



| TCSA POLICY | |
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| TITLE | Emergency School Lockdown Policy |
| POLICY NUMBER | 16-06-V2 |
| PROGRAM NAME | Education |
| DOMAIN NAME | Occupational Health & Safety |
| EFFECTIVE DATE | June 30, 2023 |
| NEXT REVIEW DATE | June 30, 2026 |
| APPROVAL DATE | June 30, 2023 |
| ISSUING AUTHORITY | Tłchq Community Services Agency |
| ACCREDITATION STANDARD | N/A |

POLICY AND GUIDING PRINCIPLE

The TCSA has an obligation to establish and practice emergency lockdowns in order to protect students and staff in the event of an internal or external threat to their safety. Under the direction of the TCSA each school must develop and routinely practice emergency lockdown procedures to ensure staff and students are able to respond to an internal or external threat.

PURPOSE/RATIONALE

The purpose of this policy is to ensure the safety of staff and students through the development and routine practice of a school-based emergency lockdown plan.

DEFINITIONS

Emergency Response Plan (ERP) - establishes procedures and plans for responding to emergencies within the school setting. It must contain fire, evacuation, and lockdown procedures but may also include responses to other emergencies such as first aid, fights, suicide threats, school closures, alcohol/drug use on school property, and/or bomb threats.

SCOPE/APPLICABILITY

This policy will apply to all students and staff in all TCSA schools, including alternative programming. Emergency lockdown while not on school property will follow the procedures



outlined in the TCSA On the Land Excursion Policy (3.415) and TCSA Student Excursion Policy (4.310).

PROCEDURE

1. The principal shall ensure that a school wide emergency response plan exists and is updated annually;
2. The principal shall ensure that the school emergency response plan is available and reviewed with all staff as part of the onboarding and start of year orientation;
3. School lockdown plans should identify a clear guideline for each area of the school for both internal and external threats;
4. The principal shall have two lockdown drills during each school year with at least one in the first six weeks of school;
5. The principal shall report on lockdown drills in their school reports to the TCSA Board;
6. The principal shall maintain documentation of lockdown drills, noting date, time and any concerns regarding routines, practice, or equipment pertaining to the lockdown drill with the support of the Occupational Health and Safety (OHS) team and Government of the Northwest Territories Infrastructure Team; and
7. Lockdown drills should be arranged in conjunction with the appropriate RCMP detachment.

PERFORMANCE MEASURES

Reporting shall include posting documentation of lockdown drills on the OHS Board, School Report for the TCSA Board, and within OHS meeting minutes.

CROSS-REFERENCES

TCSA On the Land Excursion Policy (3.415)

TCSA Student Excursion Policy (4.310)

TCSA Emergency School Evacuation Policy (16-05-V2)

TCSA Safe Schools Policy (4.318)

ATTACHMENTS

NA

REFERENCES

- NWT Education Act - Safe School Regulations (6)



APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Office
30-June-2023

Reviewed and Approved By:

Ted Blondin
TCSA Chairperson
30-June-2023

