



Lockdown Policy and Procedures

Policy

Waterloo Co-operative Preschool is responsible for the safety of the children in our charge. Unfortunately, emergencies and disasters do happen. To protect and ensure the safety of the children of the school, the Preschool will lock down the school as appropriate. The Preschool will ensure all staff and volunteers are trained on all emergency policies and procedures including lock down. The Supervisor will ensure staff, volunteers and children practice a lockdown drill every one (1) to two (2) months. The Preschool is committed to keeping families informed of this policy, and during and after any lockdown situations.

Depending on the nature of the emergency, there are different types of situations during which students will stay in or leave the school. The procedures on how to stay in the school will follow in this document. The current fire drill procedures will be used when students, educators and classroom volunteers must leave the school in an emergency.

STAY IN THE SCHOOL

The following will be the accepted terminology used and activated as stipulated, depending on the situation:

Shelter in Place – means keeping all occupants within the school to protect them from an external situation (e.g., chemical spill, blackout, explosion, or extreme weather condition).

Hold and Secure – means securing the building due to an ongoing situation outside of the building and unrelated to the building during which the school continues to function normally, with the exterior doors locked until the situation near the building is resolved (e.g., bank robbery near the church).

Lockdown – means securing the school due to a major incident or threat of violence within the building, or in relation to the building (i.e., students and school staff will report to areas that can be secured, doors will be locked, lights turned off and will stay away from windows and doors).

For the purposes of this document, the term lockdown will be used to describe all 'stay in the school' situations.

Safe havens within the building

There are five (5) lockable areas within the church that would be appropriate for situations that call for Sheltering in Place, Hold and Secure, or Lockdown. They are: the Preschool classrooms (2), Preschool room #2 washroom, Hearth Room and Printer room.

Classrooms

The school has two (2) classrooms that are lockable from the inside. The doors have windows with curtains to cover them, and the classrooms have a wall of windows that face outside with blinds to cover them.

Preschool #1: This room has items in a backpack that would comfort the children, like toys, snacks, and water. A potty can be brought in from the adjacent toddler washroom. We use the south east section (facing the corner of Bridgeport and Albert) of our classroom as a secure space away from windows and doors. Curtains are closed on windows, and the window in the purple door is blocked out with a curtain and magnets provided at the site, lights are turned off. Be aware of sight lines. Take cover behind solid cupboards if deemed necessary.

Preschool #2: Keys to lock the doors are kept in the emergency backpack. Windows have blinds to close and lights are turned off. Be aware of sight lines. Take cover behind cupboards/tables if necessary.

The Hearth Room is a lockable room located on the upper level of the church, and could be used if we are unable to get into our classrooms or if a staff or volunteer is upstairs doing dishes and cannot return to the classroom.

Moving from the Classroom

If Preschool #1 needs to vacate the classroom and move to an internal location without windows, that class will move to the printer room and lock the doors and bring the emergency backpack etc.

If Preschool #2 needs to vacate the classroom and move to an internal location without windows, that class will move to the Preschool #2 washroom and lock the doors and bring the emergency backpack etc.

Decision for internal safe haven

The Supervisor or designate will make the decision to stay in the classrooms or move to the Hearth Room, or move from the playground depending on the situation: shelter in place, hold and secure, or lockdown. If an incident occurs while on the playground, the educators on duty at the time will make a judgment call as to whether to leave the playground and perform a lockdown and inform the Supervisor of their choice. Their judgment to lock down will not be challenged, unless safety was compromised.

LEAVE THE SCHOOL

Also See [Neighbourhood Evacuation Plan](#)

******The current [Fire Drill Procedures](#) should be used when students, educators and volunteers must leave the school in an emergency******

Out of the building

- Movement of children, volunteers, and educators out of the church, relocating them to the playground if directed to do so by following the direction of police, fire or emergency personnel, radio instructions, or cell phone emergency alerts.

Off-site evacuation

- Movement of children, volunteers, and educators to the designated shelter (the Waterloo Public Library located near the Preschool) or another nearby safe location if safe to do so and told to do so:

Waterloo Public Library - Main Library, 35 Albert Street, phone: 519-886-1310.

Landlord / other tenants

At the time of writing, the Preschool leases space in the Emmanuel United Church in Waterloo. The church does not have its own lockdown policy or procedures, only procedures related to evacuation due to fire. The Preschool's lockdown plans will be shared with the church for future collaboration.

The Preschool is responsible for its students and will make plans accordingly. The Preschool will not rely on the church in an emergency due to limited staff onsite, and numerous access points into the building.

Procedures

Stay in the school procedures

- The Supervisor or designate will make the decision to stay within the classrooms, the washroom, printer room, or move to the Hearth Room, depending on the situation - whether it be a shelter in place, hold and secure, or lockdown. Police direction takes precedence.
- The Supervisor will inform the church of the situation by phoning them at 519-886-1471 or emailing if phoning is not possible.
- All adults (staff and volunteers) leaving the classroom, at any time, (other than washrooms) must bring a walkie talkie and if alerted of a situation, must act with calm assurance and unhurriedly, as they would during any other school day. Once everyone is accounted for, walkie talkies are turned off and cell phones put on vibrate. Only use cell phones for communications regarding the emergency; no unnecessary use.
- If there is a staff or volunteer in the kitchen during a lockdown emergency, their safe haven is the Hearth room. Staff or volunteers will ensure the dead bolts are locked on all doors for the Hearth room and will make reasonable attempts to contact the Supervisor, church secretary, volunteers, or those in washrooms or kitchen to let them know of their location.
- Should a lockdown occur, everyone must be aware of the procedures during a lockdown and return to the group if safe to do so, or lock down where it is safe. Children's individual support plans (ISPs) and emergency medical plans will outline what is needed to be done in any emergency and must be followed.
- Children must leave what they are doing and respond promptly. Use of all support staff and volunteers will be used to ensure emergency medical plans and individual needs are met.
- If the children are outside in the playground, educators and volunteers will line up, count and escort the children through the purple door directly into the classroom, and count the children again. If a volunteer is in the kitchen, and the safe haven is the Hearth room, the volunteer will go directly to the Hearth Room and inform the group by walkie talkie of their location. A head count of all individuals present on that day will be performed once the children are in the chosen safe haven room.
- If the children are in another area of the building (eg. Blue room or hallway), the educators and volunteers will line up, count and escort the children to the designated safe haven. Once in the safe haven the children will be counted again, lights turned off, and everyone is to remain quiet. Educators will ensure the emergency backpack with all emergency aids, and a cell phone is brought to the safe haven.
- Children, educators, and volunteers who are in washrooms or other areas of the church must return to the group immediately if safe to do so. Children are never to be left alone.
- Depending on the situation, if a fire alarm is pulled once a lockdown has been called, the educators and students shall not respond as they normally would to a fire alarm, but shall remain locked down if it is safe to do so. Educators and students must always be aware of

other dangers such as fire, and be prepared to respond accordingly in order to ensure their own safety.

If safe to do so:

- The Supervisor or designate will ask church officials (or other members using the facilities) to lock all exterior doors to the church if they are not already locked.
- The Supervisor or designate will call 911 to inform officials of the situation and seek direction.
- Once the children are settled, the Supervisor will call the President of the Board of Directors (or designate), as well as instruct the Communications Officer to contact families to inform them of the situation, if possible and will let them know if it is safe to pick up or not. Families are not to rush to the preschool upon hearing of a lockdown, as children will not be dismissed until the emergency has cleared in the area.

Once the situation is resolved and everyone is safe, debriefing will be done and the event documented in full. Mental health resources will be provided to all involved. A serious occurrence report will be filed with the Ministry of Education in the Child Care Learning System (CCLS) within 24 hours. See [Serious Occurrence Policy](#), and other Emergency Policies (under [Emergency Management](#)).

Procedures

Safe Haven – Classrooms

- The doors are locked from the inside. Room #2 will lock the classroom doors with the keys in their emergency backpack.
- Windows are covered, secured and locked
- A potty is brought from the toddler washroom into the classroom, if possible.
- Lights are turned off.
- Head count is conducted.

Activities in the classroom (if safe to do so)

- Quiet free play or circle time activities continue.
- Snacks and water are served.

Safe Haven – Hearth Room

- If there is a staff or volunteer in the kitchen during a lockdown emergency, and they cannot get back to the classroom then their safe haven is the Hearth room. Staff or volunteers will ensure the dead bolts are locked on all doors for the Hearth room and will make reasonable attempts to contact the church secretary, the supervisor, and other volunteers, or those in washrooms or kitchen to tell them where they are going and how many people are with them.
- The doors are locked from the inside. Keep in mind the windows on the doors are easily breakable however this is the only room on that level that completely locks down.

Safe Haven: If using the washroom #2 or Printer room due to safety issues in Main classrooms

- The group is moved from the main classroom to the alternate safe haven if a safety issue suggests this is a safer place to move to. ie windows are of concern.
- A head count is taken and the Supervisor is informed how many people are present.

The following is brought with the volunteer or staff if possible:

- Cell phone (put on vibrate), the teacher's log, and the emergency backpack
- Medications and the first aid kit
- Snacks, water, and cups
- Flashlights

All Clear Procedure:

- Educators, staff, volunteers, and the children remain in the safe haven room until officials with identification have announced an all clear, or if applicable, the Supervisor announces the all clear.
- Head counts are conducted.
- Families are then contacted, and the children are released using regular [departure procedures](#). Volunteers and staff may not leave without checking in first.
- The safe haven is cleaned up.
- The school is closed for the day, using regular closing procedures.

Roles and responsibilities

Board - Planning

- The Board of Directors is responsible to ensure there is an appropriate lockdown policy in place, and works in collaboration with the church and preschool staff to ensure its review every year.
- The Board President files the policy and supporting documents with the Emergency Planning Officer, Waterloo Regional Police Service.
- All incoming board members should familiarize themselves with the Lockdown Policy and all other policies
- The Board will have discussions on prevention of potential incidents. Often there are signs and previous incidents outside the school leading up to an incident, and if communicated to the Preschool, preventative measures could be put into place to avoid the incident. An example could be a dispute between two parents that is not communicated to the school.

Board - During and after a lockdown situation

- In the event of a lockdown, the Board President or designate, or Supervisor will be the spokesperson for the school and respond to media inquiries, and will liaise with emergency personnel and church officials.
- The Board President or designate, or Supervisor will communicate with families.

- The Board President or designate, or Supervisor will assist in the planning of, and help direct appropriate debriefing with students, parents and with church officials following any type of lockdown.
- The Board President or designate will file a report with the Board summarizing the situation and the steps taken during, and after the situation. This will be presented at the next board meeting.

Supervisor

- The Supervisor is responsible to schedule and execute regular drills, as well as train incoming staff, volunteers (classroom volunteers and placement students) on the Lockdown Policy. This must be included in the orientation list.
- The Supervisor will assist in the planning and direction of appropriate debriefing with staff, students, families, and church officials following any type of lockdown.
- The Supervisor will file a Serious Occurrences Report, in accordance with the online reporting system consistent with the Child Care and Early Years Act (currently CCLS)
- The Supervisor will ensure medical needs are met/planned for on ISP's for emergencies
- The Lead educators will bring the emergency backpack and conduct regular headcounts throughout any emergency.

School recovery following a lockdown situation

As mentioned above, the Supervisor and Board of Directors will plan and execute an appropriate debriefing with parents and students following any type of lockdown and provide resources for mental health support should it be needed.

Floor plans

The floor plans that accompany this policy are the plans developed for the church by Richardson Fire Systems for the church's [fire evacuation procedures](#). These can be found in the Fire Plan binder and is attached to this policy.

Drills

A lockdown drill will happen every one (1) to two (2) months and will be documented by a lead educator and checked by the Supervisor or designate.

*Revised: November 2023 by Tracey Marques (Supervisor), Patty Fallis-Robbins (Assistant Supervisor), Britney Stewart (Administrator), and BOD.
Approved By: Diana Dragusin (Vice-President) on November 21, 2023
Seconded By: Ella Weber (Membership officer) on November 21, 2023*