

## Administrative Procedure 150

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# SECURING THE FACILITY PROTOCOL

### Background

Saskatchewan Rivers Public School Division is committed to providing a safe and caring learning and work environment for all students and staff. Environmental dangers, verbal threats or behavior that may pose a risk to others will be taken seriously and responded to in a proactive way. Efficient preparation and effective responses have been developed through collaboration with community emergency partner agencies.

In some emergent instances, a safe evacuation from a school or facility may be required to protect students and staff. The response may be to initiate an action to secure the facility.

### Procedures

1. Three different measures may be used, depending on the emergency situation:
  - 1.1 Shelter in Place ensures that all occupants of the facility are secure from an external environmental threat, such as a severe storm, pipeline or hazardous material explosion near or on school property. The school remains accessible to the public.
  - 1.2 Hold and Secure is used when an emergency happens near a school/facility and an increased level of security is required. In this scenario, the threat is known to be outside the facility or school. The exterior doors are locked to ensure that individuals do not leave nor enter the building. With approval from administration, people are only allowed to enter or exit the school/facility through the front doors.
  - 1.3 School/ Facility Lockdown is used when a threat is inside or thought to be inside the school or facility and alerts staff and students of imminent danger.
2. School administrators are responsible for educating staff and students regarding the procedure to follow during perimeter and school/facility lockdowns.
3. One “Hold and Secure” drill is to be practiced each school year.
4. A minimum of two school/facility lockdown drills are to be practiced each school year.
5. Inform parents the same day that a drill or any of the three above-mentioned emergency measures has been enacted.

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