

Safe Schools Procedures – Quick Reference Guide

We continue working to improve our ability to deal with emergency situations and prepare our students to act in a manner that ensures their safety. In keeping with the OCDSB commitment to maintain a safe learning environment for all students, we have 3 procedures as part of our Safety Plan: Lockdown, Secure School, and Shelter in Place. The chart below provides information about these procedures.

| | Lockdown | Secure School | Shelter in Place |
|---|---|--|--|
| Definition of Procedure | An active threat to the safety of persons in the school. | There is no immediate danger to persons in the school, however there is a need to contain the movement of persons within the school e.g. (i.e. medical emergency, situation at a nearby school...) | A situation outside the school building (i.e. extreme weather, potentially dangerous wildlife, environmental situation...) |
| Action Taken | Persons are secured out of sight in a safe location. Routines do not continue. | Persons are secured in a safe location but daily routines continue within classes and office. Hallways are clear. | The outer doors of the school are secured and daily routines continue within the school. |
| Announcement | <i>“This is a lockdown. Proceed immediately to a classroom”</i> | <i>“We are in Secure School. Secure your classroom. Clear the halls”</i> | <i>“We are in Shelter in Place. Remain in the school and continue with your routines”</i> |
| Procedure tips for staff | Take attendance. Do not answer your door or phone. No one leaves the classroom. | Take attendance. Do not leave your classroom. | Take attendance. Continue with daily routines within the school. |
| Communication to end the Procedure | Police will enter the classroom with a key and indicate “Secure School”. | PA announcement “The School is all clear” | PA announcement “Business as Usual” |