



Lockdown Policy and Procedures

Revised: October 10, 2016

Secretary Signature: _____

Date: _____

Policy

A lockdown is an emergency situation, which prevents the safe evacuation of the daycare and requires steps to isolate children and staff from danger by requiring everyone to remain inside the building. This policy is to establish procedures for various levels of threats and emergency situations. Each site will hold two (2) practice drills per year.

In recognizing that each potential crisis will vary, these procedures *may* be modified to adapt to each unique situation.

As both daycare sites are within Toronto District School Board buildings we have developed our lockdown procedures to integrate with the school's procedures, ensuring clear communication and cooperation. These procedures can also be implemented solely by the daycare when we have exclusive use of the school site i.e. during summer and school breaks. However, the Orde Street Site will **not** lockdown if the school is in use and remains open, as this may cause children to be trapped in the hallway. The Satellite Site may call a lockdown *exclusively* for their floor, if necessary.

Levels of threat can range from an imminent building threat to a National Emergency. Emergency Evacuation Procedures are outlined in our Emergency Evacuation Policy and is different from Lockdown Procedures.

Lockdown Procedure

An alert will be called in the event of an emergency situation when the daycare cannot be safely evacuated.

“THIS IS AN EMERGENCY - THE SCHOOL IS NOW IN LOCKDOWN”

1. The staff must then lock the door to their room and remain inside with the children until the all clear is given.
2. The Director/Supervisor or designate will initiate lockdown procedures depending upon the type of threat.
3. Specific instructions will be given as soon as possible depending upon the situation.
4. Do not unlock the door until the Director/Supervisor or designate has given the “all clear”.

General Procedures for Lockdown

School official, emergency personnel or authority or Director/Supervisor or designate has called a lockdown due to an unsafe situation in the school or vicinity where evacuation could be extremely dangerous.



1. Director/Supervisor or designate calls 9-1-1, notifies Principal, Head Caretaker and ensures that the school entrances are secured and that no individuals leave the building. One door remains open for emergency personnel.
2. Director/Supervisor or designate ensures that all children and staff are on the daycare floor. If children are playing in playground or on a walk, direction may be given to send them to the designated emergency site (Satellite Site goes to Orde Daycare/Orde Site goes to Ontario Power Generation) if returning to building poses an undue safety risk. The Director/Supervisor or designate would then contact the emergency evacuation site and inform them of the groups imminent arrival.
3. Director/Supervisor or designate at Satellite Site calls elevator to second floor or requests caretaking staff to lock elevator off on the floor. Individual also checks to ensure that both stairwell doors are locked. Supervisor has an elevator key as well
4. Director/Supervisor or designate informs each room to stay in their classroom. Staff and children are to stay away from the exits. Lights are turned off in the classroom and office, curtains /blinds are closed and all interior windows /glass panes must be covered to prevent visibility into the classroom. The staff is to remain on site until lockdown is called off. All outdoor play is cancelled.
5. If lockdown is due to an external threat, children are gathered in an area of the room as far away from the windows as possible. If children are in the gross motor room at the Satellite site, they must bring the children into the preschool room.
6. If lockdown is due to an internal threat, children are gathered in an area of the room as far away from the interior door or windows as possible.
7. A call is placed to Ministry of Education 416 325 -0652 to report a Serious Occurrence as soon as possible.
8. Incident is reported to the Director, Chair of the Board of Directors.
9. Director/Supervisor or designate will remain in constant communication with emergency personnel at the scene and officials will determine the duration of the lockdown.
10. Parents are not permitted access to the building until it is determined that it is safe to do so.
11. Final word on lifting the lockdown will be given by the emergency personnel, school official or Director/Supervisor.
12. Parents are called under the direction or guidance of the Ministry of Education Program Advisor, police, Director/Supervisor/designate or other official authority.
13. A consistent message is given to all the parents who call or who are contacted. See staff procedures for phone script.



Staff Procedures for Lockdown

Not all threats are equal or predictable; therefore please be aware that the following procedures may need to be revised for each situation as it arises.

Both Sites - All Rooms

1. Remain calm and reassure children that the emergency is under control.
2. If you are in the hallway, return to your room and lock the door.
3. Turn the **lights off, pull shades or drapes.**
4. Keep everyone facing away from the glass and doors where possible.
5. Take attendance of children who are present.
6. If children are in the washroom, or hallways, send one teacher to bring them back to the room or advise the Director/Supervisor of their whereabouts.
7. Keep children in program rooms.
8. Compile a list of children who are absent and have it available for the Director/Supervisor or designate.
9. Do not use telephones, cell phones or radios in the rooms, unless the Director/Supervisor or designate has instructed you to do so.
10. Do not open the door unless the Director/Supervisor or designate has instructed you to do so.
11. Report any suspicious activity and wait for further instructions.

Hold and Secure Procedures

School Official, emergency personnel or authority or Director/Supervisor or designate has issued a "hold and secure" when an incident occurs in the community. This event poses no immediate danger to the children or staff unless they leave the building. The school doors are closed off, children and staff would continue their day.

1. Director/Supervisor or designate ensures that all children and staff are on the daycare floor or in their rooms. If children are playing in the playground, children will be quickly escorted back to the daycare. Staff and children who are on a walk will be contacted and given one of the following directions:
 - a. go to the designated emergency site,
 - b. return to the centre,
 - c. or follow other specific direction under the advisement of the police or authority.
2. A call is placed to Ministry of Education office 416 325 -0652 to report a Serious Occurrence as soon as possible.



3. The incident is reported to Director and the Chair of the Board of Directors
4. Director/Supervisor or designate will remain in constant communication with emergency personnel at the scene and officials will determine the duration of the "hold and secure".
5. Parents are not permitted access to the building until it is determined that it is safe to do so.
6. Final word on lifting the "hold and secure" will be given by the emergency personnel, school official or Director/Supervisor.
7. Parents are contacted under the advisement of the police, Director/Supervisor/designate or official authority.
8. A consistent message is given to all the parents who call or who are contacted. See staff procedures for phone script.

Off Site Procedures during a Lockdown or "Hold and Secure"

1. If during any threat you are not on site, just arriving for your shift, or returning from lunch and a lockdown or "hold and secure" has restricted your access to the daycare, ensure your safety then call the centre for further instructions.
2. If you are on a field trip with the children and are restricted from entering the daycare or school, proceed to the emergency evacuation site (Satellite goes to Orde Day Care- Orde Site goes to Ontario Power Generation - main lobby), contact the daycare and wait for further instructions.
3. If you are not on program or are away from your room, please return to your room immediately if it is safe to do so, if not enter the nearest room for your safety and await further instructions.

Phone and/or email script to Parents

Throughout a time of crisis of this type, the daycare suggests that parents keep informed by listening to the radio or monitoring the situation on television. During the emergency the daycare will do all we can to notify parents (starting with the youngest children) however, certain emergency situations may preclude this possibility.

Hi this is (your name) from Orde Day Care. I am calling/emailing to let you know that a situation (describe briefly, if appropriate) has arisen but your child (name of child) is fine. We have been requested by the local authorities, for the time being, to stay indoors and not increase foot traffic in and around the building, therefore we ask that you not come to the daycare or in the near vicinity. The authorities have also requested that we keep our phone lines clear. We will contact you again once the situation has been resolved so you may pick up your child. We thank you for your cooperation in this matter and would like to stress again that your child is fine. We will call you back as soon as we are able.



Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:

REVISION