

# Public Schools Branch

## OPERATIONAL POLICY

Lockdown	
<i>Policy Section</i> <b>School and Workplace Safety</b>	<i>Policy Number</i> <b>610</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>December 11, 2022</b>
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<i>Replaces:</i> ESD - EBCG School Lockdown Response Plan, May 12, 2009 WSB - #27 Lockdown, January 2008	

### 1.0 INTRODUCTION

- 1.1 Staff, students and visitors in Public Schools Branch schools and worksites, have the right to learn, work, and be present in a safe and secure environment. However, the possibility of a high-risk incident is a reality which cannot be overlooked. Everyone who spends any amount of time in a Public Schools Branch school or worksite on a regular basis, needs to know how to protect students and themselves, in a high-risk incident.

### 2.0 DEFINITION

- 2.1 Drills - Supervised activities that provide the opportunity to practice, test, develop, or maintain skills to a response, as well as the possible interaction with emergency support services and personnel (e.g. police, fire, medical).
- 2.2 High-risk Incident - An incident involving an armed individual posing an immediate threat to life, an emergency in the community or an environmental danger such as a severe storm, chemical spill.
- 2.3 Lockdown - The restriction of movement of students and staff due to a high-risk incident where the threat is inside a school, on or very near to school premises. No one, other than police are permitted access to the building until the lockdown has been cleared.

### 3.0 PURPOSE

- 3.1 To ensure students and staff are prepared, through proactive planning and training, to safely conduct a lockdown in response to a high-risk incident at a Public Schools Branch school or worksite.

### 4.0 POLICY STATEMENT

- 4.1 The Public Schools Branch is committed to providing a safe and secure environment to work and learn for all members of the school community. The

level to which staff, students, parents, and police are prepared to deal with a high-risk incident, will have a major impact on the outcome. All schools and worksites will have a lockdown response plan, in accordance with the accompanying procedures.

## **5.0 PARAMETERS**

- 5.1 Children model their reactions on adult behavior, so effective lockdown drills should result in staff who inspire calm and confidence in students. It is critical that participation in drills be appropriate to individual development levels and take into consideration prior traumatic experiences, special needs, and personalities.
- 5.2 Lockdown drills must be routinely carried out and documented in accordance with the accompanying procedures.
- 5.3 Visitors to a school or PSB worksite are expected to sign-in at the school office and receive a visitor's badge before proceeding into the school or worksite, regardless of reason.
- 5.4 All occupants of a Public Schools Branch school or worksite must participate during an active lockdown drill. Where Public Schools Branch staff are tenants in a building which houses another organization(s), senior staff will communicate with the building owner and/or other organization(s) about the drill and their participation in lockdown drills, if appropriate.

## **6.0 CROSS REFERENCE**

- 6.1 Operational Procedure 610.1 - School Lockdown
- 6.2 Operational Policy 605 - Safe and Caring Learning Environments
- 6.3 Operational Procedure 605.1 – Safe and Caring Learning Environments
- 6.4 *Education Act*