

Ministry of Education

Ministère de l'Éducation

Deputy Minister

Sous-ministre

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2  
Telephone (416) 325-2600  
Facsimile (416) 327-9063

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2  
Téléphone (416) 325-2600  
Télécopieur (416) 327-9063



**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and Secretary-Treasurers of School Authorities

**FROM:** Ben Levin  
Deputy Minister  
Ministry of Education

**DATE:** June 25, 2009

**SUBJECT:** Lockdown Procedures and Police/School Board Protocols

---

I am writing to provide you with the provincial guidelines for lockdown planning and lockdown drills.

As you may know, the Ontario Association of Chiefs of Police (OACP) recently submitted its report on the need for schools to develop effective lockdown plans and procedures and to practice lockdowns regularly. Both the Ministry of Education and the Ministry of Community Safety and Correctional Services (MCSCS) have endorsed the report and wish to see it implemented across the province.

Lockdown plans and drills are now just as essential for student and staff safety as fire drills. It is of key importance that persons within the school building and the police services personnel responding to an emergency know what is being done by each party to ensure a safe outcome.

While I recognize that a significant number of boards already have lockdown policies in place, others have not yet made these a formal requirement. In the interests of safety and security, the Ministries intend to make these mandatory as part of our planned review and update of the Provincial Model Police/Board Protocol in 2010.

In the interim, the OACP report has been adopted by the Ministry and is being issued to all school boards as an official ministry guideline. The two mandatory components are:

*1. All publicly funded school boards in Ontario must establish a lockdown policy to ensure the development and implementation of individual school plans.*

*2. A minimum of two lockdown drills must occur each school year.*

The rest of the document discusses key factors which school administrators and staff will want to consider when developing the school-level plans.

My colleague, the Deputy Minister of Ministry of Community Safety and Correctional Services, is communicating these same guidelines to the police services sector to ensure coordinated implementation and consistent messaging of their use.

Should you have any questions or concerns about these issues, please contact Keith Baird, Senior Policy Advisor, at 416-325-4333 or by e-mail at [keith.baird@ontario.ca](mailto:keith.baird@ontario.ca).

---

Ben Levin

Enclosure

c.c. J. Burke, Deputy Minister, MCSCS