

Emergency Procedures

Procedures are now in place for any situation that could occur at school. We have been practicing Hold and Secure and Lockdown for the last few years and now Room Clear and Shelter in Place have been added. It is important we bring you up to date so that you understand how each of these is used.

Room Clear is issued by the teacher or supervising adult and is used to quickly send students away from a potential hazard within a room/area to a predetermined alternate safe area within the school. Examples include: a student acting out physically, a chemical/product spill in a classroom, etc.

Shelter in Place is used when personal safety is considered to be in danger if anyone leaves the school. It is usually associated with an environmental hazard where hazardous materials are released into the atmosphere. For example, a chemical spill or gas leak in the immediate vicinity of the school. Shelter in place might also be used in the case of a wild animal in the vicinity of the school (e.g. cougar or bear).

Hold and Secure is a procedure which allows the school to continue with the normal school day but forbids outside activity and unnecessary room to room transit. No unauthorized personnel are to enter the building. This is most commonly used when an incident is occurring outside the school building, on or off school property and there is no immediate or active threat.

Lockdown is a procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation been safely resolved or everyone has been evacuated safely. Most commonly implemented when the building has an intruder.

In an emergency situation signs will be posted at each entrance with specific instructions and whether access to the building is permitted.

We live in a very safe community but it is important to have processes in place and practiced in case of any very rare situation.