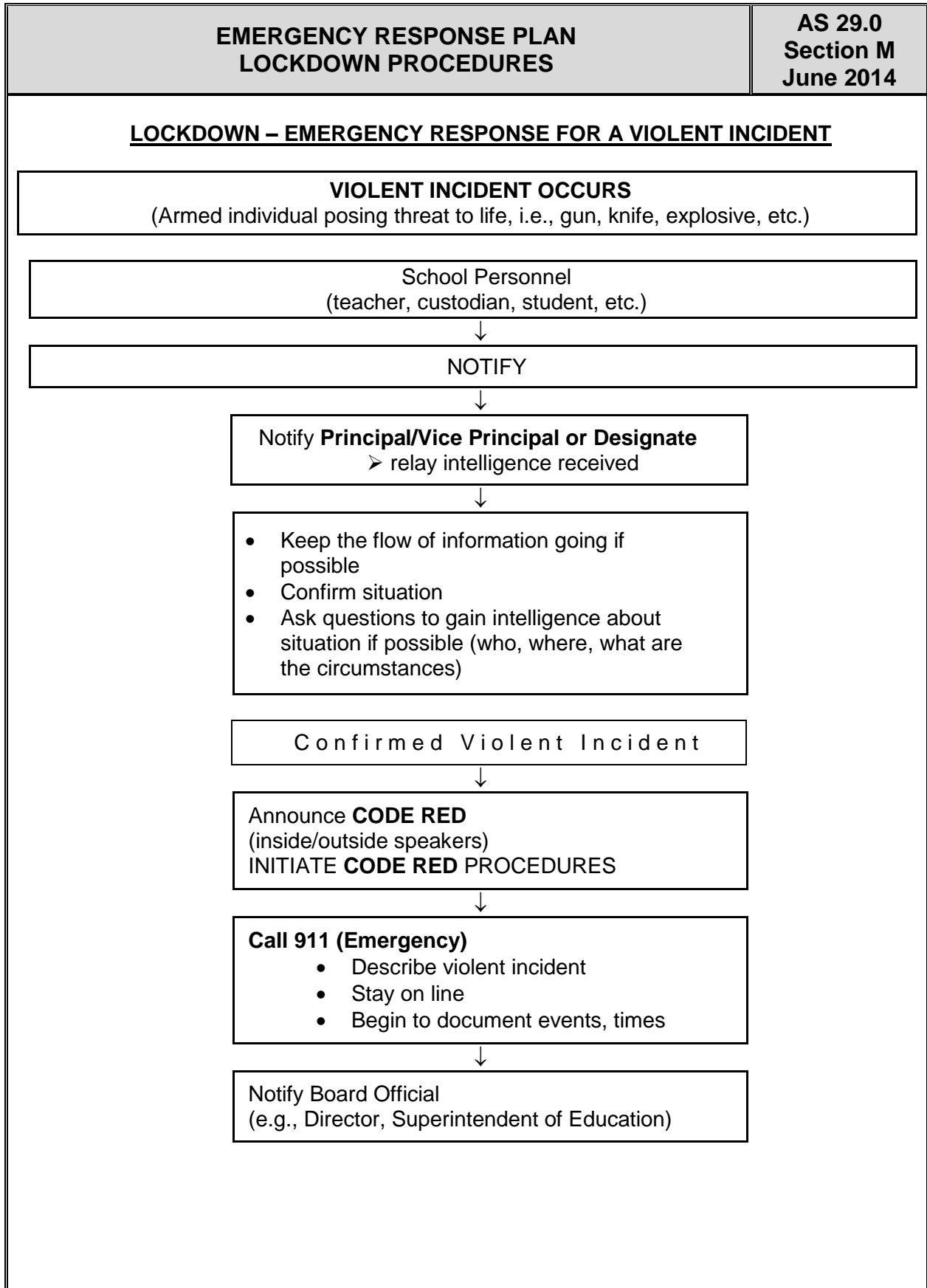
KEY TERMS

Terminology is very important. Plans should clearly identify when "Lockdown" versus other terminology is to be utilized. Terminology used to order a lockdown, should be plain language, clear and leave no misunderstanding as to what is expected. No secret passwords should be used.

"Lockdown" should **only** be used when there is a major incident or threat of school violence within the school, or in relation to the school. The over or misuse of lockdowns will result in staff/students becoming desensitized and they will not take lockdowns seriously.

"Hold and Secure" should be used when it is desirable to secure the school due to an ongoing situation outside and **not related** to the school (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

"Shelter in Place" should be used for an environmental or weather related situation where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.



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LOCKDOWN – EMERGENCY RESPONSE FOR A VIOLENT INCIDENT

When a Violent Incident Occurs

Although every effort is made to ensure a safe school environment, staff and students need to be aware of the possibility that a violent incident can occur at any time or in any location within a school.

If you observe a violent incident: **DO NOT CONFRONT THE SUSPECT.**

It is critical to quickly notify the Principal and/or Designate. As well, if it is safe to do so without danger to yourself or others, obtain the following details:

- Location and number of suspects
- Suspect moving or stationary
- Identity
- Description of physical appearance (clothing, build, etc.)
- Description of weapons
- Possible motive or threats made
- Any known injuries and location of casualties

When Principal/Designate is Notified of a Violent Incident

When a violent incident is reported staff in the office it is necessary to keep the flow of information going and obtaining as much detail about the incident as possible from the initial observer. The priority at this point is to confirm a violent incident is occurring. After confirming that a violent incident has occurred, immediately implement the Violent Incident Emergency Response Plan. **Focus on maintaining a calm environment.**

ANNOUNCING CODE RED

When notified of a violent incident, activating **CODE RED – LOCKDOWN**, calling 911 (or local emergency number), and notifying the Principal or Designate should happen as closely together as possible. Responding personnel will have to use individual judgement as to what they can and should do first, keeping in mind that their primary role is taking care of students and staff who may be at risk.

In some situations evacuation during lockdown will be a judgement call on the part of the staff members in pre-determined locations of the building. Factors to be considered include:

- a) The location of the threat.
- b) The nature of the threat.
- c) The mobility of the threat.
- d) A clear means of evacuation that will not cross the path of the threat.
- e) The ability to secure the room/barricade that is being occupied.
- f) Alternate means of evacuation.
- g) The number of students involved.
- h) Are there victims requiring immediate attention?
- i) Is the use of violence random or targeted to anyone or several individuals?

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These are only some considerations. The common sense, judgement and leadership of staff members will determine the appropriate actions to be taken.

CODE RED PROCEDURES

The person receiving the report of a violent incident initiates the **CODE RED** procedure as follows:

- Activate all public address (PA) systems (inside and outside)
- Announce clearly and calmly on the public address (PA) system:

“Code Red, Code Red, Code Red – Initiate Lockdown

Upon hearing the **Code Red** announcement, staff will immediately initiate **Code Red** procedures.

During Code Red procedures, occupants will disregard the fire alarm unless otherwise informed.

Staff and student must always be aware of the potential for other emergencies such as fires. School bells must be disregarded during lockdowns.

Code Red is in effect until cancelled by the Principal or Designate.

Code Green will be used to cancel the lockdown. The principal/designate will announce **CODE GREEN, CODE GREEN, LOCKDOWN COMPLETE.**

Call 911 (or Local Emergency Number)

The person receiving notification of the violent incident calls 911 (or local emergency number) or request someone to immediately call 911. If you are the only one in the office, you should attempt to initiate **Code Red** before calling 911. A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.

When you call 911, provide the following information:

- Identify yourself, the school name, and full address.
- Describe the situation (provide all known information).
- Identify whether anyone is injured and the severity of the injuries.
- Stay on the line and continue to provide information as requested by the emergency operator.
- Explain safe approach (routes/entrance) for police and advise police where they will be met.
- Begin to document times and events relating to the incident.

The information that is being documented will greatly assist police services during their response to this incident.

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<p>If you haven't already done so, notify the Principal/Vice-Principal or Designate of the situation and provide all known information about the incident.</p>		
<p><u>PROCEDURES FOLLOWING CALLING CODE RED</u></p>		
<p>(Note: Dependent on the individual school plan and the situation (location and actions of the suspect) consideration must be given to the controlled evacuation of students to identified secure areas. See Individual School Plan section for details relating to your school.</p>		
<p>Controlled Evacuation</p> <p>All staff and students who evacuate the premises should immediately attend the pre-determined evacuation site. Maintaining control of the students is vital. Attendance must be taken and records compared to the daily attendance and class schedules. It is vital to account for as many people as possible. One staff member and an alternate should be assigned the task of gathering any witnesses or persons who can provide information to emergency personnel.</p>		
<p>Direct families arriving on-site to pre-designated locations where they can receive information. Have a sign-out sheet to monitor which students have been picked up by their parents/guardians. Do not dismiss students to unknown care. As soon as possible, take a head count to determine which students, staff and teachers are accounted for and which ones are not. To the extent possible, shield students from disturbing scenes. Do not disturb, however, crime scene evidence.</p>		
<p>Never speculate. Be sure to understand the circumstances surrounding the situation before saying anything about it, and to the extent practicable, before taking action. Follow all rules about repeating or giving out information.</p>		
<p>Other duties at the reception center should be assigned to staff members not involved in the direct supervision of students. These duties could be pre-assigned with two alternates for each task. They are:</p>		
Logistics Officer	working with police logistics personnel in obtaining necessities for students;	
Parent Liaison	assigned to handling parent inquiries at the reception center;	
Records Manager	receiving and processing attendance records;	
Reception Area Manager	directing the activities in the reception area, overall control of the students, ensuring that students are divided into home room groups and attendance is taken, other duties as necessary.	

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The Major Incident Commander from the police will coordinate activities on the scene. The Media Liaison Officer from the police will direct and coordinate the handling of the media. Police will make media releases during the crisis. Releases made upon the conclusion of the crisis will be made after consultation with school authorities. Likewise, school authorities should refrain from making any comment to the media without consultation with the police during or subsequent to an incident.

Locking Down

The decision to remain in a classroom or location that can be secured and barricaded is an option if the threat is in close proximity and no means of safe exit are available. Find an area in the room that affords good protection and place any solid item (i.e., desk) that may afford protection between you, students and the threat. Police responding to the incident will become aware of your situation and subsequently find you. They should have a master key in order to gain access to the room. Do not open the door unless you are absolutely certain that it does not present a risk to you or others.

Lockdown describes the steps that the school staff members take to ensure the safety and security of school occupants during a violent incident. These steps are outlined below. Every attempt should be made to respond quickly and calmly.

Inside School Building

During the lockdown phase, staff will focus on taking care of students and ensuring they are directed out of harm's way. To implement the lockdown phase, staff direct students to the closest secure area, remain with the students, and, if possible, lock doors to the area. Assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without jeopardizing the safety of yourself and others.

Effective Practices

It is recommended that, before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. Once inside a secure area, staff and students should:

- stay away from doors and windows;
- turn off lights;
- close blinds;
- beware of sight lines;
- if there is a window in the classroom door, consider covering the window;
- take cover if available (get behind something solid);
- remain absolutely quiet;
- teachers to take attendance;
- no cell phone use unless necessary to communicate regarding the incident. Cell phones should be shut off.

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Lockdown Procedures within Classrooms and Portables

- Upon the **CODE RED** signal, personnel shall quickly check hallways and move all students into the closest classroom. Note: Students caught out of the classroom must find a safe place (i.e., in the bathroom stall, feet up, door locked).
- When all students are in the classroom, each teacher locks the door of his/her classroom, or barricades the door if he or she does not have a key.
- Students are to move away from doors and windows, remain absolutely quiet and follow staff/police instructions.
- Individuals are to contact the office **ONLY** with vital information regarding the violent incident.
- Cell phones are **not** to be used by staff or students unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines). Be certain to turn off all cell phones.
- Staff take attendance in class.
- **Disregard fire alarm system and school bells unless otherwise informed.**
- Staff, students and any other occupants are to remain in the secure location until notified by appropriate personnel on what actions to take.
- **BE QUIET.**

Lockdown Procedures within the Office

- Ensure that the Principal/Vice-Principal or Designate is notified.
- Contact police via 911 or a local emergency number.
- Instruct all staff and students to leave hallways and move into secure rooms.
- Have them lock their doors.
- Lock the office to allow for uninterrupted communication with staff.
- Designate a person to remain at the intercom as a communicator (if possible).
- Ensure that the intercom is clear for emergency use (and portable radio, if persons are out in the playground with children).

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Washrooms: Procedures During Lockdown

As washrooms cannot be locked, students need to evacuate washrooms if at all possible and get to an area which can safely be locked down if it is safe to do so.

As a last resort, staff or students if trapped in a washroom, should attempt to somehow secure the bathroom door, enter a stall, lock the door and climb on top of the toilet. Attempt to make the washroom look vacant.

Outside School Building

Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building, follow the steps listed in the school evacuation plan.

INDIVIDUAL SCHOOL PLANS

While it is important to maintain consistency across the Board in terms of emergency response (for example Code Red is to be used universally), it is vital that each school addresses their unique open areas (cafeteria, gymnasium, library, etc.) and off-site evacuation areas.

Insert individual school plans below.

The following items should be considered on an individual basis:

- Evacuation Plan (include a primary and secondary evacuation point)
- Lockdown Plan
- Locations of crisis kit – all schools should have two kits.
- Specific duties assigned (who updates the kit, who will be at the evacuation site, etc.)
- Forward the most recent individual school plan to the Board
- The Principal of each school shall review their individual school plan annually and make appropriate changes.
- Include a plan for review of these procedures for staff and students.

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EMERGENCY CONTACTS

Schools will maintain an up-to-date (reviewed twice a year) emergency contact list and include it in the Violent Incident Emergency Response Quick Reference. This document will be made available to the police in your area.

School contact (Principal and Designate)	
Emergency (Police, Fire, Ambulance)	
Evacuations Sites (Primary & Secondary)	
Board Official (including cell numbers)	
Bus Companies	
Hospital	
Other Numbers	

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POST-VIOLENT INCIDENT FOLLOW-UP

Actions taken following violent incidents can have a major impact on the well-being of staff, students and the broader community.

Follow-up procedures may include the following:

- Involving the Board Crisis Emergency Response Team (CERT) to provide counselling for staff and students;
- Providing appropriate information to parents/guardians, staff, students and the broader school community regarding the incident;
- Debriefing by police of all persons present at the time of the incident;
- Coordinating police and school board new releases;
- Evaluating the adequacy of the Violent Incident Emergency Response 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;
- Completing all necessary legal, insurance and administrative forms and documents as required.

MESSAGE TO PARENTS/GUARDIANS REGARDING LOCKDOWN PROCEDURES

Emergency School Lockdown Procedures in all Nipissing-Parry Sound Catholic District School Board Schools

“Keeping our Students and Staff Safe”

Dear Parents/Guardians

The Nipissing-Parry Sound Catholic District School Board has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. In partnership with North Bay Police Service and our co-terminous Boards, a city-wide emergency school lockdown procedures plan has been developed.

The ‘Emergency Lockdown Procedure’ is initiated should a high risk incident involving weapons, hazardous environmental situation, severe weather warning, student/stranger intrusion, etc. occur in the schools or on school property, or there are circumstances in the vicinity of the school that could endanger the lives and/or the safety of students and/or staff.

We are now implementing these procedures in our school.

In order for all students and staff to become familiar with the expectations during a lockdown, our school will be practicing emergency lockdown procedures as we have normally done with fire drills. During these drills there will be signs posted on the entrance doors indicating that the school is in lockdown. The doors will be locked and no one will be allowed into the school. Similar procedures will be followed in a real situation.

We will be holding three lockdown practice drills during the school year.

Should you have any questions you are welcome to call me at the school at any time.

Sincerely

Principal’s Name

EMERGENCY RESPONSE PLAN

To be completed by the Principal and returned to the Superintendent of Education by June 30th of each year.

School: _____

Date: _____

Early Dismissal of Pupils	Section A
Pupils may be dismissed early due to inclement weather or other circumstances. In such cases, please indicate the precautions planned by the school.	
<input type="checkbox"/> Yes <input type="checkbox"/> No We have checked with each parent/guardian where the pupil should go in case of early dismissal.	
<input type="checkbox"/> Yes <input type="checkbox"/> No We have established a system of rapid communication designed to reach all parents/guardians in a short time.	
Comments:	Date: _____ _____ Signature of Principal

Bomb Threat	Section B
<input type="checkbox"/> A plan has been devised and reviewed with staff. <input type="checkbox"/> A plan for early dismissal is available at the school. <input type="checkbox"/> The emergency plan has been forwarded to the Superintendent of Education.	

Emergency measures in case of violent incident (Lockdown Procedures)	Section C
<input type="checkbox"/> A school plan has been devised and reviewed with staff. <input type="checkbox"/> A plan is available at the school. <input type="checkbox"/> The plan has been forwarded to the Superintendent of Education	
Each school Principal is required to hold at least three drills per year. Principals are to record below the required information.	
(1) _____ Date of Drill	_____ Time of Drill
(2) _____ Date of Drill	_____ Time of Drill
(3) _____ Date of Drill	_____ Time of Drill

EMERGENCY RESPONSE PLAN

Evacuation of Building	Section D
<p>Regulation 298, Section 6:</p> <p>6)(1) In addition to drills specified in the Fire Protection Plan required under Ontario Regulation 454 (1990) (Fire Code), the Board may schedule exercises for emergencies other than fires.</p> <p>6)(2) Principals, including Principals of schools where one or more evening courses are held, or one or more courses are offered during times outside the school year, shall schedule at least one emergency drill during the period when instruction is offered.</p> <p>6)(3) When fire or emergency drill is held inside a school building, all persons who are in the building shall take part in the fire or emergency drill. (Ontario Regulation 339/91, Section 1)</p>	
<p><input type="checkbox"/> An emergency plan has been devised</p> <p><input type="checkbox"/> A plan is available at the school</p> <p><input type="checkbox"/> The plan has been forward to the Superintendent of Education</p>	

Evacuation Drills		Section E	
<p>Each school Principal is required to hold these drills at least three (3) times between the first day of school and December 31st, and between January 1st and the last day of school. Principals are to record below the required information immediately after each drill.</p>			
September to December		January to June	
Date	Time	Date	Time
(1)		(1)	
(2)		(2)	
(3)		(3)	
<p>Comments:</p>		<p>_____</p> <p>Date</p> <p>_____</p> <p>Signature of Principal</p>	

Remember to forward this report to the Superintendent of Education by June 30th each year.