

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

EMERGENCY PREPAREDNESS RESPONSE PLAN	POLICY
EFFECTIVE: 2010 09 01 / 2017 04 25	

POLICY STATEMENT:

The St. Clair Catholic District School Board is committed, through shared responsibilities, to ensuring a safe learning and working environment for staff and students, in its schools and all other Board locations. The Board is committed to taking appropriate measures to swiftly and effectively respond to emergencies which affect or threaten the health, safety, or well-being of people, property and infrastructure, or the business of the Board and its schools.

POLICY GOALS:

This policy seeks to establish an emergency response plan that includes, but is not limited to:

1. Bomb Threat protocols and procedures
2. Lockdown/ Hold and Secure/ Shelter in Place procedures

Aligned to the policy direction of the Ministry of Education and Ministry of Community Safety and Correctional Services, each school will develop a site-specific response plan outlining emergency procedures, including responsibilities for staff, students and stakeholders

DEFINITIONS:

1. Lockdown – ***only*** used when there is a major incident of violence or threat of violence to staff and/or students ***within*** the school. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations.
2. Hold and Secure – used when it is necessary to secure the school due to an ongoing situation ***outside*** the school and ***not related*** to the school, such as a bank robbery or neighbourhood dispute involving weapons. Under a Hold and Secure, windows and exterior doors are locked, while the school continues to function normally.
3. Shelter in Place – used when it is necessary to keep all occupants within the school to protect them from an external environmental event, such as a chemical release or severe weather.