

GAP
GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	500.00– SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	502.05
SUBJECT:	Safety of Pupils: Lockdown / Hold and Secure / Shelter in Place
REFERENCE:	<p>Policy: 28.00- Emergency Preparedness Response</p> <p>General Administrative Procedures (GAP): 529.00- Local Police School Board Protocol 502.01- Safety of Pupils: Emergency Response Procedures 502.06- Safety of Pupils: Bomb Threats 502.15- Weapons/Dangerous Articles 602.00- Communication Crisis Plan</p>
EFFECTIVE:	January 22, 2013
REVISED/AMENDED	Admin Council, January 21, 2013; November 25, 2013; April 2014, to be in to evacuate

3.2 The family of schools superintendent shall:

- a) notify Executive Council;
- b) notify the school Trustee(s);
- c) notify DPCDSB's Security Officer;
- d) notify the Superintendent of Planning and Operations;
- e) notify the Manager, Health and Safety;
- f) notify the General Manager, Communications and Community Relations;
- g) notify the General Manager of Physical Plant Facilities.

- 4.3 When the police arrive and identify themselves, office personnel able to do so shall unlock the door using the video monitor and 2

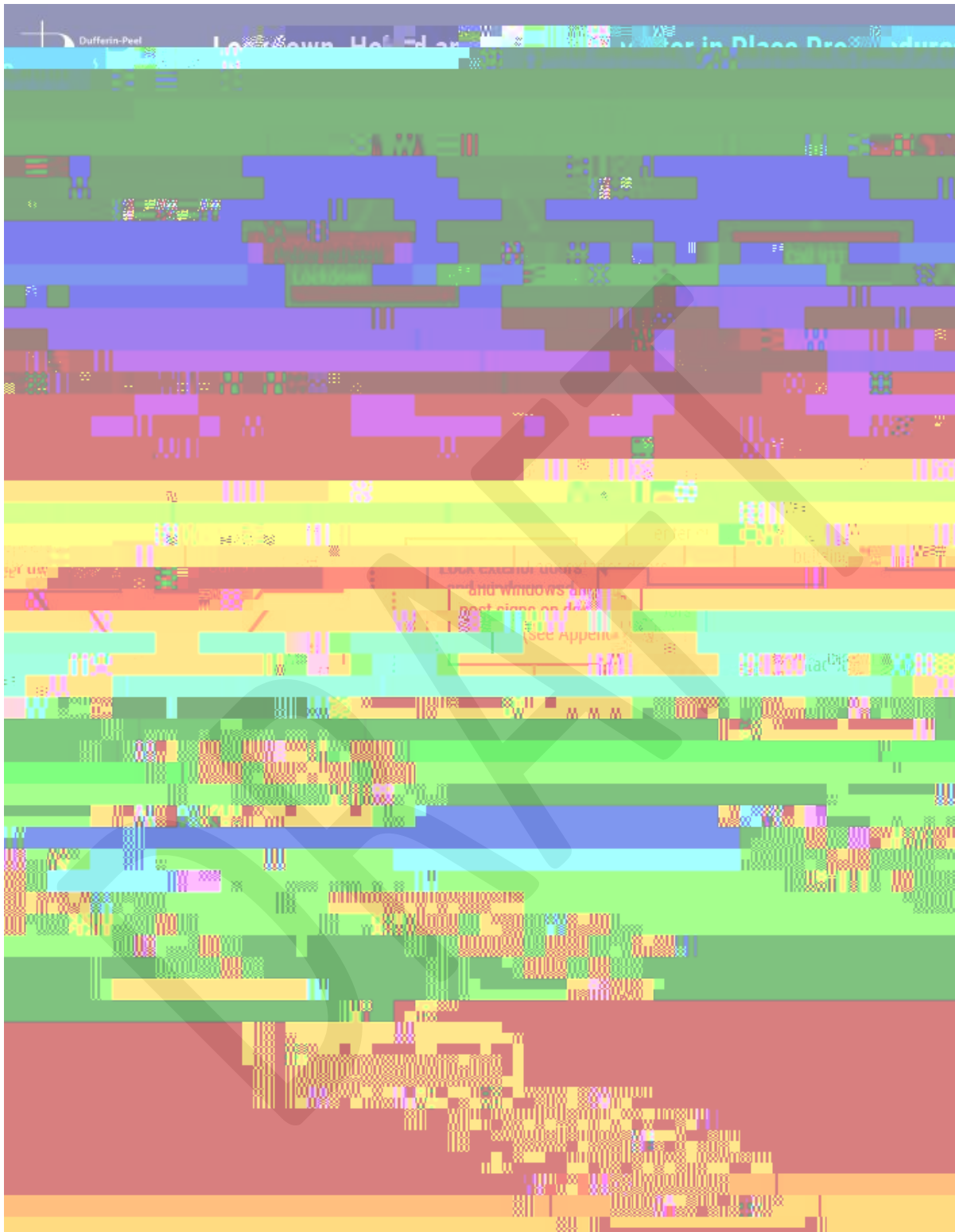
- 4.9 In the event that a fire alarm sounds or is pulled during a Lockdown, staff and students shall not respond as they normally would to a fire alarm but

j) Announce the "All Clear" to staff and students once provided by authorities.

5.3 During the Hold and Secure or Shelter in Place, staff and Students will:

a) Remain calm and encourage others to remain calm.

6 REPORTING FLOWCHART



7 APPENDIX

7.1 This sign on the page below shall be posted during a Hold and Secure or Shelter in Place incident.

