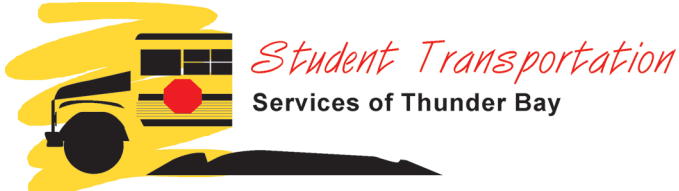


 <i>Student Transportation</i> Services of Thunder Bay		Practice Document #: STS-SAF-013.01 School Lock Down	
Category: Safety	Document Creation Date: September 2011	Document Last Reviewed: January 2026	Page 1 of 2

Statement	The need to communicate emergency instructions during a crisis situation is central to the effectiveness of executing an Emergency Plan. Communicating accurate and sufficiently detailed information is key when given the instructions that a school is in “Lockdown”, “Hold and Secure” or “Shelter In Place”.
Definitions	Lockdown: Actual or potential violent situation at the school. Hold and Secure: Actual or potential safety situation in the neighbourhood external to the school. Shelter in Place: Actual or potential environmental or weather-related hazard outside of the school.
Practice	STSTB will coordinate with schools, Boards, Police, and school bus operators any school bus transportation affected by an emergency measure that has been put in place. The following is an outline for the procedure and communications in the case of a school “Lockdown” or “Hold and Secure”: • Initial call will come from a Board Official notifying STSTB of the school(s) involved and that an emergency measure has been implemented. • Police are the key personnel in charge when a “lockdown” or “Hold and Secure” has been implemented. • STSTB will contact the affected school bus operators alerting them of the type of emergency measure in place at the school(s) involved and the area(s) this will affect.

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		Practice Document #: STS-SAF-013.01 School Lock Down	
Category: Safety	Document Creation Date: September 2011	Document Last Reviewed: January 2026	Page 2 of 2

	- Once notified by STSTB, the school bus operator(s) will put the affected buses on stand-by and no buses shall enter the school loading zone until Board Officials or police have given direction. - School buses will continue to drive routes for other schools during an emergency measure, however some stops within and around the area may not be accessible. - STSTB and the school bus operator(s) will work together to notify parents/guardians and agree upon alternate locations for drop off / pick up.
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