

## PROCEDURES FOR LOCKDOWN AND HOLD AND SECURE

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### (1) RATIONALE AND PURPOSE

Students, staff and visitors in River East Transcona schools have the right to learn, work and be present in a safe and secure environment. River East Transcona School Division works in partnership with Manitoba Education, Winnipeg Police Services and the RCMP to create safe school environments. Emergency preparation and practice of emergency procedures support staff in exercising critical judgment to maximize safety for all.

### (2) PROVINCIAL REQUIREMENTS

Manitoba Education requires that schools practice lockdown drills at least twice each year and at least once during each term or semester. Serious incidents including those involving school lockdown or hold and secure are reported through the Superintendent to Manitoba Education as soon as reasonably practicable. The lockdown/hold and secure plan will be reviewed annually.

### (3) LOCKDOWN PROCEDURES

When there is a known threat or possible threat to the safety of students and staff within the building or school environment, the following procedures are to be implemented.

- (a) Any staff member who receives information or has reason to believe that there is an imminent threat to the safety of the school community or work site must contact the main office **immediately**. If administration is not immediately available, an alternate staff member must activate the lockdown procedure **without delay**.
- (b) All individuals will immediately lock down.
- (c) Call 911 and provide the following information:
  - your name, the building name and full address,
  - nature of the situation/threat,
  - current location of threat maker if known,
  - stay on the line and continue to provide information as requested by the 911 operator.
- (d) Notify the Administration office as soon as it is safe to do so.
- (e) Ending the lockdown:

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- Do not open doors until administration gives the all-clear signal using an agreed upon phrase (e.g., “Lockdown is now over”).
  - Develop and implement plan for debriefing staff and students.
  - A Serious Incident Report must be completed and forwarded to the superintendent/CEO as soon as reasonably possible.

### (4) HOLD AND SECURE PROCEDURES

When there is a crisis response where there is a threat to the safety of students and staff due to an emergency situation occurring outside the building the following procedures are to be implemented.

- (a) Any staff member who receives information or has reason to believe that there is an imminent threat to the safety of the school community or worksite must inform the administrator immediately. If administration is not immediately available, an alternate staff member must activate the hold and secure procedure without delay.
- (b) All external doors will be locked and monitored by staff closest to school exits. Students outside the school building should be allowed entry.
- (c) If police are unaware of the situation, call 911 and provide the following information:
  - your name, the building name and full address,
  - nature of the situation/threat,
  - stay on the line and continue to provide information as requested by the 911 operator.
- (d) Notify the Administration office.
- (e) Do not unlock external doors until administration gives the all-clear signal.
- (f) A Serious Incident Report will be completed and forwarded to the superintendent/CEO.

### (5) PRACTICE DRILLS

Conducting practice drills is an important part of emergency preparedness in buildings and is required by provincial legislation. Police and other emergency personnel should be invited to participate in practice drills.

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- Everyone in the building will participate in the drill.
- Pre-teaching/training will occur prior to the drill.
- A minimum of two lockdown and two hold and secure drill will be practiced each school year.
- A short debriefing with staff should occur to gather information for improving the lockdown plan.
- A report on the date and time of the drill as well as significant comments will be sent to the Administration Office via a designated form.

Effective Date:	March 15, 2016	Review Date:
Amended Date:	January 19, 2021	
Board Motion(s):	89/16;18/21	
	JICDAA – Safe Caring and Respectful Schools; Safe Schools	
Legal/Cross Reference:	Regulation 77/2005; RCMP Lockdown Procedure Information Package	