

Hold & Secure Used if there is a security concern in the neighbourhood

In a Hold and Secure the exterior doors of the school are secured while normal activities continue inside the school. Hold and Secure is used to protect the school occupants from a danger in the neighbourhood or community outside the school. Examples: police incident in the neighbourhood, suspicious strangers on school playgrounds, protests/civil disturbances outdoors near schools etc.

Shelter in Place Used if an environmental hazard may impact the school

Shelter in Place is the action of keeping a hazardous condition outside the school while holding students and staff safely inside the school. Shelter in Place is often initiated in response to an environmental or weather event. Shelter in place typically requires closing exterior doors and windows and shutting down the ventilation systems.

Examples include: hazardous materials spill, smoke/chemical/airborne contaminants in the community, a severe weather event, or dangerous animals in the vicinity.

Lockdown Used in response to an armed or dangerous assailant **WITHIN** the school.

Lockdown is used to protect school occupants from a dangerous person within the school, for example a person armed with a knife, firearm or other weapon and who is threatening or in the process of seriously harming people. Examples include armed person harming or threatening to harm others in the school, barricaded criminal suspect within the school etc.

Drop, Cover, and Hold On Used in the event of an earthquake, explosion, or any event that shakes the school

A DROP – COVER – HOLD ON procedure can be used in any emergency event where there is an immediate impact to the building or space you are occupying or the displacement of its contents.

Examples include: earthquakes, explosions

Evacuate Used to move people out of the school when a hazard exists inside

Situations requiring evacuation include, but are not limited to, fires, earthquakes and hazardous spills or as required following a Lockdown or Drop – Cover – Hold. All staff must be aware of evacuation routes and designated assembly areas.