

Secure Schools Important Notice

Terminology is important when there is a situation that impacts the safety of students and staff. Three new terms are now used by schools, police, and members of the media during such events. The term “Lockdown” must be used appropriately and leave no misunderstanding as to what is expected.

New Secure Schools Terms to be used:

“Lockdown” is used when there is a violent incident or threat of serious violence within the school, or in relation to the school.

- Threat is inside the school, or is on school property, and poses an immediate threat to the students and staff.
- Follow current lockdown procedures.
- All movement in and out of the school and within the school is restricted.
- Doors remain open to permit police immediate entry.

“Hold and Secure” is used when the school is secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building. Examples may include a bank robbery near a school.

- The school continues to function normally, with the exterior doors locked until the situation is resolved.
- Staff member posted near each entrance to ensure no one leaves the building.
- All movement in and out of the school is restricted.
- Exterior facing windows should be covered or blinds drawn, lights dimmed, where possible.
- School most likely to be notified by Hamilton Police Services

“Shelter in Place” is used for an environmental, or weather related situation, where it is necessary to keep all occupants within the school to protect them. This response may be recommended by Police, Fire Department, EMS, etc. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

- People enter and remain in the school with the doors and windows closed.
- Fans including heating and air conditioning units, should be turned off to prevent air from outside entering the building.
- Normal operations may continue within the building.

Communication to Parent/Guardian in Secure School Situations

- HWDSB will post safety updates on its website: www.hwdsb.on.ca
- Synvoice messages will be sent to the parent/guardian’s contact phone number provided to the school.
- Corporate Communications will be in contact with local media outlets. Watch or listen to the following:
CHCH TV – Channel 11, 102.9 KLITE FM ,
CJXY-Y108 FM , 820 CHAM AM CHML 900 AM,
Oldies 1150 AM, WAVE 94.7, CKPC 1380 AM
- Current information will be provided on the Secure Schools HOTLINE - 905-521-2535.

During such events, cell phone use between parent and student is restricted. Phone lines must be free for emergency services.