VISITORS TO DIVISION BUILDINGS AND SCHOOLS PROCEDURE

GENERAL VISITORS

Visits to division office and adjacent schools shall be limited to authorized persons only. Signs at the entrance to the office shall identify that entry is prohibited except for authorized persons. If a visitor wants to gain access to the building, they must be seen by the security camera and deemed safe by the secretary before he or she permits the visitor into the building by either manually or remotely opening the door.

For the purposes of the Swan Valley School Division the following Definitions apply:

- **Hold and Secure** – Is the response to a threat or incident in or near the general vicinity of a school or the Division Office but not on or very near the school property.
- **Lock Down** – Is a precautionary response to a threat or a violent incident in or directly on or school property.

DANGEROUS VISITORS:

If staff believes that a visitor represents a danger to the security of the building, they will immediately notify the superintendent designate. This protocol will apply in situations in which there are weapon-related threats.

LOCK DOWN

In the event of a dangerous person within the building the following procedure should be followed:

- The priority when encountering a dangerous person is to protect staff.
- Quickly move staff to a safe area within the building.
    - Safe areas may be defined as locations within the building, which are away from doors and windows.
- If possible, inform the superintendent or designate as soon as possible regarding the situation.
- If a lock down is required, the following announcement will be repeated over the intercom three times: “Lock Down”

Staff should be aware that a lock down can also be initiated by unfamiliar or threatening sounds in your schools, there may not always be an announcement, it may be on staff to recognize a hazardous situation and make the call.

Staff members will then initiate the following lock down procedures:

- Staff will be moved to a secure office/classroom
- Doors to offices or classrooms will be locked
- Staff and students will move to a corner of the room away from both windows and doors
- If necessary, staff and students may fortify their position barricading the door or doors to the office or classroom they are locked down in making access from the outside very difficult
- If it is safe to do so with no risk of harm, staff and students may leave the building by any means necessary, should the risk from a violent intruder be highly probable.

- The RCMP and other appropriate emergency personnel will be contacted.
- The lock down will remain in effect until all is clear. The RCMP will give the all-clear signal.

DANGER IN THE COMMUNITY:

In the event of a dangerous person or event in the community around the school, the superintendent will notify the school that there is a risk in the community and will direct the Principal or Supervisor to initiate a Hold and Secure protocol. The principal is also able to make that call if he or she identifies a risk.

HOLD AND SECURE

In the event of a hold and secure situation, the following procedure should be followed

- The priority when dealing with a hold and secure situation is to maintain a safe environment inside the school.
- Staff will make sure all exterior doors are locked and secured.
- All daily school activities will continue as normal, with the exception that no one will be permitted to enter or exit the building during a hold and secure.
- The hold and secure will remain in effect until the situation has been resolved or the dangerous individual has been taken into custody, at which point the RCMP will contact the superintendent or school, giving the division the all-clear.