**Emergency Procedures that may occur at school**

**Evacuation**

Assessment

**Fire:** If a fire alarm sounds, all students, staff, and visitors will follow the recognized procedures.

**Other Emergency:** In the event of another type of emergency, the person-in-charge will assess the situation and determine if an evacuation is warranted.

**Lockdown**

Assessment

A lockdown may be conducted for a variety of reasons including but not limited to:

* a violent or potentially violent incident inside the school
* an unauthorized visitor with unknown intent

Initiating a Lockdown

* Announce the lockdown with simple, clear directions.

***“Attention all staff, initiate lockdown now.”*(Repeat three times).**

* Initiate contact with 911 to request assistance as appropriate.
* Initiate contact with the school board emergency answering service, or appropriate school board staff person, as soon as practical to inform them of the situation and request assistance.
* Liaise with the responding emergency services.
* Take all actions necessary to ensure the safety of students, staff, and visitors.

Administrative Assistant

follow the directions of the person-in-charge

lock the doors to the administrative offices

assist with communications as directed

Procedures for Teachers

follow the directions of the person-in-charge

confirm the presence of students against the attendance list

if directed to, “secure the building”

* if it is safe to do so, check the area immediately outside the classroom for students and bring them inside
* lock the classroom doors
* turn off all lights
* ensure that all students remain in the classroom
* ensure that all students remain calm and quiet
* do not open the door unless directed to by the person-in-charge or the correct  
  means of identification is used by the person requesting entry
* decide if it is necessary to position students in the classroom for safety
* stand by for further directions

if not supervising students, report to the administrative office for directions from the person-in-charge unless directed otherwise

**Terminating a Lockdown**

Terminating a lockdown should be communicated to each classroom individually by the person-in-charge and/or the police using a master key to enter the room. If a master key is not available or the entrance is otherwise secured a means of identifying the person requesting entry should be used

**Hold-and-Secure**

Assessment

Hold-and-secure may be conducted for a variety of reasons including, but not limited to,

* a fight inside or outside the school
* an animal threat
* a police action in the neighbourhood
* a hazardous substance release outside the school (For additional information, see the Hazard-Specific Planning section of the *School Emergency Management Plan: Planning Guide*.)

Initiating a Hold-and-Secure

If the person-in-charge decides to initiate hold-and-secure, plain, clear language, with specific directions, should be used. The script used should be distinct from that used to initiate a lockdown.

For example,

**“Attention all staff the school is now in hold-and-secure.” “Attention**

**all staff the school is now in hold-and-secure.” “Attention all staff, the**

**school is now in hold-and-secure.”**

Additional directions to staff and students may be added as appropriate, for example,

* in the event of a fire alarm, “evacuate to the outside” or “remain
* in the school until otherwise advised”
* “movement is restricted, ignore class change bells”
* “close blinds” or “turn off lights”
* During a Hold-and-Secure teachers will keep all students in the classroom but normal classroom

Terminating a Hold-and-Secure

* The person-in charge will consult with the lead emergency response agency prior to terminating the hold-and-secure if it was initiated in response to a call from police or fire.
* Terminating hold-and-secure may be done by the person-in-charge in consultation with emergency responders by means of a general announcement over the public address system.

**Please note that we do have regular drills to practice these procedures. We will communicate with parents via letter or website if a serious incident takes place.**