

# 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, close blinds
- Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
- Silence all cell phones and ask 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

Close exterior window blinds/drapes (if available)

No one may enter or exit the school during Hold and Secure

\*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 arising or exit if the room is unsafe

## **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

## **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

## **Drop, Cover, and 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 designate will determine next steps