

Terminology is important when a situation impacts the safety of students and staff. Schools, police and media outlets use four specific terms during such events.

The term **LOCKDOWN** must be used appropriately and leave no misunderstanding as to what is expected.

	<h3>LOCKDOWN</h3> <p>Potentially serious violent situation at the school that would endanger the lives of staff and students. Usually police initiated.</p>	REMAIN IN SCHOOL
	<h3>HOLD & SECURE</h3> <p>Safety situation in the neighbourhood not related to the school.</p>	
	<h3>SHELTER IN PLACE</h3> <p>Potential environmental or weather-related hazard outside the school.</p>	
	<h3>BOMB THREAT</h3> <p>Report or discovery of an explosive device.</p>	

Communication to Families in Secure School Situations:

HWDSB will post safety updates on its website www.hwdsb.on.ca and Twitter [@HWDSB](https://twitter.com/HWDSB).

Where appropriate...

Phone messages will be sent to the parent/guardian's contact phone number provided to the school. HWDSB will be in contact with local media outlets. Monitor broadcast and print outlets.

During such events, cellphone use between parents and student is restricted.

Phone lines must be free for emergency services.