

WESTERN TECHNICAL-COMMERCIAL SCHOOL, URSULA FRANKLIN ACADEMY, THESTUDENTSCHOOL

THREATS TO SCHOOL SAFETY

	LOCKDOWN: INTERNAL/IMMEDIATE THREAT	HOLD AND SECURE: COMMUNITY/EXTERNAL THREAT
INITIAL NOTIFICATION	<ul style="list-style-type: none"> ✓ One extended PA signal ✓ "May I have your attention please, all staff and students. This is a Western Technical-Commercial School, Ursula Franklin Academy, THESTUDENTSCHOOL emergency. All three schools are now in Lockdown Mode. I repeat...may I have your attention please, all staff and students. This is a Western Technical-Commercial School, Ursula Franklin Academy, THESTUDENTSCHOOL emergency. The schools are now in Lockdown Mode. All staff and students are to respond accordingly." 	<ul style="list-style-type: none"> ✓ One extended PA signal ✓ "May I have your attention please, all staff and students. This is a Western Technical-Commercial School, Ursula Franklin Academy, THESTUDENTSCHOOL emergency. All three schools are now in Hold & Secure Mode. I repeat...may I have your attention please, all staff and students. This is a Western Technical-Commercial School, Ursula Franklin Academy, THESTUDENTSCHOOL emergency. The schools are now in Hold & Secure Mode. All staff and students are to respond accordingly."
STUDENTS	<ul style="list-style-type: none"> ✓ All students must remain in their classrooms ✓ Students in the halls must report to the nearest classroom ✓ Any students in the washrooms must proceed immediately to the nearest classroom; <i>if this is not possible, remain in the stall with your feet off the ground</i> ✓ All students must remain calm and quiet, and follow all instructions from staff and emergency personnel ✓ NO electronic devices or cell phones can be used and MUST be turned off 	<ul style="list-style-type: none"> ✓ All classes and operations proceed as per usual within the school ✓ All students must remain calm and quiet, and follow all instructions from staff and emergency personnel ✓ NO electronic devices or cell phones can be used and must be turned off ✓ No one is permitted to leave the school until notification is made that the Hold and Secure Mode has been cancelled
TEACHERS IN CLASSROOMS	<ul style="list-style-type: none"> ✓ Instruct any students in the hall to join your class immediately and if safe ✓ Lock all classroom doors ✓ Take class attendance and note any additional students ✓ Instruct students to stay away from all doors and windows ✓ Maintain a calm, orderly, QUIET classroom ✓ Do NOT permit students to talk, leave the classroom, or use electronic devices ✓ Do not continue to teach ✓ Do not call the office for information; you will be advised ✓ If you have vital information or a medical emergency to report, then call 911 directly ✓ Do not admit any other students or open the doors until you have received the "all clear" signal 	<ul style="list-style-type: none"> ✓ Take class attendance ✓ Instruct students to stay away from exterior doors and windows ✓ Do not permit students to use any electronic devices ✓ Continue to teach ✓ Do not call the office for information; you will be advised ✓ If you have vital information or a medical emergency to report, then call 911 directly
LIGHTS & WINDOW COVERINGS	<ul style="list-style-type: none"> ✓ Turn off all lights ✓ Cover all exterior windows and glass (from the inside) ✓ Cover all interior windows and glass (from the inside) 	<ul style="list-style-type: none"> ✓ Turn off all lights visible from the outside of the school ✓ Cover all exterior windows and glass (from the inside)
DURING CLASS CHANGE/LUNCH	<ul style="list-style-type: none"> ✓ Teachers will instruct students to proceed to the nearest classrooms and teaching areas 	<ul style="list-style-type: none"> ✓ No one is permitted to leave the school until notification is made that the Hold and Secure Mode has been cancelled
PHYSICAL ED. CLASSES	<ul style="list-style-type: none"> ✓ Under their teacher's instructions & supervision, classes on the field will travel to Runnymede Public School ✓ Classes in the gym will remain there 	<ul style="list-style-type: none"> ✓ Under their teachers' instructions, classes on the field will proceed to the gym ✓ All classes will report to and take place in the gym ✓ NO classes are permitted to use the field/outdoor facilities
POOL	<ul style="list-style-type: none"> ✓ Students swimming in the pool should climb out of the pool, and remain in the change rooms 	<ul style="list-style-type: none"> ✓ Classes in the pool may continue as usual
TEACHERS WITHOUT CLASSES	<ul style="list-style-type: none"> ✓ Remain in the nearest secured area 	<ul style="list-style-type: none"> ✓ All classes and operations proceed as per usual within the school ✓ No one is permitted to leave the school until notification is made that the Hold and Secure Mode has been cancelled