

## 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
<b>Definition of Procedure</b>	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...)
<b>Action Taken</b>	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. <b>Hallways are clear.</b>	The outer doors of the school are secured and daily routines continue within the school.
<b>Announcement</b>	<b>“This is a lockdown. Proceed immediately to a classroom”</b>	<b>“We are in Secure School. Secure your classroom. Clear the halls”</b>	<b>“We are in Shelter in Place. Remain in the school and continue with your routines”</b>
<b>Procedure tips for staff</b>	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.
<b>Communication to end the Procedure</b>	Police will enter the classroom with a key and indicate “Secure School”.	PA announcement “The School is all clear”	PA announcement “Business as Usual”