



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: STUDENT SAFETY

CODE: 5104 Lock Down

Reference Matrix	
Education Act (1995)	Sections 85, 87, 109, 190, 232
Other Relevant Acts	
Holy Family Related Procedures	OP 5131- 5138 Student Protection
Holy Family Related Manuals	Traumatic Incident Protocol Guide, 2013
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	January 8, 2016

Background:

The Holy Family RCSSD No. 140 has a responsibility to provide for the safety of students and staff. In the event of an emergency, the safety of the students must be the paramount concern of the Principal and the school staff and the Board of Education.

Procedures:

1. Each Principal, together with the staff, shall develop Lock Down Procedures for their school in consultation with the local Police Authority.
 - 1.1. Principals are encouraged to access the resources in Procedure 3. of this OP as they develop their local school Procedures.
 - 1.2. A copy of this plan must be on file with the local Police Authority and the Division Office.
2. Each Principal shall determine suitable locations for students and staff while at school should the school need to be locked down due to, but not limited to, (potential) unwanted intruders.
3. Reference - [Traumatic Incident Protocol Guide](#).