

HWDSB

Secure School Announcements

LOCKDOWN

(SECURE SCHOOL PROTOCOL 6.0-8.0)

Potentially serious violent situation at the school that would endanger the lives of staff and students. Usually police initiated.

Call 911

Call SOSA

Announce:

“This is a Lockdown”

Direction:

- If possible, immediately go to the nearest classroom or office/secure area
- Follow current Lockdown Procedures
- Close classroom/office doors and lock if possible
- All movement within building and into school is stopped
- Remain in secure area until police respond and end Lockdown using “all clear” message

HOLD AND SECURE

(SECURE SCHOOL PROTOCOL 9.0)

Safety situation in the neighbourhood not related to the school.

Announce:

“Our school is initiating a Hold and Secure response. Caretakers, please lock exterior doors. Available staff members, please take your positions near an exterior door according to the safety plan. We will let you know as soon as the situation is resolved. Thank you.”

Announce once confirmed:

“Our school has completed a Hold and Secure response. Thank you for your co-operation.”

SHELTER IN PLACE

(SECURE SCHOOL PROTOCOL 10.0)

Potential environmental or weather-related hazard outside the school.

Announce:

“Our school is initiating a Shelter in Place response. Everyone should be inside the school and remain in the building with the doors and windows closed. Normal operations may continue within the building. Thank you.”

Announce once confirmed:

“Our school has completed a Shelter in Place response. Thank you for your co-operation.”

BOMB THREAT

(APPENDIX C - HAMILTON POLICE/SCHOOL BOARD PROTOCOL 2016)

Report or discovery of an explosive device.

Call 911

Call SOSA

Direction:

- Conduct Principal Assessment (Appendix C-3) to determine if evacuation is necessary.

Announce if evacuation necessary:

“Staff, we are proceeding with an evacuation. Please leave the building with your class.”

Administrators

Immediately following announcement for **Hold and Secure** and **Shelter in Place**:

- Contact Corporate Communications at 905-527-5092.
- Advise transportation if necessary, at 905-523-2318.
- Post message on school answering machine:

“Our school has been advised to initiate a [Hold and Secure/Shelter in Place] response. We are working closely with local authorities and will keep you updated as the situation changes. Please refer to the HWDSB website for more information.”