

APPENDIX E

Board Responsibilities for Lockdown, Hold and Secure

Procedures	Completed	Time	Initial
1. Notify the Director of Education or designate and the Superintendent if danger to students.			
2. Notify Communication Manager			
3. Notify adjoining school(s) if danger to students.			
4. Notify the local hospital if there are potential injuries that may require medical attention: Phone # _____			
5. Notify maintenance if danger to students.			
6. Call the evacuation site (_____) to advise that students/staff will be evacuating there. Evacuation site personnel should prepare site for students.			
7. Superintendent/designate to make call re: bussing and contact transportation to arrange for bussing at evacuation site.			
8. Handle the media by providing the following information: • Evacuation location • Activating the pre-determined message regarding lockdown status • Availability of buses and bus departure time • If Parents and guardians may pick up their children • Nobody is to go to the school until further notice • Nobody is to call the school or 911 looking for information. We need to keep the lines open for emergency services • No details about the incident to be released – only that the school has been evacuated or is in lockdown • The Chair, Vice-Chair and the Director are the official spokespersons for the Board.			

Important Phone #'s

Principal: _____	Superintendent: _____
Vice-Principal: _____	Principal(s) of Adjoining School(s): _____
Board office: _____	Custodian: _____
	Communication Manager: _____