



AP 358 – EMERGENCY RESPONSE PLANNING: SCHOOL LOCKDOWN, HOLD AND SECURE AND SHELTER IN PLACE

BACKGROUND

The division is committed to providing safe and caring learning and work environments for our students, staff, parents/guardians/caregivers, and visitors. This procedure outlines expectations for the use and practice of School Lockdown, Hold and Secure, and Shelter in Place.

PROCEDURES

1. Depending on the nature and location of an emergency or potential threat, one of the following protective actions may be initiated:

Hold and Secure: A Hold and Secure is used when an emergency happens near the school and requires an enhanced level of safety. In this instance, the threat or potential threat is outside the school or facility. School exterior doors are locked to ensure that no individuals leave or enter the building. Individuals are only allowed to exit or enter via the front doors of the school with the approval of school administration. Normal activities within the school continue as circumstances permit.

School Lockdown: A School Lockdown is used when there is an imminent danger. It is implemented when the threat is inside, or thought to be inside, the school or facility. Staff members follow specific procedures until the Saskatoon Police Service determines that the lockdown can be ended.

Shelter in Place: A Shelter in Place is used when an environmental or external condition requires students, staff and visitors to remain inside the school and take protective measures. Examples may include a hazardous chemical release or other external environmental condition.

2. School administrators are responsible for ensuring staff are familiar with School Lockdown, Hold and Secure and Shelter in Place procedures and understand their responsibilities during each response.
3. School administrators are responsible for ensuring students are familiar with emergency procedures in an age- and developmentally appropriate manner.

Schools shall practice School Lockdown, Hold and Secure and Shelter in Place procedures in accordance with division expectations. School Lockdown drills shall be coordinated with the Saskatoon Police Service.

Reference: AP 176 Education Continuity Management and Emergency Response Planning
Emergency Response Plan and Education Continuity Plan (ERP/ECP) Resource Guide

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