



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 a designated area (ex: Learning Commons, Gym).
- Call for assistance as needed and appropriate (First Aid, Principal, 911).
- Staff should remain to manage the situation arising or exit the room if unsafe.



Shelter in Place

Used if an environmental hazard/wild animal may impact the school. Typically normal activities continue WITHIN the school.

- Bring everyone into the school and remain indoors.
- Close exterior doors and windows, close blinds/drapes.
- All ventilation systems are turned off (when deemed necessary).
- Principal will monitor access to the school.



Hold & Secure

Used if there is a security concern in the neighbourhood. Typically normal activities continue WITHIN the school.

- Bring everyone inside. Close and lock exterior doors.
- Close exterior window blinds/drapes (if available).
- No one may enter or exit the school during Hold & Secure.



Lockdown

Used in response to an armed or dangerous assailant WITHIN the school. Normal activities in the school cease while awaiting police response.

- Alert others and/or call 911 – IF safe to do so.
- Quickly gather people in your vicinity into a secure room.
- Close and lock doors, close blinds/drapes.
- Turn off cell phones and lights, be quiet, GET OUT OF SIGHT.



Drop, Cover & Hold On

Used in the event of an earthquake or explosion.

- DROP low to the ground.
- Take COVER under a sturdy table or desk.
- HOLD ON until the shaking stops.
- Wait 60 seconds and then evacuate via the shortest safe route.
- Report to the predetermined outdoor assembly site.



Evacuate

Used to move people out of the school when a hazard exists inside. Can be used in conjunction with other procedures.

- Direct students and other staff to exit the school via the shortest safe route.
- Report to and assemble outside at the predetermined assembly site.
- Principal or designate will determine next steps.