

**Police/School Board Protocol
Emergency Response Training**
*for School Staff, Itinerant Staff and
Occasional Teachers*

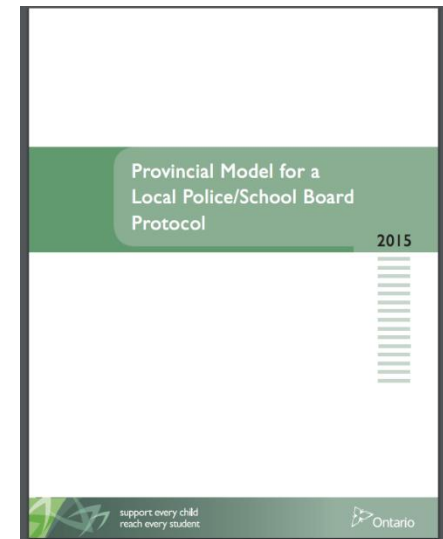


Revised September 2016



Provincial Police School Board Protocol 2015

- The emergency response procedures that we follow are the recommended practices outlined in the Provincial Model for Local Police/School Board protocols



Police/School Board Protocol 2016

- The Police/School Board Protocol that dictates the practices within our Board is based the provincial model
- Our Police/School Board Protocol impacts 8 school boards and 8 police services
- Each board, then adopts the practices as part of their policies or procedures

POLICE/SCHOOL BOARD PROTOCOL (2016)

BETWEEN

ANISHINABEK POLICE SERVICE – CURVE LAKE DETACHMENT
CITY OF KAWARTHA LAKES POLICE SERVICE
COBOURG POLICE SERVICE
DURHAM REGIONAL POLICE SERVICE
HIAWATHA POLICE SERVICE
ONTARIO PROVINCIAL POLICE
PETERBOROUGH POLICE SERVICE
PORT HOPE POLICE SERVICE

AND

CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD
CONSEIL SCOLAIRE VIAMONDE
DURHAM CATHOLIC DISTRICT SCHOOL BOARD
DURHAM DISTRICT SCHOOL BOARD
KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD
PETERBOROUGH, VICTORIA NORTHUMBERLAND AND CLARINGTON
CATHOLIC DISTRICT SCHOOL BOARD
TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

Four Emergency Responses outlined in the Police/School Board Protocol

Lockdown

Hold and Secure

Shelter In Place

Bomb Threat Response

It is important that the terminology for each emergency response is used appropriately, especially the use of the term Lockdown versus Hold and Secure

Four Emergency Responses –Consistent Practices

Both Durham school boards have adopted the use of a classroom sticker that explains the steps required for each emergency response allowing classroom teachers, occasional teachers, support staff and volunteers to have quick and clear access to the steps during an emergency

Four Emergency Responses –Consistent Practices

The following sticker will be affixed on classroom doors throughout every school in Durham District School Board and Durham Catholic District School Board.



LOCKDOWN

To be used in response to a threat of danger **inside** the school



HOLD & SECURE

To be used in response to a threat of danger **outside** the school



SHELTER-IN-PLACE

To be used in response to environmental danger (e.g., weather)



BOMB THREAT

To be used in response to a bomb threat

GOAL FOR STAFF

To ensure all staff and students get to a secure location and make the location appear deserted (as quickly as possible).

R - REMAIN CALM

S - SECURE

If safe to do so:

- gather everyone in immediate area into nearest securable classroom/ space
- lock and barricade the door
- turn off lights
- close blinds and cover windows

A - ALL QUIET

Tell everyone to remain absolutely quiet.

F - FIND THE SAFEST SPOT

Move everyone to the pre-determined safe area in the room.

In a portable, move to the middle of the room and turn tops of desks outward – with all staff and students inside the circle

E - ELECTRONIC DEVICES OFF

Tell everyone to turn off and put away all cell phones.

GOAL FOR STAFF

To ensure all students remain inside and away from exterior doors and windows.

Close the classroom door.

Close the blinds and keep everyone away from windows.

Take attendance.

Continue classroom routines/lessons.

Do not change classes or go outside until the Hold and Secure is lifted.

Staff and students in portables may be relocated into the school in consultation with emergency services personnel.

GOAL FOR STAFF

To ensure all instructions specific to the environmental hazard are followed.

Follow the instructions for a **Hold and Secure**, unless given directions specific to the environmental hazard.

For example:

Hurricane/Tornado: move away from outside walls and windows, take cover under desks or in the hallway.

Earthquake: move away from windows and possible falling objects; get on the ground and under desk.

GOAL FOR STAFF

To ensure all instructions for the bomb threat response are followed.

If directed to do so, conduct a visual scan of the immediate area for a suspicious package/device. Staff or students should never touch a suspicious package/device.

If a suspicious package/device is located, inform Administration immediately so evacuation decisions can be made.

If directed to do so, follow evacuation instructions. Evacuees should take personal belongings from the immediate area to assist the police search.

Turn off and put away all cell phones.

In the event of a fire alarm during any of these situations:

- Remain in position until directed by emergency personnel unless there is an obvious and imminent risk of fire.

The termination of a Lockdown, Hold and Secure, Shelter in Place or Bomb Threat Response will be announced over the P.A. or ended on a room to room basis by Police or Administration.

Lockdown

A Lockdown is the required response to a major incident or threat of school violence **within the school** or in relation to the school

Since the implementation of the 2011 Police/School Board Protocol, a Lockdown is rarely called. In the majority of cases a Hold and Secure is enacted.



LOCKDOWN

To be used in response to a threat of danger **inside** the school

GOAL FOR STAFF

To ensure all staff and students get to a secure location and make the location appear deserted (as quickly as possible).

R - REMAIN CALM

S - SECURE

If safe to do so:

- gather everyone in immediate area into nearest securable classroom/ space
- lock and barricade the door
- turn off lights
- close blinds and cover windows

A - ALL QUIET

Tell everyone to remain absolutely quiet.

F - FIND THE SAFEST SPOT

Move everyone to the pre-determined safe area in the room.

In a portable, move to the middle of the room and turn tops of desks outward – with all staff and students inside the circle

E - ELECTRONIC DEVICES OFF

Tell everyone to turn off and put away all cell phones.

What do you do when a Lockdown is called:

- When a Lockdown is called, the goal for staff members is to get all students in their care into a secure location and make that location look as deserted as possible
 - Lock door (if possible) and turn out the lights and move away from all doors and windows
 - **NEW** - Move to a room/space that can be locked (as indicated in green on the colour coded floor maps) - only if safe to do so
 - **NEW** – Barricade the door – only if safe to do so
 - **NEW** – Ensure that all electronic devices are turned off
- Remain in the position until the administration or a police officer releases you

Please refer to [Procedure 3041-Police School Protocol Appendix B](#) and [Procedure 3050-Emergency Response Guidelines](#) for complete information.

Hold and Secure

Hold and Secure is the required response to secure the school due to **an ongoing situation outside** and not related to the school

Since the implementation of the 2011 Police/School Board Protocol, there have been many Hold and Secures in our board. These Hold and Secures are mainly initiated by the DRPS



HOLD & SECURE

To be used in response to a threat of danger **outside** the school

GOAL FOR STAFF

To ensure all students remain inside and away from exterior doors and windows.

Close the classroom door.

Close the blinds and keep everyone away from windows.

Take attendance.

Continue classroom routines/lessons.

Do not change classes or go outside until the Hold and Secure is lifted.

Staff and students in portables may be relocated into the school in consultation with emergency services personnel.

What to do during a Hold and Secure:

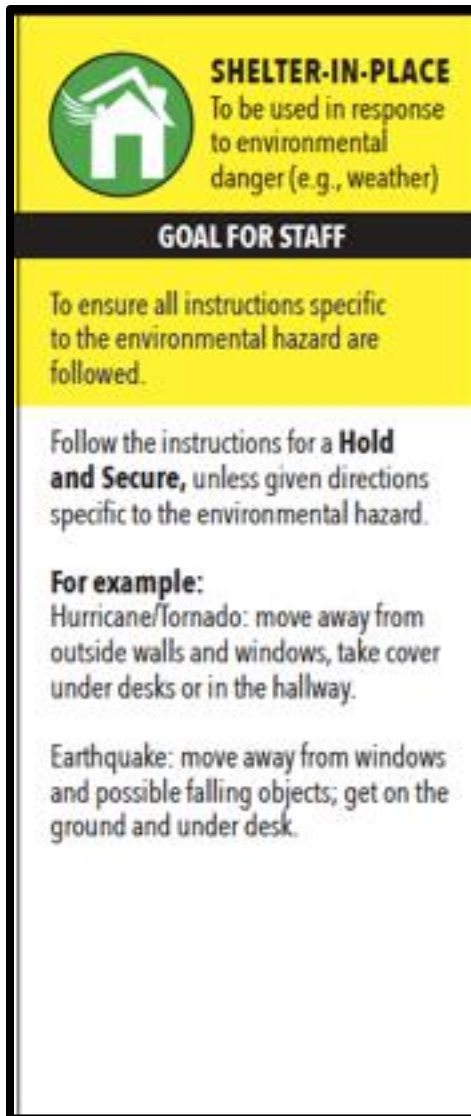
- When a Hold and Secure is called, the goal for staff members is to ensure that all students remain inside and away from all exterior doors and windows
 - Since there is no immediate threat inside the school, once the necessary steps have been taken, it is essential that the classroom teacher continues to teach
 - Members of the school's Emergency Response Team will be called to the office to be given any information that needs to be shared with staff
- Remain in Hold and Secure until the administration calls off the response

Please refer to [Procedure 3041-Police School Protocol Appendix B](#) and [Procedure 3050-Emergency Response Guidelines](#) for complete information.

Shelter in Place

Shelter in Place is the required response to **environmental or weather-related situations** to keep all occupants within the school

Since the implementation of the 2011 Police/School Board Protocol, and given our geographical location, we rarely have to initiate a Shelter in Place.



SHELTER-IN-PLACE
To be used in response to environmental danger (e.g., weather)

GOAL FOR STAFF

To ensure all instructions specific to the environmental hazard are followed.

Follow the instructions for a **Hold and Secure**, unless given directions specific to the environmental hazard.

For example:
Hurricane/Tornado: move away from outside walls and windows, take cover under desks or in the hallway.

Earthquake: move away from windows and possible falling objects; get on the ground and under desk.

What to do during a Shelter and Place:


- When a Shelter and Place is called, the goal for staff members is to assume the routines of a Hold and Secure as well as any specific directions
- Specific directions based on the reason for the Shelter and Place will be announced and must be followed as quickly as possible
- If there is no immediate threat inside the school, once the necessary steps have been taken, the classroom teacher continues the regular routines of the class
 - Members of the school's Emergency Response Team will be called to the office to be given any information that needs to be shared with staff
- Remain in Shelter in Place until the administration calls off the response

Please refer to [Procedure 3041-Police School Protocol Appendix B](#) and [Procedure 3050-Emergency Response Guidelines](#) for complete information.

Bomb Threat Response

Bomb Threat Response is the required response to any threat of school violence from an incendiary bomb or device

The 2016 Police/School Board Protocol made significant changes in the way school administration and police respond to bomb threats.



BOMB THREAT
To be used in response
to a bomb threat

GOAL FOR STAFF

To ensure all instructions for the bomb threat response are followed.

If directed to do so, conduct a visual scan of the immediate area for a suspicious package/device. Staff or students should never touch a suspicious package/device.

If a suspicious package/device is located, inform Administration immediately so evacuation decisions can be made.

If directed to do so, follow evacuation instructions. Evacuees should take personal belongings from the immediate area to assist the police search.

Turn off and put away all cell phones.

What to do during a Bomb Threat Response:

- The response to a bomb threat is specific to the incident
- In some situations, classroom teachers will not even be aware that a bomb threat response has been initiated
- Members of the school's Emergency Response Team will be called to the office to be given direction regarding actions to be taken
- Classroom teachers and support staff will be given direction via the public address system or from members of the Emergency Response team as to what action is required of them, if any

Please refer to [Procedure 3041-Police School Protocol Appendix C](#) and [Procedure 3050-Emergency Response Guidelines](#) for complete information.

Thank you for your role in keeping everyone safe

If you require any further information, please refer to the appropriate Board policy or procedure, the Revised Police/School Board Protocol (2016) available on the Safe School Portal or speak to a school administrator.