

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

APPENDIX 2

**LOCKDOWN, HOLD AND SECURE, SHELTER IN PLACE
SCHOOL PLAN**

NAME OF SCHOOL _____ **DATE:** _____

List washrooms and other areas to be checked by staff, if safe to do so , during Lockdown	List who is responsible for checking these areas. (Staff member in room ___ / alternative staff member)
List doors to be locked, doors to be monitored and door signs posted during Hold and Secure or Shelter in Place.	List who is responsible for locking, monitoring and posting signs on doors. (Staff member in room ___ / alternative staff member)

School Plan Checklist:

- Off-site Evacuation location (including contact person and phone number if applicable)
- Parent gathering location
- School Summary Plan Poster and School Plan placed in staff handbook
- School Summary Plan Poster and School Plan in occasional staff folders
- School Summary Plan Poster and floor plans placed in each classroom, instructional area and office
- School Summary Plan Poster, School Plan and school floor plans prepared to give to police during practice drills or Lockdown.
- School Plans reviewed with all staff and signed off.