



## AP 358 – EMERGENCY RESPONSE PLANNING: SCHOOL AND PERIMETER LOCKDOWNS

### BACKGROUND

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Student and staff safety is our number one priority. The Division is committed to providing safe and caring learning and work environments for our students, staff, parents/guardians/caregivers and members of our wider learning community who are guests in our facilities. Saskatoon Public Schools will respond to behaviours and disruptive events that may pose a risk to students, staff and members of the community, or towards the school or other property. The Division has well-developed partnerships with community emergency agencies and we follow their directives during emergency situations. In the Division's emergency response plan we consider four main elements: planning and preparation (mitigation), response, recovery and resumption. With the assistance of these partners the Division has developed safety plans that enable an effective and efficient response in emergency situations. This procedure outlines the expectations regarding implementation and practice of lockdown plans.

An emergency may prevent the safe evacuation of a school and facility requiring specific responses to protect students and staff. In these incidents the emergency response may be to initiate either a perimeter lockdown (when safe to do so) or a school lockdown.

### PROCEDURES

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1. Depending on the emergency situation two different lockdown levels may be used:

Perimeter Lockdown: A perimeter lockdown is used when an emergency happens near the school and requires an enhanced level of safety. In this instance the threat or potential threat is outside the school or facility. School exterior doors are locked to ensure that no individuals leave or enter the building. Individuals are only allowed to exit and enter via the front doors of the school with the approval of school administration.

School Lockdown: A school lockdown alerts students and staff that an imminent danger exists. It is implemented when the threat is inside, or thought to be inside, the school or facility. Staff members follow specific procedures as outlined in the school and perimeter lockdown guide that has been posted on the Safe and Caring Schools' portal. On the advice of the Saskatoon Police Service, this guide is available as an internal document.

2. School Administrators are responsible for educating staff and students about the procedures to follow during perimeter and school lockdowns.
3. Each school year a school administrator practices a perimeter lockdown with staff and students. If safe to do so, the school administrator is asked to display the perimeter lockdown signage that has been provided by the Division whenever a perimeter lockdown is in effect.
4. Each school year a school administrator collaborates with the School Resource Officer (Saskatoon Police Service/RCMP) to practice a minimum of two school lockdown drills.



## Administrative Procedures Manual ♦ AP 358 – Emergency Response Planning: School and Perimeter Lockdowns

Reference: AP 176 Education Continuity Management and Emergency Response Planning  
Working Together for Safe Schools (link – on public website)

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