

Emergency Procedures

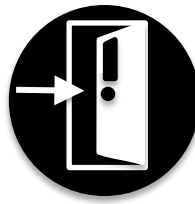


Evacuate

Used to move people out of the school when a hazard exists inside.

- Direct students and other staff to exit the school via the shortest safe route
- Report to and assemble outside at the designated assembly site

** Principal or designate will determine next steps.*



Room Clear

Used to move people away from a hazard contained in one room/area.

- Direct students to leave the room/area and report to designated area (e.g. neighbouring classroom, library)
- Summon assistance as needed and appropriate (e.g. First Aid, Administration, 911)

** Principal or designate will determine next steps.*



Hold & Secure

Used if there is a security concern in the neighbourhood.

- Bring everyone into the school and remain inside
- Secure exterior doors
- Close exterior window blinds/drapes (if available)
- No one may enter or exit the school during Hold and Secure

** Normal activities continue WITHIN the school.*



Shelter in Place

Used if an environmental hazard may impact the school.

- Bring everyone into the school and remain inside
- Secure exterior doors and windows
- Close exterior window blinds/drapes (if available)
- Turn off all ventilation systems (if available /situation dependent)
- Staff designates will monitor access to the school via the main entrance

Access may be denied if a risk exists that jeopardizes the safety of occupants.

** Normal activities continue WITHIN the school.*



Lockdown

Used in response to an armed or dangerous assailant WITHIN the school.

- Gather people in your vicinity into a secure room – do this quickly
- Close and secure doors
- Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
- Silence all cell phones on hand and ask they be placed face down on floor
- Alert other occupants by any means available and/or call 911 - if safe to do so

Or Leave Safe

- If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

** Normal activities in the school cease. Await police response.*



Drop, Cover & Hold On

Used in the event of an earthquake, explosion, or any event that shakes the school.

- Quickly move away from obvious hazards
- DROP – low to the ground
- COVER – take cover under a sturdy table, desk, or other large sturdy items
- HOLD ON – to the furniture you are under and stay there until the shaking stops
- After shaking stops, wait 60 seconds and then evacuate via the shortest safe route
- Report to and assemble outside at the designated assembly site.

** Principal or designate will determine next steps.*

