

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

**APPENDIX 1**

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

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<ul style="list-style-type: none"> <li>• If a suspicious object is found, evacuation shall be initiated immediately</li> <li>• No one will return to the building until police have given permission</li> </ul>	<ul style="list-style-type: none"> <li>• No cell phones and/or text messaging unless staff have vital information and must call 911</li> <li>• Staff and students must not answer classroom door</li> <li>• Staff and students will disregard fire alarm and bells unless immediate danger of fire or smoke</li> <li>• Staff and students outside the building report to a predetermined off-site location</li> <li>• Remain <b>SILENT</b></li> </ul>		
<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>		