

STAFF EMERGENCY PROCEDURES

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 and ask that they be placed face down on floor
- Alert other occupants by any means available and/or call 911 - only 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.

HOLD & SECURE

Used if there is a security concern in the neighbourhood

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

*Typically normal activities continue **WITHIN** the school.

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.

SHELTER IN PLACE

Used if an environmental hazard may impact the school

- Bring everyone into the school and remain indoors
- Secure exterior doors and windows
- Close exterior window blinds/drapes (if available)
- Turn off all ventilation systems (if locally 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

*Typically normal activities continue **WITHIN** the school.

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 (Ex. Library)
- Summon assistance as needed and appropriate (Ex. call First Aid Attendant, Principal/Vice Principal, 911)

*Staff should remain to manage the situation or exit if the room is unsafe.

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, desks, furniture, or other large sturdy items
 - HOLD ON** - to the furniture you are under and stay there until the shaking stops
- After the 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 other designate will determine next steps.



EMERGENCY TERMINOLOGY QUICK REFERENCE

SCHOOL DRILLS

FIRE

- 6 drills per year
- 3 per semester - fall and spring

Note: actual alarms and false alarms count as drills

EARTHQUAKE

- 2 drills per year
- October - Great BC Shakeout

LOCKDOWN

- 3 drills per year

HOLD & SECURE + SHELTER IN PLACE

- 1 review of procedures per year with all