



## **Emergency Preparedness Response Plan: Shelter in Place**

**Date: 2010 09 01 / 2017 04 25 / 2023 06 20**

### **Administrative Procedures**

These procedures provide guidelines for responding to a Shelter in Place scenario.

#### **1. Shelter in Place**

A Shelter in Place is a response to an external situation, which may or may not be related to the school (e.g., an environmental situation such as a chemical spill or severe weather). Shelter in Place is used when necessary to keep all occupants within the school where staff and students may move freely within the school. The external doors are monitored as deemed necessary.

A Shelter In Place will occur at the direction of school administration, when deemed necessary. Notification will be conveyed to the school population and the Shelter In Place procedures will be commenced immediately.

#### **2. Responsibilities**

Jointly the Superintendent of Education, with responsibility for safe schools, and the Treasurer of the Board, with responsibility for risk management, will be responsible for the development and implementation of this policy and procedures and ensuring compliance.

Jointly the Superintendent of Education, with responsibility for safe schools, and the Treasurer of the Board, with responsibility for risk management, will be responsible for communication of the policy and procedures to Board employees.

The Manager of Risk and Supply Chain will be responsible for maintaining the Emergency Preparedness Response Plan and related procedures on the staff room intranet accessible to school communities.

Principals will be responsible for communication of this policy and procedures to school communities.

#### **3. Expectations**

**Staff are to refer to Emergency Preparedness Response Plan for guidance and checklists located on the Board's staff room intranet.**



The Director of Education (or designate) shall ensure that overall planning and training for non-school location procedures are developed and incorporated into the location's Shelter in Place plans.

The principal shall ensure that overall planning and training for specific school procedures are developed and incorporated into the school's Shelter in Place plans.

Staff members will know and understand Shelter in Place procedures.

In the event of an emergency, students and parents/guardians will be able to respond to a Shelter in Place.

#### **4. Preparing for a Shelter in Place**

##### **Non-School Locations**

The Director of Education (or designate) shall be responsible for the development of all non-school, site-specific Shelter in Place plans compliant with the procedures outlined in this document. In order to ensure an adequate state-of-emergency preparedness, it is essential that the Director (or designate) review all facets of the site-specific plan with all staff a minimum of twice per year (i.e. September and February). The Director (or designate) is also responsible for ensuring that new staff, itinerant staff and casual support staff assigned to each site are informed of the Board's procedures.

##### **School Locations**

Principals shall be responsible for the development of a site-specific Shelter in Place plans for their school compliant with the procedures outlined in this document. In order to ensure an adequate state-of-emergency preparedness, it is essential that principals review all facets of the site-specific plan with all staff a minimum of twice per year (i.e. September and February). Principals are also responsible for ensuring that supply teachers, itinerant staff, casual support staff assigned to the school and daycare facilities and tenants are informed of the school's procedures. Principals are expected to consult Facilities Services as to procedures regarding Shelter In Place for environmental hazards.

The expectation is that staff at all school locations will be "Shelter in Place aware" at the start of the school year.

The Principal shall ensure that the unique needs of special populations (i.e., hearing impaired, ESL, ASD, Developmentally Challenged) have been anticipated in the development of the site plan.

**Communication Plan** – Preparing for a Shelter in Place. Principals must ensure that Shelter in Place procedures are shared with students and parents at the beginning of each school year.



## 5. Shelter in Place Emergency

A Shelter in Place will occur at the direction of school administration, when deemed necessary, usually on the advice of police. Notification will be conveyed by the office and the Shelter in Place procedure will commence immediately. Refer to Appendix 2.

Upon notification, the response for all schools will be an announcement, such as:

*"Attention, Attention, This is Name and Role. School Name is now in a Shelter In Place. This is NOT a Lockdown. I repeat, School Name is in a Shelter In Place. This is NOT a lockdown. We have been informed that there has been a leak at one of the plants. We have closed our air intakes, windows and doors. We ask that all staff and students remain in the building until further notice."*

*Or*

*"Attention, Attention, This is Name and Role. School Name is now in a Shelter In Place. This is NOT a Lockdown. I repeat, School Name is in a Shelter In Place. This is NOT a lockdown. Environment Canada advises that severe weather is approaching. We are directing everyone to remain in the building until further notice."*

*Or*

*"Attention, Attention, This is Name and Role. School Name is now in a Shelter In Place. This is NOT a Lockdown. I repeat, School Name is in a Shelter In Place. This is NOT a lockdown."* **Principal to provide information necessary to staff and students regarding specific Shelter In Place situation.**

### Procedures in Classrooms and Portables

Staff shall:

- inform students that there is a situation outside the school and that they must remain in the school for the duration of the Shelter In Place. It is imperative that staff maintain order throughout the event.
- close all windows.
- anticipate that Shelter In Place situations may take considerable time to resolve. No one will be released from the school unless the Shelter In Place is terminated or parents arrive to pick up their children

### Procedures for Outside of the Building

Staff shall:

- Direct all students immediately into the school building.

### Procedures for Administration and Police

Administration shall:

- ensure that all office staff are appropriately situated and advised of next steps.



- implement any plans for monitoring perimeter door access during the Shelter In Place, as deemed necessary.
- notify Facility Services to ensure equipment shutdown/start up is completed, as required.
- ensure that a call is made to the Director of Education (or designate)
- in consultation with the Director of Education (or designate), anticipate and respond to time-sensitive decisions, as they arise:
  - rescheduling of buses.
  - end of day issues.
  - return of off-campus trips.
  - “game day” sports buses arriving and departing.
  - potential cancellation of sports/music/club events.
  - transportation arrangements (e.g., taxis) for special populations
  - sending students home who enter into a danger zone while enroute there.

The Administration will make the decision to end the Shelter in Place in consultation with the police by announcing “ATTENTION. ATTENTION. This is NAME, ROLE, SCHOOL NAME, the Shelter in Place is now terminated. I repeat the Shelter in Place is now terminated.”

Prepare an appropriate message to accompany the “Shelter in Place Terminated” announcement so that the school community is assured of safety.

**Communication Plan** – After a Shelter in Place:

The Principal may:

- plan a staff debriefing meeting.
- Principals should consult with Supervisor – Communications and Community Relations.
- if necessary, develop memoranda/letters to be sent home with students and/or posted on the school website and/or broadcast through SynreVoice.

## 6. Additional Information

The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

## Definitions

**Lockdown** - is **ONLY** used as a response to a **major incident of violence or threat of school violence to staff and / or students of the school**. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations.

**Major Incident of Violence or Threat of School Violence to Staff and / or Students** – is any incident which poses an imminent and serious threat to staff and students (e.g. armed intruder, weapons, etc.) requires that a Lockdown be reported to the main office.