

Policy Statement: In accordance with the Safe and Caring Schools Policy of the Western School District, the Principal (or designate) shall initiate a school lockdown upon determination that the school is faced with an imminent danger to the safety and well-being of students, staff, and visitors. All schools shall develop and implement lockdown procedures as an immediate protective measure if there is an identified danger, following district established administrative procedures.

1. Application

This policy applies to all students, employees, and school facilities in the Western School District.

2. Rationale

School lockdown procedures support the District's Safe and Caring Schools' policy and practices. A primary concern of the Western School District is the safety of the students, staff, and visitors.

3. Procedures

3.1 Principal Responsibilities

It is critical that students and staff be fully informed of the procedures in place for school lockdowns to ensure lockdowns are effective in keeping the school community safe. Principals have the following broad responsibilities:

- a) The Principal shall ensure procedures for school lockdowns are developed in accordance with District Administrative procedures, and that a copy is provided to the Education Officer for Student Support Services.
- b) School-based lockdown procedures are to be reviewed at the beginning of each school year and, if revised, a copy is to be provided to the Education Officer no later than September 30.
- c) At the beginning of each term, or twice a year, the principal shall review the procedures to be followed when dealing with an emergency situation requiring a school lockdown.
- d) Principals shall conduct "Lockdown Procedure" drills at least once at the beginning of the school year, once prior to December 31, and once before March 31 for a total of three per school year.

- e) All teachers, secretaries, custodian staff, and students shall receive appropriate instruction on lockdown procedures.
- f) Substitute teachers shall be provided with a copy of the school lock-down procedures in their substitute teacher handbook.

3.2 Communications

- a) The Principal (or designate) shall notify the Director (or designate) of the school lockdown circumstances. The Director (or designate) shall determine a communications plan.
- b) Staff shall not speak with the media unless authorized to do so by the Director (or designate).
- c) Staff shall remain available to speak with police investigators, as requested.

3.3 Debriefing Process

It is important to debrief with the school community following a school lockdown. Students, staff and parents/guardians need an opportunity to discuss the threat and the response in a timely manner as a natural response to such an event. School administrators shall ensure a debriefing process occurs when an incident is concluded as follows:

- a) Debrief staff, parents/guardians, and students as soon as reasonably possible once the incident has been dealt with.
- b) Debriefing parents shall include, at a minimum, correspondence to parents/guardians informing of the incident and the outcome as soon as the incident is over.
- c) Debrief staff from an operational perspective with an analysis of the following questions:
 - i. How efficiently was the procedure carried out?
 - ii. What were the challenges in implementing the lockdown?
 - iii. Are there any areas for improvement?

- d) Ensure personal support services are made available to assist students and staff in coping with the normal and natural responses that they may have to such an event.

Approved: May 17, 2012	Review Date: May, 2015	Drafted: September 18, 2008 Updated: May 16, 2012 Updated: April 12, 2013 (3.1(d))
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