

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

EMERGENCY PREPAREDNESS RESPONSE PLAN: SHELTER IN PLACE	PROCEDURE
EFFECTIVE: 2010 09 01 / 2017 04 25	

ADMINISTRATIVE PROCEDURES:

These procedures provide guidelines (both specific and general) for responding to a Shelter In Place scenario.

DEFINITIONS:

Lockdown - is **ONLY** used as a response to a **major incident of violence or threat of school violence to staff and / or students of the school**. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations.

Hold and Secure – is a response when it is necessary to secure the building due to an ongoing situation **outside** the school and **not related** to the school (e.g. bank robbery). This situation requires that exterior doors are locked and monitored while the school continues to function normally inside. Signs are placed on exterior doors with school phone number (see Appendix 3).

Shelter in Place - is a response to an external situation which may or may not be related to the school (i.e. an environmental situation such as a chemical spill or an extreme weather related situation). Staff and students move freely within the building at the direction of administration however the students are not allowed to leave the building until the Shelter In Place is terminated or parent procedures for pick-up are arranged. The exterior doors are monitored.

Catholic Compassionate Care Team – is a support system within the St. Clair Catholic District School Board for addressing tragic events within our school communities. The Compassionate Care Team is assembled at the request of the school principal through the Superintendent of Schools.

Fire Safety Log – is an operational manual stored in the principal’s office to identify the actions implemented and documented in order to maintain fire protection. Lockdown drill dates will be recorded in this logbook.

Major Incident of Violence or Threat of School Violence to Staff and / or Students – is any incident which poses an imminent and serious threat to staff and students (e.g. armed intruder, weapons, etc.) requires that a Lockdown be reported to the main office.

1.0 Shelter In Place

- 1.1 A Shelter in Place is a response to an external situation, which may or may not be related to the school (e.g., an environmental situation such as a chemical spill or severe weather). Shelter in Place is used when necessary to keep all occupants within the school where staff and students may move freely within the school. The external doors are monitored as deemed necessary.

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- 1.2 A Shelter In Place will occur at the direction of school administration, when deemed necessary. Notification will be conveyed to the school population and the Shelter In Place procedures will be commenced immediately.

2.0 Responsibility

- 2.1. The Director of Education (or designate) shall ensure that overall planning and training for non-school site procedures are developed and incorporated into the location's Shelter In Place plans.
- 2.2. The principal shall ensure that overall planning and training for specific school procedures are developed and incorporated into the school's Shelter In Place plans.
- 2.3. Staff members will know and understand Shelter In Place procedures.
- 3.3 In the event of an emergency, students and parents/guardians will be able to respond to a Shelter In Place.

3.0 Preparing for a Shelter In Place

Non-School Locations

- 3.1. Director of Education (or designate) shall be responsible for the development of all non-school, site-specific Shelter In Place plans compliant with the procedures outlined in this document. In order to ensure an adequate state-of-emergency preparedness, it is essential that the Director (or designate) review all facets of the site specific plan with all staff a minimum twice per year (i.e. September and February). The Director (or designate) is also responsible for ensuring that new staff, itinerant staff and casual support staff assigned to each site are informed of the board's procedures.

School Locations

- 3.2 Principals shall be responsible for the development of a site-specific Shelter In Place plans for their school compliant with the procedures outlined in this document. In order to ensure an adequate state-of-emergency preparedness, it is essential that principals review all facets of the site specific plans with all staff a minimum of twice per year (i.e. September and February). Principals are also responsible for ensuring that supply teachers, itinerant staff, casual support staff assigned to the school and daycare facilities and tenants are informed of the school's procedures. Principals are expected to consult Facilities Services as to procedures regarding Shelter In Place for environmental hazards.
- 3.3 The expectation is that staff at all board locations will be "Shelter In Place aware" at the start of the school year.
- 3.4 The Principal shall ensure that the unique needs of special populations (i.e., hearing impaired, ESL, ASD, Developmentally Challenged) have been anticipated in the development of the site plan.
- 3.5 Communication Plan – Preparing for a Shelter In Place The Principal shall ensure that Shelter In Place procedures are shared with students and parents at the beginning of each school year.

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4.0 Shelter In Place Emergency

4.1. A Shelter In Place will occur at the direction of school administration when deemed necessary. Notification will be conveyed by the office and the Shelter In Place procedures will commence immediately refer to Appendix 2.

4.2. Upon notification, the response for all schools will be an announcement, such as:

“Attention, Attention, This is Name and Role. School Name is now in a Shelter In Place. This is NOT a Lockdown. I repeat, School Name is in a Shelter In Place. This is NOT a lockdown. We have been informed that there has been a leak at one of the plants. We have closed our air intakes, windows and doors. We ask that all staff and students remain in the building until further notice.”

Or

“Attention, Attention, This is Name and Role. School Name is now in a Shelter In Place. This is NOT a Lockdown. I repeat, School Name is in a Shelter In Place. This is NOT a lockdown. Environment Canada advises that severe weather is approaching. We are directing everyone to remain in the building until further notice.”

Or

*“Attention, Attention, This is Name and Role. School Name is now in a Shelter In Place. This is NOT a Lockdown. I repeat, School Name is in a Shelter In Place. This is NOT a lockdown.” **Principal to provide information necessary to staff and students regarding specific Shelter In Place situation.***

Procedures in Classrooms, Portables and Open Areas

4.3 Staff shall:

- inform students that there is a situation outside the school and that they must remain in the school for the duration of the Shelter In Place. It is imperative that staff maintain order throughout the event.
- close all windows.
- anticipate that Shelter In Place situations may take considerable time to resolve. No one will be released from the school unless the Shelter In Place is terminated or parents arrive to pick up their children.

Procedures for Outside of the Building

4.1. Staff shall:

- direct students immediately into the school.

Procedures for Administration

4.2. Administration shall:

- ensure that all office staff are appropriately situated and advised of next steps.
- implement any plans for monitoring perimeter door access during the Shelter In Place, as deemed necessary.
- notify Facility Services to ensure equipment shutdown/start up is completed, as required.
- ensure that a call is made to the Director of Education (or designate)

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- in consultation with the Director of Education (or designate), anticipate and respond to time-sensitive decisions, as they arise:
 - rescheduling of buses.
 - end of day issues.
 - return of off-campus trips.
 - “game day” sports buses arriving and departing.
 - potential cancellation of sports/music/club events.
 - transportation arrangements (e.g., taxis) for special populations
 - sending students home who enter into a danger zone while enroute there.

4.3. The Administration will make the decision to end the Shelter In Place by announcing:

“Attention, Attention, This is Name and Role, The Shelter In Place is now terminated. Shelter In Place is now terminated. I repeat the Shelter In Place is now terminated.”

4.4. Prepare an appropriate message to accompany the “Shelter In Place Terminated” announcement so that the school community is assured of safety.

4.5. Communication Plan – After a Shelter In Place

The Principal may:

- plan a staff debriefing meeting.
- Principals should consult with Supervisor – Communications and Community Relations.
- if necessary, develop memoranda/letters to be sent home with students and/or posted on the school website and/or broadcast through SynreVoice.

5.0 Additional Information

The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

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APPENDIX 1

BOMB THREAT	LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<p>A response to a situation within our school or school property where a threat of a bomb has been made.</p> <ul style="list-style-type: none"> • All threats should be taken seriously • Do not use cell phones or radios to communicate • If student receives a threatening phone call, they need to summon a staff member immediately for assistance. • If threat is received by phone, stay calm, listen carefully and complete Appendix 2 <i>Bomb Threat Intake Check List</i> • Notify police / fire. Call 911. Police should be contacted in every incident of a bomb threat. • Inform administration of threat • Administration will conduct a “visual scan” to determine if evacuation is necessary • Under no circumstance should anyone conducting a visual scan touch a suspicious device or package. 	<p>A response to a major incident of violence or threat of school violence to staff and/or students within school or school area</p> <ul style="list-style-type: none"> • Staff and students report to closest classroom or secure locations • Staff and students in washrooms will evacuate if safe to do so or remain in the washroom stall on the seat with the door closed until Lockdown is terminated by police and administration • No one leaves secure locations until Lockdown is terminated by police and administration • Lock classroom doors • Cover classroom door windows • Close curtains and blinds/cover windows • Turn off lights • Staff and students assume safe position away from windows and sightlines 	<p>A response to on-going situation outside the school</p> <ul style="list-style-type: none"> • Staff and students remain in classrooms and continue regular activity • External doors locked and monitored • Curtains and blinds are closed • Windows are locked • Classroom activities may continue • Staff and students who are outside will be brought into the school prior to exterior doors being locked if appropriate and safe to do so • Administration to post signs at exits with school phone number 	<p>A response to an external situation which may or may not be related to the school (e.g. environmental / weather)</p> <ul style="list-style-type: none"> • External doors are closed and monitored • Windows are closed • Staff and students may be able to move freely within the school and classrooms at the direction of administration • Staff and students who are outside are brought into the school • If required mechanical air extracting units are to be shut down • Administration to call maintenance department to confirm equipment shut down or power up • Administration to post signs at exits with school phone number

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BOMB THREAT	LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<ul style="list-style-type: none"> • If a suspicious object is found, evacuation shall be initiated immediately • No one will return to the building until police have given permission 	<ul style="list-style-type: none"> • No cell phones and/or text messaging unless staff have vital information and must call 911 • Staff and students must not answer classroom door • Staff and students will disregard fire alarm and bells unless immediate danger of fire or smoke • Staff and students outside the building report to a predetermined off-site location • Remain SILENT 		
<p>Announcement in the case of evacuation: Attention. Attention. This is _____ (give name) the _____ (state role e.g. principal) "name of school" is now going to evacuate the building. "Name of school" is now going to evacuate the building. This is NOT a lockdown.</p>	<p>Announcement: Attention. Attention. This is _____ (give name) the _____ (state role, e.g., principal) "name of school" is now in Lockdown. "Name of the school" is now in Lockdown I repeat "name of school" is now in Lockdown.</p>	<p>Announcement: Attention. Attention. This is _____ (give name) the _____ (state role, e.g., principal) "name of school" is now in Hold and Secure. This is Not a Lockdown. "Name of the school" is now in Hold and Secure. This is Not a Lockdown. State reason for Hold and Secure</p>	<p>Announcement: Attention. Attention. This is _____ (give name) the _____ (state role, e.g., principal) "name of school" is now in Shelter in Place. This is Not a Lockdown. "Name of the school" is now in Shelter in Place. This is Not a Lockdown. State reason for Shelter in Place.</p>
<p>Off-site Evacuation Location: School Site Specific Information</p>	<p>Off-site Evacuation Location: School Site Specific Information</p>		

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APPENDIX 2

**LOCKDOWN, SECURE AND HOLD, SHELTER IN PLACE
SCHOOL PLAN**

NAME OF SCHOOL _____ **DATE:** _____

List washrooms and other areas to be checked by staff, if safe to do so , during Lockdown	List who is responsible for checking these areas. (Staff member in room ___ / alternative staff member)
List doors to be locked, doors to be monitored and door signs posted during Hold and Secure or Shelter in Place.	List who is responsible for locking, monitoring and posting signs on doors. (Staff member in room ___ / alternative staff member)

School Plan Checklist:

- Off-site Evacuation location (including contact person and phone number if applicable)
- Parent gathering location
- School Summary Plan Poster and School Plan placed in staff handbook
- School Summary Plan Poster and School Plan in occasional staff folders
- School Summary Plan Poster and floor plans placed in each classroom, instructional area and office
- School Summary Plan Poster, School Plan and school floor plans prepared to give to police during practice drills or Lockdown.
- School Plans reviewed with all staff and signed off.

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APPENDIX 3

SHELTER IN PLACE PLAN

Name of School

**We are currently in
“SHELTER IN PLACE”**

SHELTER IN PLACE – A Shelter in Place is a response to an external situation, which may or may not be related to the school (e.g., an environmental situation such as a chemical spill or severe weather). Shelter in Place is used when necessary to keep all occupants within the school where staff and students may move freely within the school. The external doors are monitored as deemed necessary.

Please call the school at _____