

# EMERGENCY RESPONSE GUIDELINES

**Please note:** The following guidelines are situation dependent.

EVENT	Threat Inside Building Dangerous intruder on school grounds or in the building	Threat Outside Building Dangerous individual identified in the immediate vicinity who might enter the school grounds or building	Situation Resolved	Fire, Bomb Threat, Gas Leak for bomb threats and gas leaks, consult with Area Supt. or Safe Schools prior to evacuating	Earthquake, Explosion	Extreme Weather, Poor Air Quality, Missing Child, Animal
RESPONSE	 <b>LOCKDOWN</b>	 <b>HOLD &amp; SECURE</b>	 <b>ALL CLEAR</b>	 <b>EVACUATE</b>	 <b>DROP-COVER-HOLD ON</b>	 <b>SHELTER IN PLACE</b>
EXPECTED ACTION	<p><b>INSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>• Direct students in hallways into classrooms or closest secured room</li> <li>• Lock/block classroom doors</li> <li>• Cover all exterior/interior doors and windows</li> <li>• Lights off (if possible)</li> <li>• Drop to floor along a wall, away from doors, out of sight</li> <li>• Assist students with special needs</li> <li>• Ensure students are quiet</li> <li>• Remind students of cell phone use expectations</li> <li>• <b>Ignore bell/fire alarm and remain in Lockdown until ALL CLEAR is given by authorities, P/VP or Designate</b></li> <li>• Take attendance before directing students back to their regular classrooms</li> </ul> <p><b>OUTSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>• <b>Do not enter building</b></li> <li>• Students outside go directly to designated off-site or Safe Assembly Area until <b>ALL CLEAR</b> is given by authorities, P/VP or Designate</li> </ul>	<p><b>INSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>• <b>Designate to lock exterior main doors</b></li> <li>• <b>Designate</b> to move students in common areas to safe location</li> <li>• Lock exterior classroom doors</li> <li>• Close interior classroom doors</li> <li>• Cover exterior windows</li> <li>• Take attendance</li> <li>• Inform office of absent students</li> <li>• Ensure students are quiet</li> <li>• Remind students of cell phone use expectations</li> <li>• Monitor hallway/washroom access</li> <li>• Resume classroom activity until released by <b>Principal</b></li> </ul> <p><b>OUTSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>• Direct students/staff into building or as directed by RCMP, P/VP or Designate</li> </ul>	<ul style="list-style-type: none"> <li>• RCMP informs Principal that the school is safe.</li> <li>• Principal announces “All Clear”</li> <li>• Normal school operations resume</li> </ul>	<ul style="list-style-type: none"> <li>• Students to exit calmly – no talking, pushing, running or cell phone use</li> <li>• Report to <b>Safe/Off-Site Assembly Area</b></li> <li>• Remind students of cell phone use expectations</li> <li>• Assist students with special needs</li> <li>• Take attendance sheet</li> <li>• Lights off, close door</li> <li>• Take attendance – no one to leave</li> <li>• Remain in place until advised by <b>Principal</b> or “<b>ALL CLEAR</b>” announced</li> <li>• Unassigned teachers/staff to meet <b>Designate</b> in <b>Safe or Off-Site Assembly area</b></li> </ul>	<ul style="list-style-type: none"> <li>• Tell students:                             <ul style="list-style-type: none"> <li>• “<b>Drop-Cover-Hold On</b>”</li> </ul> </li> <li>• Assist students with special needs</li> <li>• After shaking stops count to 60 out loud before getting up</li> <li>• Is room safe? Follow <b>EVACUATION</b> procedures if unsafe</li> <li>• Follow instructions after “<b>ALL CLEAR</b>” announced</li> </ul>	<p><b>INSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>• Close classroom doors and windows</li> <li>• Follow directions of <b>Designate</b></li> <li>• Remind students of cell phone expectations</li> </ul> <p><b>OUTSIDE BUILDING</b></p> <ul style="list-style-type: none"> <li>• Direct everyone into the building</li> </ul>

**IMPORTANT**

CELL PHONE USE EXPECTATIONS:

1. Put cell phones on silent.
2. For safety reasons, do not post to social media.

SAFE ASSEMBLY/ OFF-SITE ASSEMBLY AREAS

Pre-identified gathering places -

\* See Reverse

## EMERGENCY RESPONSE STAFF GUIDELINES

### SCHOOL SPECIFIC INFORMATION

**School** \_\_\_\_\_

**Primary Safe Assembly Area:** \_\_\_\_\_

(i.e. upper or lower grass/gravel field, parking lot, etc. For credible bomb threats the assembly area must be at least 92m (100 yards) away from building).

**Off-Site Assembly Area:** \_\_\_\_\_

(i.e. nearby elementary or secondary school, park, church, etc.)

**Reunification Zone:** \_\_\_\_\_

(i.e. can be Primary Safe Assembly Area at the school unless not safe to do so due to damage, fallen trees, etc. May have to be move to off-site assembly area or another site to be determined after communication with Safe School or your area Superintendent.