



# EMERGENCY PROTOCOLS

## Information for Parents

### lockdown

#### LOCKDOWN

- There is an immediate THREAT OF VIOLENCE to students and staff INSIDE the school building.
- Objective of a Lockdown is to protect the safety of people by getting them behind locked doors.
- Students and staff placed into secure areas and school will not operate as normal inside the building.
- No one allowed in or out of the school.
- Lockdown ends when Person in Command on-site issues the ALL CLEAR.
- Doors are unlocked by Person in Command or the police.

In the event of a Lockdown it may not always be possible to send out information until after the incident has ended.

Parents will be notified and kept informed (as soon as it is safe to do so) should this protocol be initiated.

#### Parent Do's:

- Please rest assured school officials are doing their best to ensure your child's safety.
- Please await information via school/division websites and social media.

#### Parent Don'ts:

- Don't call or text your child during an emergency situation as ringtones and vibrations make your child's whereabouts known to possible aggressors.
- Don't rush to the school. Additional interference makes it difficult for police/authorities to do their jobs.

### hold and secure

#### HOLD AND SECURE

- There is an emergency situation in close proximity to the school, outside the school, on the school grounds and/or unrelated to the school.
- All exterior doors to the school are locked.
- School operates as normal, inside the school walls.
- Outdoor activities, field trips, etc. are cancelled.
- Access to and from the school is restricted and carefully monitored.
- Hold and Secure ends when Person in Command issues the ALL CLEAR.

Parents will be notified when the protocol is initiated and kept updated via school and division websites and social media accounts.

#### Parent Do's:

- Please rest assured school officials are doing their best to ensure your child's safety.
- Please await information via school/division websites and social media.

#### Parent Don'ts:

- Don't call or text your child during an emergency situation so classes can proceed as usual. Calls and texts are disruptive and, if circumstances change, can interfere with teacher communication with students.
- Don't rush to the school. Additional interference makes it difficult for police/authorities to do their jobs.

shelter in place

**SHELTER IN PLACE**

- There is an ENVIRONMENTAL emergency in close proximity to the school, outside the school, on the school grounds and/or unrelated to the school. Examples can include; dangerous goods spill, wildlife on the playground, tornado, etc.
- If the threat is immediate, students and staff will be gathered into safer spaces, such as away from outside walls and large vented areas.
- Access to and from the school will depend on the ENVIRONMENTAL emergency.
- The protocol will continue until Person in Command issues ALL CLEAR.

Parents will be notified and kept informed (as soon as it is safe to do so) should this protocol be initiated.

**Parent Do's:**

- Please rest assured school officials are doing their best to ensure your child's safety.
- Please await information via school/division websites and social media.

**Parent Don'ts:**

- Don't call or text your child during an emergency situation. Calls and texts are disruptive and, if circumstances change, can interfere with teacher communication with students.
- Don't rush to the school. Additional interference makes it difficult for police/authorities to do their jobs.

classroom hold

**CLASSROOM HOLD**

- There is a situation happening inside the school that does not meet the requirement for a Lockdown/Hold and Secure/Shelter in Place but does require action to temporarily keep students in the classroom. Examples may include keeping traffic out of the hallways in the event of a medical situation or an RCMP investigation or arrest.
- Students are kept in the classroom to protect the integrity of the person(s) involved.
- Parents will not likely be notified of a Classroom Hold.

emergency evacuation

**EMERGENCY EVACUATION**

- There is possible danger INSIDE the school. Examples can include fire, chemical spill, gas leak, etc.
- Students escorted by staff to a safe location away from the school.
- No one will re-enter the school until Person in Command issues the ALL CLEAR.

Parents will be notified and kept informed (as soon as it is safe to do so) should this protocol be initiated.

**Parent Do's:**

- Please rest assured school officials are doing their best to ensure your child's safety.
- Please wait information via school/division websites and social media.

**Parent Don'ts:**

- Don't call or text your child during an emergency situation. Calls and texts are disruptive and, if circumstances change, can interfere with teacher communication with students.
- Don't rush to the school. Additional interference makes it difficult for police/authorities to do their jobs.

***Important Note Regarding Bussing and all After School Events***

Depending on the nature of the situation:

- Morning and after school bussing may be interrupted.
- After school sporting events, practices, clubs, etc may be interrupted/delayed/cancelled.
- Parents will be notified as soon as possible.

***Any media requests must be directed to the Superintendent of Schools***