



## 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



## 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 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.



## Drop Cover & Hold On

Used in the event of an earthquake, explosion or any other 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 shaking stops.
- After the shaking stops, wait 60 seconds and then evacuate via the shortest route.
- Report to and assemble outside at the designated assembly site.
- Principal or designate will determine next steps.



## Hold & Secure

Used if there is a security concern in the neighborhood.

- 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 & Secure.
- Typically 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 indoors.
- Secure exterior doors and windows.
- Exterior windows are closed and secured with blinds/drapes closed.
- All ventilation systems are turned off (when deemed necessary).
- Principal will monitor access to the school.
- 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. school 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 the room if unsafe.

## School Drills

### DROP, COVER AND HOLD ON

- 2 drills/year
- Great BC Shakeout

### FIRE

- 6 fire drills/year
- 3/semester fall and spring

Note: Actual alarms and false alarms count as drills

### SHELTER IN PLACE AND HOLD & SECURE

- 1 review of procedure/year; process of securing school exterior is to be rehearsed by principal/VP and staff only

### LOCK DOWN

- 3 drills/year; 1 staff only (optional);
- 2 with staff and students