

HWDSB Secure School Protocol – Quick Facts

Below is a summary of the Secure School Protocol responses. A standardized announcement will be played once a Secure School Response is initiated. For more information, view the **Secure School Protocol** available on www.hwdsb.on.ca.

<i>Response:</i>	<i>Actions Required:</i>
<p><u>Lockdown</u> Used when there is a major incident or threat of serious violence within the school, or in relation to the school.</p>	<p>If in a <u>classroom</u>:</p> <ul style="list-style-type: none"> ➤ Gather everyone in the immediate vicinity, such as the hallway into the secure area if safe to do so. ➤ Lock the door using your lockdown key, other locking mechanism, or barricade the door if it cannot be locked. ➤ Make the area appear vacant where possible (i.e. turn off lights, close blinds, stay out of sight lines, cover door window, take cover, remain silent and turn off cell phone or put on vibrate). ➤ If in a portable, place all tables/desks in a circle tipped onto their sides with tops facing out, gather people within the circle, and stay down on the floor below the top edge of the table/desk. <p>If in an <u>open area</u>:</p> <ul style="list-style-type: none"> ➤ Get to the nearest secure area or if unable to do so, find shelter with furniture, hall closets, etc. ➤ If near an exit and unable to go to a secure area, leave the building and go to the emergency off-site ‘safe location’ (NOTE: Your principal/supervisor will advise you of this location). <p>If in a <u>washroom</u>:</p> <ul style="list-style-type: none"> ➤ Go to closest secure area if safe to do so. ➤ If it is not safe to leave the washroom, lock the stall door and sit on the toilet with legs up. <p>If <u>outside</u>:</p> <ul style="list-style-type: none"> ➤ Proceed immediately to off-site ‘safe location’ with the students under your supervision (if applicable), and remain in that location until further advised. <p>Ending a lockdown: Remain under lockdown until the police and/or principal comes to get you.</p>
<p><u>Hold and Secure</u> Used when the school is secured due to an ongoing situation outside and <u>not related</u> to the school that requires all persons to remain in the building (e.g. bank robbery). All movement in and out of the school is restricted.</p>	<ul style="list-style-type: none"> ➤ If outside, enter the building. ➤ Exterior doors are locked by caretaker. ➤ Dim lights and draw blinds (where possible). ➤ Staff members are assigned to each entrance to ensure no one leaves the building. ➤ School continues to function normally until an announcement is made to end ‘Hold and Secure’.
<p><u>Shelter in Place</u> Used for an environmental, or weather-related situation, where it is necessary to keep all occupants within the building to protect them (e.g. chemical spill). People enter and remain in the building.</p>	<ul style="list-style-type: none"> ➤ If outside, enter the building. ➤ Close doors and windows. ➤ Where possible, caretaker turn off fans (i.e heating and air conditioning units) to prevent outside air from entering the building. ➤ School continues to function normally until an announcement is made to end ‘Shelter in Place’.