

## BOMB THREAT

*Possible presence of a bomb  
on school property*

A **BOMB THREAT** response may be initiated when a report of the presence of a bomb is received or a suspicious package is found.

Each school will follow the bomb threat response procedure as outlined in the *TCDSB Emergency and Crisis Response Plan*.

**Threats to School Safety Response Procedures** are initiated when a high-risk incident involving weapons, hazardous chemical spill, severe weather warning, student/stranger intrusion, etc. occur in the school or on school property, or if there are circumstances in the vicinity of the school that could endanger the lives and/or the safety of students and staff.

In order for all students and staff to become familiar with the expectations during a lockdown, each school will practice the lockdown response procedure in the fall and in the spring.



**Parents are asked NOT TO CONTACT  
the school or child during an  
emergency response procedure.**

## CONCEALED WEAPON

*School staff or police receive information  
about a student carrying a concealed weapon*

When a report of a person carrying a concealed weapon in a school is received, the school staff and the police will determine the most appropriate response.

## COMMUNICATIONS

School staff and Board officials follow the direction of the Toronto Police Service during a crisis. To ensure everyone's safety during a threatening situation or crisis incident, the Board does not use Twitter and other social media to communicate information, unless specifically instructed by Toronto Police Service.

The Board also encourages staff, students and parents not to engage in social media to communicate unconfirmed information while a safety incident is in progress, as it may impede emergency personnel response and/or compromise measures to contain the safety threat. The Board supports schools with school communications based on the situation, including letters issued after the fact, in consultation with TPS. Social media is also used to share updates as warranted.

**Dr. Brendan Browne**, Director of Education  
**Joseph Martino**, Chair of the Board

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# THREATS TO SCHOOL SAFETY RESPONSE PROCEDURES

The TCDSB has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. Central policies and procedures provide direct support to school administrators in the management of a crisis situation.

The supports outlined in this brochure have been developed through community consultation and through collaboration with the Toronto Police Service.



**SAFE  
SCHOOLS**

## LOCKDOWN

### *Danger on the school site*

A **LOCKDOWN** response is initiated when a major incident or threat of school violence is present within the school or on school premises and the safety of students and staff is threatened. An example could be the presence of an active attacker in the building or on the school grounds.

Any Staff Member can initiate a Lockdown using P.A. Announcement or Emergency Button (where available) or 3 Consecutive Bells or Verbal (Lockdown, Lockdown, Lockdown).

#### **LOCKDOWN Procedures:**

- 911 is called.
- Students and staff enter nearest room.  
*\*If outside building, students and staff consider proceeding to the Emergency Evacuation Site if unsafe to enter building.*
- Classroom/room doors are locked and remain locked once secured. *\*Unlocked exterior doors remain unlocked for police access. Windows are closed and covered (where possible and safe to do so) and lights are turned off.*
- Students and staff move away from classroom/room doors and windows and are aware of sightlines.
- Students turn off cell phones and electronic devices. Staff cell phones should be set to silent.
- Students and staff lie on floor if gunshots are heard. They may also evacuate the building or relocate to another space if security is compromised.
- **Only police personnel** determine when the incident is controlled and the danger has passed. The Police or Principal/Designate will lift a Lockdown room by room.
- The principal and police personnel will determine any necessary instructions as required, e.g., revised bus schedules, dismissal procedures, etc.

## HOLD AND SECURE

### *Possible danger in the neighbourhood*

A **HOLD AND SECURE** Response is initiated when the threat is proximate, but not inside the school building. It poses no immediate danger to students or staff unless they leave the building. Examples could include a crime in progress or police searching for an offender in the neighbourhood.

In most cases, the school will be contacted by the Toronto Police Service or other agencies having jurisdiction over the incident.

#### **HOLD AND SECURE Procedures:**

- School principal informs all occupants that a **HOLD AND SECURE** has been initiated. All persons outside school buildings must proceed indoors promptly. Students and staff who are at some distance from school buildings may assemble at the school's Emergency Evacuation Site. Exterior doors will be secured and monitored to permit entry and prohibit anyone from leaving.
- A message on the school answering machine will indicate that a **HOLD AND SECURE RESPONSE** is in effect.
- When the principal receives information from Police or other Emergency Services that the **HOLD AND SECURE** may be lifted, specific instructions will be communicated, e.g., revised bus schedules, dismissal procedures, etc.

**Parents are asked NOT TO CONTACT the school or child during an emergency response procedure.**

*Translations available upon request.*

## SHELTER IN PLACE

### *Possible environmental danger in the neighbourhood*

A **SHELTER IN PLACE** response is initiated in heightened risk situations. Heightened Risk is defined as an external environmental threat in the area of the school. Examples could include a chemical spill or gas leak in the neighbourhood or extreme weather conditions.

In most instances the school will be contacted by the Toronto Police Service or other agencies who are responsible for managing the crisis.

#### **SHELTER IN PLACE Procedures:**

- School principal informs all occupants that a **SHELTER IN PLACE** has been initiated. All persons outside school buildings should proceed indoors promptly. Exterior doors will be secured and monitored to permit entry and prohibit anyone from leaving.
- A message on the school answering machine will indicate that a **SHELTER IN PLACE RESPONSE** is in effect.
- When the principal receives information from Police or other Emergency Services that the **SHELTER IN PLACE** may be lifted, specific instructions will be communicated, e.g., revised bus schedules, dismissal procedures, etc.

