



## **Lockdown Procedures and Police School Board Protocols – Update August 2009**

On June 25, 2009 a Ministry memorandum was issued outlining provincial guidelines for lockdown planning and lockdown drills. The following are now mandatory for all Ontario School Boards:

1. *All publicly funded school boards in Ontario must establish a lockdown policy to ensure the development and implementation of individual school plans.*
2. *A minimum of two lockdown drills must occur each school year.*

In 2008 our Board established a Safe Schools' lockdown protocol and policy. We will continue with a minimum of two lockdown drills each school year.

The recommendations from the Ontario Association of Chiefs of Police will be reviewed by the Regional Safe Schools Committee this fall. In the interim, our current emergency procedures will continue to be followed (emergency procedure flipchart posted and visible in all classrooms and main office areas).

### **Lockdown and Secure School Drills**

- Based on advice from the Ontario Association of Chiefs of Police and from our Board staff, the following should take place for all drills:
  - Staff, students, and parents should be given advanced notice of the date for a lockdown or secure school drill;
  - On the date of a drill an administrator should have responsibility for ensuring that all occasional teachers are aware of the drill and the proper protocol to follow;
  - For safety reasons, during a "drill" classes should not be placed in total darkness (as they would be in a real lockdown situation) and furniture should not be tipped to create barriers;
  - All drills should be completed within a reasonable amount of time (suggested that drills do not last longer than 30 minutes for a lockdown or 50 minutes for a secure school situation);
  - Lockdown drills may be ended via an announcement over the P.A. Staff and students should be clear that in a real lockdown situation the lockdown can only end by an authorized person unlocking the door;
  - At the beginning of each school year, parents should be informed of lockdown procedures and evacuation sites. Parents should be encouraged to reinforce with their children the importance of understanding the procedures and following staff directions during drills;
  - In all incidents of a lockdown which was not a drill, parents should be notified of basic information surrounding the reasons for the lockdown / secure school situation.

At the completion of the review by the Regional Safe Schools Committee, schools will receive an updated Emergency Procedures guideline.

For further information please contact:

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