



### **School Intruders and Lockdowns**

Staff, students and visitors have the right to learn, work, and be present in a safe and secure environment. The Park West Board of Trustees is committed to keeping the schools safe from unwanted intruders and requires all visitors to report to the school office upon entry to a school building. School safety plans shall specify staff responsibilities to be followed when intruders appear on school property.

#### **Roles and responsibilities:**

Clearly defined roles, responsibilities and expectations are critical in emergency situations.

##### ***Principal:***

- The principal is responsible for over-all planning, the final content of the plan, scheduling of drills, inviting police, fire and Emergency Medical Services (EMS) to participate in and be aware of planning and drills, training of students and for the overall safety of staff and students.
- The principal or designate shall ensure that all staff members know what action to take when they observe strangers in a school or on school grounds, and when and how to get help from law enforcement authorities.
- In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation, however the principal shall provide full cooperation with police.

##### ***Staff:***

- School staff, and in particular administrators, have the overall responsibility for the training, safety and well being of students.
- All building staff should know procedures to follow if intruders are present.

##### ***Students:***

- Students have a responsibility to be familiar with the plan and to respond quickly to the direction of staff during a crisis situation.
- Any student with information or prior knowledge of an individual or a potential situation which may result in a violent incident must come forward with that information as soon as possible. This is also the case during an incident.

##### ***Police:***

- Police are responsible to respond to and investigate violent incidents.
- During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with school administration and other emergency services, throughout the process.

##### ***Parents/Guardians:***

- Parents and guardians must be informed of the existence of this plan and should reinforce with their children, student responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation.



**Steps for responding to unknown or unwanted visitors:**

1. All visitors are expected to make their presence in a school known to the principal or designate.
2. If safe to do so, staff members may engage any visitors who are not accompanied by a staff member or designated individual. This can be done by offering to help or escort the unidentified person to the main office.
3. Should staff efforts meet resistance or in the event of a potential threat, **do not confront** the person. Notify the principal or designate or office immediately.
4. Administrators or designates will assess the situation. If safe and reasonable to do so, the principal or designate shall promptly attempt to expel from school premises any individual he/she thinks might disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage.
5. If administrators suspect potential danger, action should be taken to protect the safety and welfare of students and staff:
  - a. The unidentified or unwanted person will be asked to leave.
  - b. If resistance emerges or risk is present, including suspicion of a weapon, call 911, and contact the Superintendent or designate.
  - c. In the event of an immediate threat, the staff and student response may involve both lockdowns and evacuation. A security threat could be potentially from an intruder to the school, a student, or staff member, which could result in physical harm to anyone in the building.
6. Lockdowns:
  - a. Call for lockdown with an announcement using the term “Lockdown” repeatedly. Lockdowns should only be used when there is a major incident or threat of school violence within the school, or in relation to the school. A lockdown procedure will be activated when ensuring student safety requires prohibited movement and visibility within the building/classroom. The procedure for a lockdown is as follows:
    - Move students to classrooms or other designated secure areas
    - Once inside a secure area, staff and students should:
      - lock doors
      - barricade and fortify the door using furniture, cabinets, etc.
      - stay away from doors and windows
      - turn off lights
      - close blinds
      - beware of sight lines
      - if there is a window in the classroom door, consider covering window
      - take cover if available (get behind something solid)
      - remain absolutely quiet
      - teachers take attendance
      - no cell phone use unless necessary to communicate regarding the incident. Cell phones should be shut off or put on vibrate.



8. Evacuation:
  - a. Staff and those in their charge may evacuate in response to a security threat if safe to do so
  - b. Evacuate away from the sounds of the threat
  - c. Leave the facility immediately
  - d. If evacuation requires passage through a window, open the window or break out window glass by any means necessary
  - e. Place time, distance and concealment between staff & students and the threat. If staff & students can see the building, they must assume the threat can see them
9. When police arrive, they should begin communication with school personnel if safe to do so:
  - a. School personnel will advise police if a weapon is involved and try to provide a description of the intruder.
  - b. School personnel will provide police with a detailed floor plan of the building, a set of keys for classroom doors, as well as a list of students and staff.
10. Police will be in charge of the situation until everyone's safety is guaranteed. In all cases where police have responded, the decision to end a lockdown shall only be made by the police.
11. Actions taken following violent incidents can have a major impact on the well-being of the staff, students and the school community. Follow-up procedures may include the following:
  - involving a Crisis Response Team to develop a post-event response and to provide counseling for the staff and students
  - providing appropriate information to parents, the staff, students and the school community regarding the incident
  - debriefing by police of school administrators present at the time of the incident coordinating police and school district news releases
  - evaluating the adequacy of the incident response and plan and make modifications as necessary
  - identifying lessons learned and developing further preventative measures