



DIVISION: OPERATIONS

OPER-601

POLICY NAME

LOCKDOWN/SECURE SCHOOLS

POLICY STATEMENT

The Newfoundland and Labrador English School Board believes that the safety of students and staff in our schools is paramount, and therefore students need to be prepared, and schools secured, in an appropriate manner to address a perceived or actual threat to the school community.

BACKGROUND

There are many instances in which restricting movement of students and staff in school is the most appropriate course of action. These range from medical emergencies to critical incidents of potentially imminent and/or active violence. While hoping neither course of action is ever required, the most appropriate action that the District can take is to prepare students for these eventualities by creating a standard response and practicing the required actions.

SCOPE

This policy applies to all students, employees, visitors and properties under the Newfoundland and Labrador English School District. It is intended to assist with responding to an event and the return to normalcy after the event.

DEFINITIONS

Local Emergency Response Authorities:

includes local policing (Royal Newfoundland Constabulary or Royal Canadian Mounted Police), fire department and health/ emergency authorities and/or other designated community members.

APPROVED: April 14, 2014

EFFECTIVE: September 1, 2014

AMENDED: _____

Secure School:

A course of action in which school safety is best achieved by restricting student and staff movement throughout the building; instruction continues.

Lockdown:

An emergency course of action to secure students and staff in a safe location solely in the event of an armed intruder.

POLICY DIRECTIVES

1. For all schools with remote door entry systems*, except in the case of special events (e.g. assemblies with parents/public attending), all exterior doors are to be locked from the time homeroom period commences until just prior to the end of the instructional day (to facilitate parent pick-up where appropriate). Discretion may be applied to leave select doors unlocked when the general student body is outside doors (e.g. lunchtime or recess time).
2. Classroom door handles (locksets) should be left in a locked position at all times during the instructional day; doors may remain ajar.
3. Secure school and lockdown procedures shall be forwarded to each school's respective Senior Education Officer by October 15 of each school year.
4. The school administration must ensure that this policy is presented annually (e.g. at the initial staff meeting) so that teachers and support staff understand their individual responsibilities with respect to secure school and lockdown.

**The District will strive to have all schools have these entry systems by September, 2014.*

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