



## **EMERGENCY PREPAREDNESS**

### **1.0 Rationale**

To ensure the safety and security of all staff and students, District School Board Ontario North East will have in place procedures to be implemented in an emergency situation including, but not limited to a serious accident, violent or other incident, or an act of terrorism, in, on, or near school property.

### **2.0 Definitions**

**Lockdown:** A lockdown is an emergency situation, which prevents the safe evacuation of a school building and requires steps to isolate students and staff from danger by requiring everyone to remain inside the building. A lockdown is used in an emergency situation where the danger is inside, on, or very near the school property. A lockdown requires that all students be kept in classrooms or other designated locations that are away from the danger. A lockdown minimizes access and visibility and shelters students, teachers, staff and visitors in secure locations. Staff members within the school/site, including caretaking, teachers, administrative team and other support staff, are responsible for students and for ensuring that no one leaves the safe area. School personnel (as designated by the Principal / Site Supervisor and working in conjunction with the Head Caretaker or designate) will also secure building entrances, if it is safe to do so.

School Lockdown Procedures would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. During a Lockdown, lights are turned off in the classroom (a single light may be left on for safety reasons), blinds are closed and if possible all interior windows/glass panes must be covered.

**Hold and Secure:** A “Hold and Secure” is used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., if 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:** “Shelter in Place” is used for an environmental or weather related situation (i.e. tornado, storm, chemical spill, blackout, explosion) where it is necessary to keep all occupants within the school to protect them from an external situation. This event poses no immediate danger to students or staff unless they were to leave the building; therefore they are kept inside of the building to protect them from the external situation. In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation is resolved.

**Evacuation:** All schools have detailed evacuation plans to remove students and staff in the event of a serious incident where everyone must leave the building. (i.e. bomb threat)

**Extenuating Situations:** When exceptional situations occur (e.g., broken pipe in hallway, medical crisis) requiring students and staff to remain in their classrooms, the Principal or designate will advise staff and students to remain in the classroom and close the door until further notice. Classroom activities continue as usual.

### **3.0 Policy**

District School Board Ontario North East will ensure that emergency preparedness plans are in place for each school and facility. Each school in District School Board Ontario North East, on a yearly basis, will provide each parent/guardian with a summary (including the key information from the policy) of the school's Emergency Preparedness Plan.