



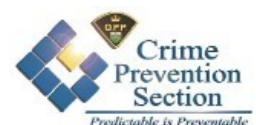
SCHOOL VIOLENT INCIDENT EMERGENCY RESPONSE PLAN

LOCKDOWN PROCEDURE

Protocol Cover Sheet	
<u>Detachment Name:</u> <u>Rainy River District OPP Detachment</u>	<u>Detachment Contact Person:</u> <u>Cst. Anne McCoy</u>
<u>School Name:</u> <u>United Native Friendship Centre's Alternative Secondary School Program</u>	<u>School Contact Person:</u> <u>Dan Bird</u> <u>UNFC Contact Person:</u> <u>Sheila McMahon</u>
<u>List all Documents/Electronic Files Attached:</u> Floor plans – UNFC upstairs, UNFC downstairs	
Date Submitted:	
Date Received:	

***Any questions or concerns with the contents of Lockdown Procedure, please contact:
Constable Anne McCoy
Community Services Officer/Media Relations Officer
Rainy River District OPP
(807)274-3322 ext 3455***

Contact the Ontario Provincial Police - Crime Prevention Section:
(705) 329-7680 for further assistance.



Violent Incident – Emergency Response Plan

Introduction

Staff, students and visitors in Ontario's schools, has the right to learn, work and be present in a safe and secure environment. However the possibility of a major incident of violence is a reality which cannot be overlooked. Everyone who spends any amount of time in an Ontario school on a regular basis, needs to know how to protect themselves and how to protect our children, in the event of a major incident or threat of school violence.

Publicly funded schools in Ontario are committed to providing and maintaining a Safe School environment. Much has been accomplished around the issue of Safe Schools since the introduction of the Provincial Model for a Local Police/School Board Protocol in 2000, and more recently with the passage of Bill 212, which amended the Safe Schools provisions of the Education Act, in February 2007.

The Ministry of Education, School Boards and Police from across the province continue to work in partnership to create safe school environments, and to prepare in the event of a major incident of school violence.

Many Boards have actively undertaken the process of establishing lockdown plans with the support of their police service. However this has not previously been a Ministry requirement, nor has there been a consistent approach across the province with respect to lockdown planning. The following guidelines should accompany the Protocols already developed.

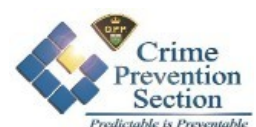
Purpose

Based on lockdown procedures that have already been established in many Ontario schools, the following guidelines are being provided to help elementary and secondary schools ensure their lockdown plans meet basic requirements, and to ensure a degree of consistency across the province. While much of what is provided will be termed "Effective Practices", there are two key elements which the OACP are recommending as mandatory requirements by the Ministry of Education.

Although infrequent, the possibility of a major violent incident in one of our schools is a reality. The level of preparedness to deal with such an incident by school staff, students and police will have a major impact on the outcome of the incident.

A great deal of time, thought and effort has gone into preparing a response plan, which is user friendly, easily understood and effective. While certain portions of the plan are tailored for each school based on individual needs, the overall plan is designed to have common application for all schools and police services across the Rainy River District. It is vital that all schools and police agencies follow the plan as printed, and do not modify or change the plan, with the

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exception of customizing for local situations (i.e. School floor plans) or any updates to the ***Guidelines for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario*** as recommended by the Lockdown Working Group.

Remember: although police will be there to assist with training, implementation and drills, this plan is fully the responsibility of the school. If a major incident occurs, it is highly unlikely the police will be in the school at the outset of the incident. The entire school including staff, students, administrators, and visitors must be prepared to implement this plan quickly and effectively. These types of incidents are over in a matter of minutes. The extent of the impact of such an incident will be dependent on the ability of the school to lock down as quickly as possible.

Mandatory Requirements

- 1. All publicly funded school boards in Ontario must establish a Lockdown Policy to ensure the development and implementation of individual school plans.*
- 2. A minimum of two lockdown drills must occur each school year.*

When to Lockdown/Terminology to be used

Terminology is very important. Plans should clearly identify when “Lockdown” versus other terminology is to be utilized. Terminology used to order a lockdown, should be plain language, clear and leave no misunderstanding as to what is expected. No secret passwords or “codes” should be used.

“**Lockdown**” should **ONLY** be used when there is a major incident or threat of school violence within the school, or in relation to the school. The over or misuse of lockdowns, will result in staff/students becoming desensitized and they will not take lockdowns seriously.

“**Hold and Secure**” should only be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (ie. A bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

“**Shelter in Place**” should be used for an environmental or weather related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

Boards must use the above terminology in developing local plans, in an effort to ensure consistency across the province. These guidelines focus primarily on “Lockdowns”.

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Roles

Executive Director – The Executive Director/Sheila McMahon is accountable for over-all planning concerning the lockdown procedure. The Executive Director is entitled to delegate responsibility within the school to ensure the lockdown procedure is followed but it is important to note that the Executive Director maintains accountability when it comes to the delegate. 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. In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation, however the Executive Director/Sheila McMahon shall provide full cooperation with police.

UNFC and School Staff – UNFC and School staff, and in particular administrators, have the overall responsibility for the training, safety and well being of students. Administrators during a violent incident have additional responsibilities in terms of working closely with police. It is essential that all staff understand the staff including full and part time employees.

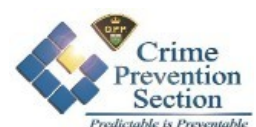
Students and Clients – Students and clients have a responsibility to be familiar with this plan and to respond quickly to the direction of staff during a crisis situation. Any student with information or prior knowledge of an individual or a potential situation which may result in a violent incident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

Police – Police are responsible to respond to and investigate violent incidents as defined in this plan. 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 shall 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.

UNFC Board of Directors and School Community Councils – Members of UNFC Board of Directors and School Community Councils must support the local plan and assist the UNFC administration in promoting awareness of the plan throughout the broader school community.

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Training - Emergency plans are of little value in a crisis situation if the plan is not reviewed and practiced on a regular basis. *UNFC administration will be required to review this plan with staff at least twice during each school year.* Police shall participate in this training.

Police services are required to ensure all members who may be dispatched to a call for service in relation to this plan are fully aware of the content and effectively trained.

Drills – Each school is required to have two Lockdown Drills each school year. The responsibility for these drills including scheduling lies with the school principal. Police and other local emergency services should be in attendance to monitor and participate in a debriefing following the drill. Drills shall come under the direction of the Executive Director/Sheila McMahon, with police and emergency services in attendance for support.

Each school is required to keep record of the date of two Lockdown Drills each year.

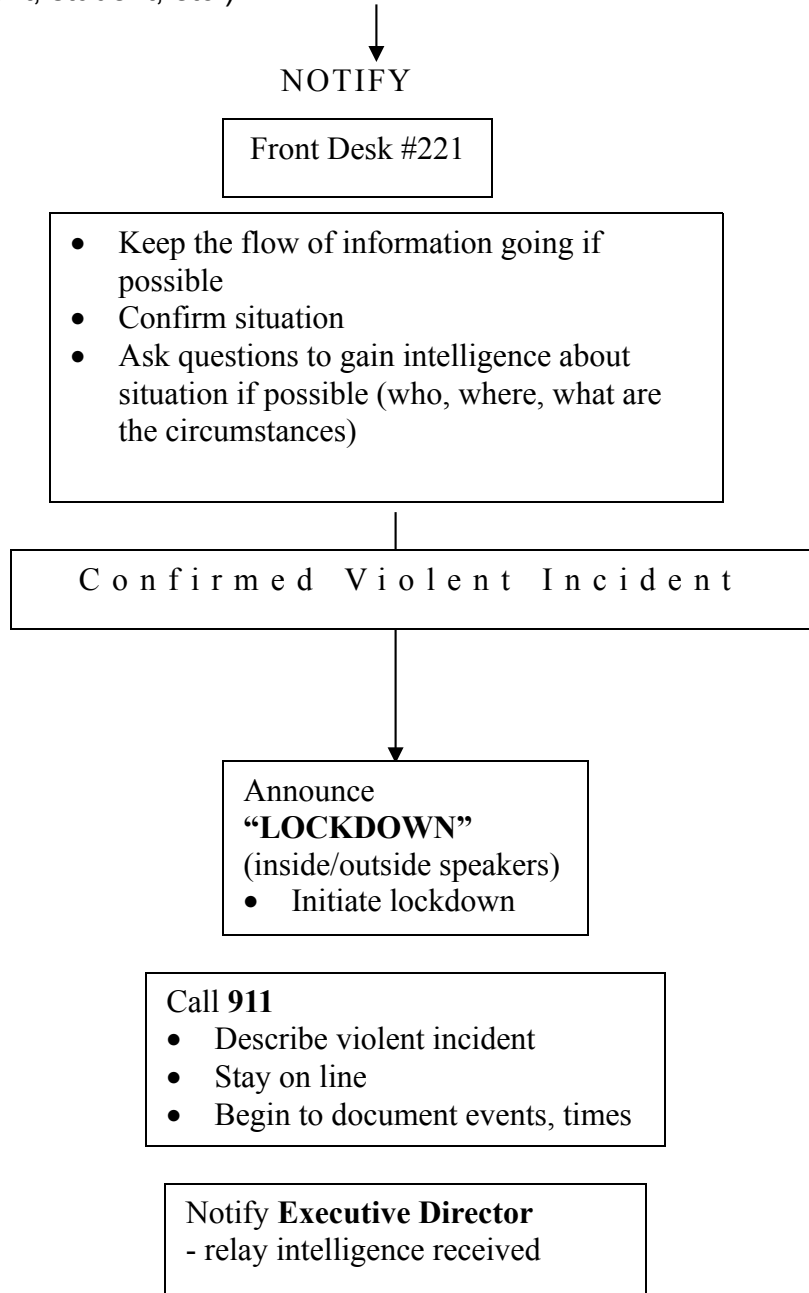
Violent Incident Emergency Response Plan

Lockdown

VIOLENT INCIDENT OCCURS

(Armed individual posing threat to life - i.e. gun, knife, explosive, etc.)

UNFC Staff or School Personnel
(Teacher, Client, student, etc.)



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VIOLENT INCIDENT

For the purposes of this plan, a violent incident is defined as a situation involving an armed individual posing immediate threat to life (i.e. has a gun, knife, explosives, etc.).

When a Violent Incident Occurs

Although every effort is made to ensure a safe school environment, staff and students need to be aware of the possibility that a violent incident can occur at any time or in any location within a school.

If you observe a violent incident, DO NOT CONFRONT THE SUSPECT.

It is critical to notify the reception immediately. As well, if it is safe to do so without danger to yourself or others, obtain the following details for your report to the office:

- location and number of suspects;
- suspect moving or stationary;
- identity;
- description of physical appearance (clothing, build, etc.);
- description of weapons;
- possible motive or threats made; and
- any known injuries and location of casualties.

Note: Bomb threats are not covered under these procedures.

When Office Staff are Notified of Violent Incident

When a violent incident is reported, staff in the office needs to keep the flow of information going, obtaining as much detail about the incident as possible from the initial observer. A priority at this point is to confirm a violent incident is occurring. After confirming that a violent incident has occurred, immediately implement the Violent Incident Emergency Response Plan. Focus on maintaining calm.

ANNOUNCING LOCKDOWN

When notified of a violent incident, activating Lockdown, calling 911, and notifying the Executive Director or designate should happen as closely together as possible. Responding personnel will have to use individual judgement as to what they can and should do first, keeping in mind that their primary role is taking care of students and staff at risk.

LOCKDOWN

Plans should emphasize the importance of locking down as quickly as possible. At the first indication of a major incident of school violence, notification must go to reception and the Lockdown commenced immediately.

The person receiving the report of a violent incident initiates the Lockdown procedure as follows:

- activate all public address (PA) systems (inside and outside);
- announce clearly and calmly on public address (PA) system:

“Lockdown, Lockdown, Lockdown”.

Upon hearing the Lockdown announcement, staff will immediately initiate lockdown procedures.

Fire Alarms – Plans should address the issue of how to deal with fire alarm activation when a school has activated the lockdown.

In the event that a fire alarm is pulled once a lockdown has been called, staff and students will not respond as they normally would to a fire alarm, but shall remain locked down, if it is safe to do so. Staff and students must always be aware of other dangers such as fire, and be prepared to respond accordingly to the most serious threat in order to ensure their own safety.

Plans to end a Lockdown

Lockdown is in effect until cancelled by the Executive Director or designate.

CALL 911

The person receiving notification of the violent incident calls 911 or requests someone to immediately call 911. If you are the only one in the office, you should attempt to initiate Lockdown before calling 911. A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.

When you call 911, provide the following information:

- identify yourself, the school name, and full address;
- describe situation (provide all known information);
- identify whether anyone is injured and the severity of the injuries;
- stay on the line and continue to provide information as requested by the emergency operator;
- explain safe approach (routes/entrance) for police and advise police where they will be met; and
- begin to document times and events relating to the incident.

The information that is being documented will greatly assist police services during their response to this incident.

If you haven't already done so, notify the Executive Director of the situation and provide all known information about the incident.

LOCKDOWN

Lockdown describes the steps that UNFC and school staff members take to ensure the safety and security of UNFC school occupants and clients during a violent incident. These steps are outlined below. Every attempt should be made to respond quickly and calmly.

Inside UNFC/School Building

During the lockdown phase, staff will focus on taking care of students/clients and ensuring they are directed out of harm's way. It is recommended that, before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. To implement the lockdown phase, staff direct students/clients to the closest secure area, remain with the students, and, if possible, lock doors to the area. Assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without jeopardizing the safety of yourself or others.

Lockdown Procedures within Classrooms and Portables

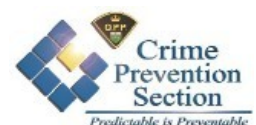
- Students/Clients are to move away from doors and windows
- Turn off lights;
- Close blinds;
- Beware of sight lines
- If there is a window in the classroom door, consider covering window;
- Take cover if available (get behind something solid);
- Remain absolutely quiet
- Individuals are to contact the office ONLY with vital information regarding incident.
- Cell phones are not to be used by staff or students unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines).
- Staff takes attendance in class and completes an attendance report.

Staff, students and any other occupants are to remain in the secure location until notified by appropriate personnel on what actions to take.

Lockdown Procedures within Library, Cafeteria and Other Open Areas

Depending on the individual school plan and the situation (location and actions of the suspect) consideration must be given to the controlled evacuation of students to identified secure areas. See Individual School Plan section for details relating to your school.

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Outside School Building

Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building, follow the steps outlined below:

- DO NOT ENTER SCHOOL.
- Move as far away from the school as possible.
- Proceed to identified area if possible (see **Individual School Plan** section).
- Staff monitor that students remain in the identified area.
- Staff takes attendance.

COMMAND POST

A Command Post is the focal point for command and control of the situation. This is where the police will direct the overall response to the incident and where the Executive Director will work closely with the police providing required support.

UNFC administration should identify a minimum of three locations, two within the school and one location off-site.

In determining command post locations, consider the following points:

- Safety;
- Security;
- access to good communication links (public address (PA) system, phone, fax); and
- washrooms.

The following supplies are recommended for your main command post location:

- school floor plans;
- contact lists;
- violent Incident Emergency Response Quick Reference;
- student and staff lists, bus lists;
- flip charts;
- markers, pens, paper;
- megaphone;
- first aid kit;
- caution tape;
- portable stretcher (if possible);
- telephone directory;
- current year book; and
- access to student and staff timetables.

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INDIVIDUAL SCHOOL PLANS

While it is important to maintain consistency across the Board in terms of emergency response (for example Lockdown is to be used universally), it is vital that each school addresses their unique open areas (cafeteria, gymnasium, library, etc.) and off-site evacuation areas.

Insert individual school plans below:

Local Lockdown Plan for Open Areas i.e. reception, foyer,

Off-site Evacuation Location

The Executive Director or designate assigns staff to supervise students/clients and take attendance. Students/clients may be released to parents/guardians. Student/client departures must be documented by staff. A police officer will be assigned to this area to communicate information to staff, students, clients and families.

TRAINING

Orientation for new UNFC Staff and teachers should include mandatory lockdown training. Schools should establish a method to conduct lockdown review training for all staff, during each school year. Where possible, it is advantageous to have police and emergencies services partners present during training, and to assist with the training of staff and students. Information for parents/clients may include newsletters, school or board websites or an invitation to an evening session on lockdown plans. Fire and EMS should be invited to training sessions.

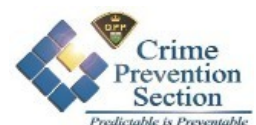
People can be expected to respond properly under stressful and emergent circumstances when properly trained.

POLICE

Once police arrive on the scene, they have ultimate command of the incident. Staff, students and other occupants must provide full co-operation and follow police direction.

Police will control access to the school and designated off-site locations. Police will assign an officer to the off-site evacuation location to communicate information to staff, students and families. Police will direct families arriving on-site to pre-designated, off-site evacuation locations where they can receive information.

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Executive Director's Role with Police

The Executive Director remains primarily responsible for the safety of students, clients, and staff. The Executive Director or designate will meet police on arrival and describe the situation. Administration and staff cooperate with police to make appropriate decisions.

Staff/Student/Client Responsibilities in Assisting Police

Crime Scene

Staff, students, clients and other occupants need to be aware that any site(s) may contain crime scene evidence. Avoid unnecessarily tampering with or disturbing evidence. To the extent possible, leave all objects exactly as they are in order to protect the crime scene for law enforcement investigations. Discourage others from disturbing potential evidence. Keep the area isolated.

Media Response

Police set up a media relations centre outside incident area.

- Police representatives handle media relations regarding the incident and police response.
- UNFC Board representatives handle media relations regarding UNFC Board related concerns.

It is strongly advisable that media personnel from police and UNFC and school boards share media releases prior to the release being sent to the media, so that both police, UNFC, and school officials are aware of what messages the other agency is releasing. A spirit of cooperation is highly recommended in terms of police and school officials working closely on media issues. Coordinated and consistent messaging from all partners is essential in maintaining public confidence.

EMERGENCY CONTACTS

United Native Friendship Centre will maintain an up-to-date (reviewed twice a year) emergency contact list and include it in the Violent Incident Emergency Response Quick Reference. This document will be made available at the identified command posts.

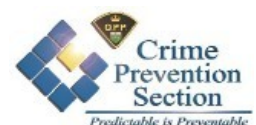
POST VIOLENT INCIDENT FOLLOW-UP

Actions taken following violent incidents can have a major impact on the well being of staff, students and the broader community.

Follow-up procedures may include the following:

- involving the Board Crisis Response Team to provide counselling for staff and students;

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- providing appropriate information to parents, guardians, staff, students and the broader school community regarding the incident;
- debriefing by police of all persons present at the time of the incident; coordinating police and school board news releases;
- evaluating the adequacy of the Violent Incident – Emergency Response Plan and making modifications as necessary;
- identifying lessons learned and developing further preventative measures;
- maintaining close contact with any injured victims and families;
- maintaining close co-operation with police services to facilitate completion of investigations; and
- completing all necessary legal, insurance and administrative forms and documents as required.

Communication with Parents/Guardians/Community

Communication with parents, guardians and the community in general, is important so as to ensure a good understanding of lockdown procedures, without instilling fear.

Consideration of sending a newsletter to each home at the beginning of the school year, to inform parents of lockdown procedures and to encourage parents to reinforce with their children, the importance of understanding the procedures and following staff direction.

Parents need to be informed of where they should proceed in the event of an actual incident involving a lockdown. Communication with parents around the importance of a lockdown is vital. Parents should be informed of what is expected should they arrive at school during a drill, or if they are present within the school when a lockdown is called.

In all incident of a lockdown which was not a drill, it is recommended that a communication to parents be sent home with each student at the conclusion of the school day or as soon as possible.

Parents should be encouraged to ensure contact information is kept up to date so they can easily be reached by staff in the event of an emergency.

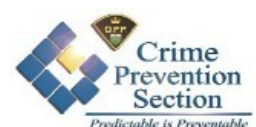
Parents need to see lockdown drills as essential elements to prevent injury and good communication is required to eliminate fears and concerns. Parents play a key role in ensuring students cooperation and participation in drills.

SCHOOL RECOVERY FOLLOWING A LOCKDOWN

Plans should include provisions to address the aftermath of a school lockdown.

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident, will dictate who should be included in the debriefing.

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In serious situation where injuries or loss of life occurs, the UNFC trauma response plan will normally be initiated.

In all cases, communication with parents is vital.

PLAN REVIEW *

Each school plan, as well as the Board plan, shall be thoroughly reviewed annually.

Appendix

VIOLENT INCIDENT – EMERGENCY RESPONSE “QUICK REFERENCE”

The organization and content of the “Quick Reference” booklet is included within the following pages. The purpose of the “Quick Reference” booklet is to aid schools in preparing a standardized response plan in keeping with the uniqueness of each facility.

VIOLENT INCIDENT

Armed individual posing immediate threat to life (i.e. has gun, knife, explosives, etc.).

DO NOT CONFRONT SUSPECT

Notify office immediately.

LOCKDOWN

Activate all PA systems (inside and outside).

Announce on PA system:

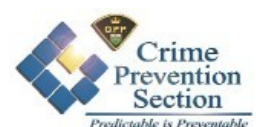
“LOCKDOWN, LOCKDOWN, LOCKDOWN.”

Initiate lockdown procedures.

In the event that a fire alarm is pulled once a lockdown has been called, staff, clients, and students shall not respond as they normally would to a fire alarm, but shall remain locked down, if it is safe to do so. Staff, clients, and students must always be aware of other dangers such as fire, and be prepared to respond accordingly in order to ensure their own safety.

Lockdown is in effect until cancelled by Executive Director or designate.

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911

Call 911

Describe situation (provide all known information).

Describe any injuries.

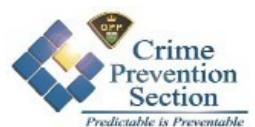
Stay on the line.

Explain safe approach (routes/entrance) for police.

Advise police where they will be met.

Begin to document times, events.

17 Contact the Ontario Provincial Police - Crime Prevention Section:
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LOCKDOWN

Inside UNFC Building

Staff directs students to closest secure area, lock door if possible.

Classrooms and Offices

- Students/Clients are to move 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
- Individuals are to contact the office ONLY with vital information regarding incident.
- **Cell phones are not to be used by staff, clients, or students unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines).**
- Staff shall take attendance in class and complete an attendance report.
- Staff, students, clients, and any other occupants are to remain in the secure location until notified by appropriate personnel on what actions to take.

Reception, Foyer, and Common Area (see Individual School Plan tab)

- Depending on individual school plan and the situation (location and actions of suspect) consideration must be given to controlled evacuation of students to identified secure area.

Outside UNFC/School Building

- DO NOT ENTER UNFC/SCHOOL.
- Move as far away from the UNFC/school as possible.
- Proceed to identified area if possible (see **Individual School Plan**).
- Have students and clients remain in the identified area.
- Staff takes attendance.

COMMAND POST

A Command Post is the focal point for command and control of the situation.

Determine command post location (select from the following three choices).

- Executive Directors Office (upstairs) (RM 3)
- Alternative Secondary School Office (downstairs) (RM 14)
- Circle of Life Building – 616 Mowat Avenue, Fort Frances, ON

INDIVIDUAL SCHOOL PLAN

Local Lockdown Plan for Open Areas i.e. Foyer, Common Area (upstairs), Reception

Reception: Receptionist, students, and clients will evacuate to Food Bank.

Foyer: Staff, clients, and students will evacuate to downstairs student lunch room (RM 16)

Common Area: (upstairs) Staff, clients, and students will evacuate to kitchen (RM 13)

- 1) Executive Assistant or designate will lock the two doors which lead to common area (upstairs)
- 2) O.P.P. Emergency Response Team will access building via main entrance. Executive Director or designate will brief O.P.P.
- 3) O.P.P. will take over command post in Executive Directors office.
- 4) Lockdown procedure to remain in place until announced by the Executive Director or designate.

Evacuation Location

Circle of Life Centre – 616 Mowat Avenue
Canada Post Office – 301 Scott Street

POLICE

Once police arrive on the scene, they have ultimate command of the incident.

- The Executive Director is primarily responsible for the safety of students, clients, and staff.
- Executive Director or designate meets police on arrival and describes situation.
- Staff will cooperate with police to make appropriate decisions.

Media response

Police set up media relations centre outside incident area

- Police representatives handle media relations regarding the incident and police response.
- UNFC representatives handle media relations regarding UNFC related concerns.
- It is strongly advisable that media personnel from police and UNFC share media releases prior to the release being sent to the media, so that both police and UNFC are aware of what the other agency is saying. A spirit of cooperation is highly recommended in terms of police and UNFC working closely on media issues. Coordinated and consistent messaging from all partners is essential in maintaining public confidence.

EMERGENCY CONTACTS

Emergency (Police, Fire, Ambulance)	911
Evacuation Site: Circle of Life Centre Post Office	274-8541ext. 288 274-5573
Board Office	274-9855
Sheila McMahon, Executive Director	274-8541 Cell: 276-6683
Hospital	274-3266
Fort Frances High School	274-7747

FLOOR PLAN

Accurate floor plans are a key component of lockdown plans and are important both from a planning and response standpoint.

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