

APPENDIX A
6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE PROCEDURE

TYPE I
THREAT RESPONSE

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THE 911 CALL DURING LOCKDOWN

1. A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.
2. The person calling 911 will remain on the line and provide the following information as prompted by the operator:

a description of the situation;
whether anyone is injured and the severity of the injuries;
a safe route to the building and a safe entrance for police, where police will be met by the principal or designate (if it is safe to do so);
confirm last known location of suspect; and
the direction of travel of the suspect.

NOTIFICATION OF LOCKDOWN

1. The principal or _____ either directly or through the superintendent, who will notify, property services, and Student Transportation Services of Thunder Bay (STSTB).
2. _____ as well as alternate sites outlined on the school site specific information.
3. _____ community partners as appropriate.

CONSIDERATIONS

1. Staff members will direct students out of hallways to the closest secure classroom, remain with the students, and lock doors to the room. If the door does not lock, the staff will bar the door or move furniture against it. Staff members will assess whether anyone is injured and the severity of the injuries and take appropriate measures to assist the injured without jeopardizing their own safety or that of others. Classroom doors should be kept in the locked position throughout the day as a matter of regular practice.

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9. For secondary schools, it is recommended that training include an explanation to students that they are responsible to get out of the washrooms immediately upon hearing a lockdown announced and get to the nearest classroom or other area which has been identified.

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LOCKDOWN PROCEDURES OUTSIDE THE BUILDING

1. Staff members will direct students in outdoor areas to immediately take cover. Students must be aware of a pre-planned designated location a safe distance from the school.
2. students, whether conducting an outdoor class, supervising at recess, or the lunch break, shall endeavor to have students remain in the designated area outside and take attendance.

ENDING A LOCKDOWN

1. Plans to end a lockdown will vary depending on the incident. Conclusion may involve a general announcement via the PA system by the principal or may involve a room to room visit from police/school administration with some sort of identification process so that occupants of locked rooms know the lockdown conclusion is authentic.
2. Lockdown plans should include procedures for ending lockdowns at other sites (e.g., twinned schools, alternate/adult education sites, elementary/secondary shared sites). In all cases where police have responded, plans should clearly indicate that the decision to end a lockdown shall only be made after approval from the on-scene police supervisor.
3. It is also important to have a pre-determined location for parent/guardians and the media away from the school building
4. When the lockdown is over, students may be released to parents/guardians, and the staff will attempt to monitor student departures.

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THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN LOCKDOWNS

1. The police are responsible for responding to and investigating lockdowns. During a lockdown, the police will assume command and control of the response and investigation but will liaise and work closely with school administrators throughout the process.
2. Police services are required to ensure that all members who may be dispatched to a call for service at a school are fully trained in this lockdown procedure. Police will be met by the principal or designate at the entrance recommended during the 911 call (if it is safe to do so) and have immediate access to the school plan, including a floor plan of the school.
3. Police will implement the immediate rapid deployment method to stop the threat. This means that police officers will enter the building immediately.
4. Police will make the decision as to whether controlled evacuation of a school under lockdown is a viable option (e.g., in the event of a prolonged situation or a

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FOLLOW-UP TO THE LOCKDOWN INCIDENT

1. Actions taken following lockdowns can have a major impact on the well-being of the staff, students and the broader school community. Debriefing should occur in all situations following a lockdown. The nature and severity of the incident will determine who should be included in the debriefing. In all incidents of a lockdown, which was not a drill, it is recommended that communication with all staff and teacher federations be made at the conclusion of the lockdown and that communication to parents be sent home at the conclusion of the school day or as soon as possible.

2. Follow-up procedures may include the following:
 - involving the Tragic Events team to provide counselling for the staff and students;
 - providing appropriate and timely information to parents/guardians, the staff, students and school community regarding the incident;
 - follow-up by police of school administrators present at the time of the incident;
 - coordinating police and LDSB news releases;
 - evaluating the adequacy of the lockdown 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; and
 - completing all necessary legal, insurance and administrative forms and documents as required.

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CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING HOLD & SECURE

1. Anyone observing a direct threat to an ongoing situation inside or outside the school must notify the school office immediately. After confirming that a direct threat to school safety is in progress, the office staff will immediately implement the Hold and Secure and focus on remaining calm.
2. When a direct threat is reported, the staff member in the school office needs to obtain as much detail about the incident or threat as possible from the initial observer. The priority is to confirm that a direct threat is occurring, and then to be able to direct police quickly to the correct location.
3. If it is safe to do so, the observer should obtain the following details for the report to the office (if there is a threat outside of the building, if inside building, call lockdown):

location and number of suspects;
if the suspect is moving or stationary;
the direction of travel of the suspect;
the identity or description of the suspect (build, clothing, etc.);
description of weapons;
possible motive or threats made;
any known injuries and location of casualties; and
the observer shall not confront an armed intruder or suspect.

ANNOUNCING HOLD AND SECURE FROM OFFICE PA SYSTEM

1. All staff, especially those working in the main office, should be trained that when information is received in the office of a situation requiring a Hold and Secure, address (PA) system, announcing the Hold and Secure.
2. The staff member receiving the report shall notify the principal or designate as quickly as possible.

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3. The person receiving the report initiates the Hold and Secure procedure as follows:

activates all public address (PA) systems inside and outside the building;
and
announces clearly and calmly on the public address system

(It is recommended that this announcement be pre-printed and placed on or near the microphone)

4. Upon hearing the Hold and Secure announcement, the staff will immediately initiate Hold and Secure procedures. The staff must take into consideration those within a site that may require alternate forms of communication.

THE 911 CALL DURING HOLD AND SECURE

1. If the decision to initiate a Hold and Secure is site based, a call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.

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CONFIRMATION OF AN EMERGENCY SITUATION REQUIRING SHELTER IN PLACE

Anyone observing an indirect threat or hazard outside near a school must notify the school office immediately. After confirming that an indirect threat to school safety is in progress, the office staff will immediately implement the Shelter in Place and focus on remaining calm.

ANNOUNCING SHELTER IN PLACE FROM OFFICE PA SYSTEM

1. All staff, especially those working in the main office, should be trained that when information is received in the office of a situation requiring a Shelter in Place, whoever receives that information will immediately notify the principal.
2. The principal or designate

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CONSIDERATIONS

1. Staff and students move freely within the school.
2. People enter and remain in the building with the doors and windows closed.
3. Regular classroom activities continue.
4. External doors are locked and monitored.
5. Signs are placed on external door windows with school phone number and website (see FORM #6010-A-2).
6. If applicable, fans, including heating and air conditioning units, should be turned off to prevent outside air from entering the building.
7. Normal operations may continue within the building.
8. Teachers will take attendance in class noting students who are outside the class and any additional students who have entered the room.
9. If the fire alarm sounds, specific directions regarding evacuation will be provided over the P.A. system. If fire poses an imminent danger, all occupants will evacuate.

SHELTER IN PLACE PROCEDURES IN OPEN AREAS

1. Lunchroom supervisors will follow these procedures in the cafeteria or lunch room if the Shelter in Place occurs during the lunch hour or during class changes.
2. Staff and students may move freely within the school.

SHELTER IN PLACE PROCEDURES OUTSIDE THE BUILDING

Staff members will direct students in outdoor areas to immediately return inside the school.

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ENDING A SHELTER IN PLACE

1. Plans to end a Shelter in Place will vary depending on the incident. Conclusion may involve a general announcement via the PA system by the principal or may involve a room to room visit from police/school administration.
2. Shelter in Place plans should include procedures for ending Shelter in Place at other sites (e.g., twinned schools, alternate/adult education sites, elementary/secondary shared sites). In all cases where police have responded, plans should clearly indicate that the decision to end a Shelter In Place shall only be made after approval from principal/superintendent/directors office/police.

THE ROLE OF THE POLICE AND EMERGENCY PERSONNEL IN SHELTER IN PLACE

1. The police are responsible for investigating Shelter in Place. During a Shelter in Place, the police will assume command and control of the response and investigation, as necessary, but will liaise and work closely with school administrators throughout the process.
2. Police services are required to ensure that all members who may be dispatched to a call for service at a school are fully trained in this Shelter in Place procedure. Police will be met by the principal or designate.
3. Police will make the decision as to whether controlled evacuation of a school under Shelter in Place is a viable option (e.g., in the event of a prolonged situation or a situation where the threat has been contained). Police will direct the controlled evacuation process.
4. A police command post is the focal point for command and control of the emergency situation by police. This will not be a communication area for parents/guardians.

FOLLOW-UP TO THE SHELTER IN PLACE INCIDENT

Actions taken following Shelter in Place can have a major impact on the well-being of the staff, students and the broader school community. Debriefing should occur in all situations following a Shelter in Place. The nature and severity of the incident will determine who should be included in the debriefing. In all incidents of a Shelter in Place, which was not a drill, it is recommended that communication with all staff and teacher federations be made at the conclusion of the Shelter in Place and that communication to parents be sent home at the conclusion of the school day or as soon as possible.

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PRESENCE OF WEAPONS

The following guidelines refer to situations where school staff and police receive information about a student carrying a concealed weapon. The responses outlined would not be appropriate if a student is threatening or assaulting a person with a weapon.

Situations involving a weapon are always dynamic and the safety of students and staff should be the first consideration.

Following these steps may assist school staff and police with determining the best

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4. Contact Police

When the principal or designate is satisfied (based on the balance of probabilities and the reliability of the source) that the information is valid, the police should be contacted. Depending on the situation, the principal will call the police emergency number (911), the Thunder Bay Police Service non-emergency number (807-684-1200), OPP non-emergency number (888-310-1122) the school resource officer, or other officer(s) assigned to the school.

5. Determine Appropriate Response

Police and the principal should discuss the most appropriate methoni.2 revicce non

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BOMB THREAT RESPONSE PLAN

PURPOSE

The purpose of this procedure is to ensure consistent Bomb Threat Response procedures and practices in schools and LDSB owned buildings throughout the jurisdiction of LDSB that are consistent with the practices outlined in the Police School Board Protocol.

DEFINITIONS

1. Bomb Threat a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death or injuries, whether or not such a device actually exists.
2. Emergency a serious, unexpected, and often dangerous situation requiring immediate action.
3. Incendiary Device any firebomb or device designed or specifically adapted to cause physical harm to persons or property by means of fire and consisting of an incendiary substance or agency and a means to ignite it.

ROLES AND RESPONSIBILITIES

1. Lakehead District School Board shall provide resources and support to school administrators to assist schools in the implementation and maintenance of an
Plan that will be kept in the
Emergency Response Binder.

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8. An announcement must be made by the principal or designate to end the partial or full evacuation. This may be a general announcement or room by room/group by group communication.

LOCATION OF A SUSPICIOUS DEVICE/PACKAGE

If a suspicious package/device is located:

the object is not to be touched or moved and is should be contained immediately;

the principal must be notified immediately of the discovery of a suspicious package/device and of any action taken to that point;

police shall be notified or updated when confirmation is received regarding the precise location of the package/device. Once the police have been notified, fire department and EMS personnel shall be contacted so that they will be nearby or on the scene in stand-by mode;

the school principal will work with emergency services personnel, which may include first responders, investigators, and bomb technicians, to evaluate the need to relocate evacuees and/or command posts; and

legitimate property may have been left behind in an evacuated area, so attempts should be made to establish ownership of any suspicious device/package. This should be done by making inquiries, not by handling the package/device.

PROCEDURES FOLLOWING AN EXPLOSIVES INCIDENT

1. Every plan must include procedures for dealing with an explosives incident that occurs within a school building or in the school yard. Explosives incidents may occur without warning or after a bomb threat has been received. Explosives incidents do not always require a full evacuation of the school. Under certain circumstances, and if it is determined that there is no fire, a partial evacuation of the building may be appropriate.
3. The principal or designate should be notified immediately and informed of any action taken.
4. When an explosives incident occurs, the principal must be notified immediately and informed of any action taken.
4. The area around the explosion scene should be immediately evacuated, and evacuees directed to a designated evacuation location.

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5. Emergency first aid should be provided to any persons injured in the explosives incident. Information regarding injuries should be communicated to the command post. Attendance should be taken and a list of any missing staff or students should be communicated to the command post.

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3. Students must be familiar with the plan and aware of their responsibility to respond quickly and quietly to the direction of the staff during a crisis. Students must be informed that in the event of a Lockdown or Hold and Secure, all students must report to the nearest classroom if they are not able to safely and quickly reach their own classroom. If they are outside at the time of the lockdown, they must not enter the building.
4. ~~Parents and guardians~~ Parents need to be aware of the Lockdown, Hold and Secure and Shelter in Place plans and must reinforce with their children the responsibilities of students to follow directions during an emergency. Parents

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LOCKDOWN, HOLD AND SECURE AND SHELTER IN PLACE DRILLS

1. Implementation of the Lockdown, Hold and Secure and Shelter in Place plan

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Form 6010-A-1
Door Sign

Name of School

We are currently in
AND SECURE

Hold and Secure

This will be initiated when a potential threat exists inside or outside of the building. Staff and students must remain inside their classrooms with the doors closed and locked. All exterior school doors and windows will also be locked. Students who are outside the building or their classroom will be directed to the closest safe area of the building.

Hold and Secure is a response to a direct threat to an ongoing situation inside or outside the school when it is desirable to secure the school, and it is also used when the school is secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building.

As a precautionary measure, outer doors are locked and no one enters or leaves the building; classroom doors are locked; classroom activities continue; and there is no movement in the school.

In this situation, staff and students will remain in classrooms or will report to the closest classroom/secure location until such time as the situation is resolved.

Hold and Secure is usually initiated on the advice of police services, sometimes by the principal or school personnel.

Please call the school at #####

Or go to our school website at _____

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Form 6010-A-2
Door sign

Name of School

We are currently in

Shelter in Place

This will be initiated when a potential threat exists outside of the building. Staff and students must remain inside the locked school for safety reasons. Shelter in Place can be used for an environmental, weather related situation, or where it is necessary to keep all occupants within the school to protect them. Students who are outside will be brought inside immediately.

A Shelter in Place response is initiated when there is an indirect threat or hazard outside near a school. This means it is safer for people to stay inside than to be outside the school.

Usually initiated on the advice of police services, sometimes by the principal or school personnel and may be recommended by police, fire department, emergency medical service (EMS), etc.

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*Form 6010-A-3
Individual Emergency and Lockdown Plan*

<i>Student Information:</i>	<i>Name:</i>
<i>Student Strengths that might help them in a crisis</i>	<i>Homeroom:</i>
<i>Medical Needs</i>	
<i>Communication Needs</i>	
<i>Sensory Needs</i>	
<i>Other Critical Information</i>	