

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”