



District Emergency Procedure Information for Parents

Serving the communities of Anmore, Belcarra, Coquitlam, Port Coquitlam and Port Moody

During an emergency five key responses can be implemented based on situation and context. Regular school safety drills are conducted throughout the year.

DROP, COVER & HOLD ON

Used in the event of an earthquake or explosion.

Procedures:

- DROP to the ground.
- Take COVER under a sturdy desk or table, and
- HOLD ON until the shaking stops.
- Wait 60 seconds and then EVACUATE (see Evacuation Procedures).

EVACUATE

Used when a building or area becomes unsafe due to: fire, flood, chemical accident or following an earthquake.

Procedures:

- Exit the building via the pre-planned shortest safe route.
- Report to designated assembly area.

SHELTER IN PLACE

Used when personal safety is in danger if anyone leaves the building. Usually associated with an environmental hazard outside such as a gas leak, chemical spill, or wild animal near the building (e.g. cougar or bear).

Procedures:

- Return to building from outside and stay indoors.
- Continue normal activities within building.
- Close exterior doors and windows.
- Turn off ventilation and heat, tape window seams if applicable.
- DO NOT approach the site until clearance has been given by school district or emergency personnel.

HOLD AND SECURE

Used to secure building because of an emergency situation outside such as a police incident (e.g. suspect pursued by police near building). Allows building to continue with the normal day but forbids outside activity and unnecessary room-to-room transit.

Procedures:

- Close and lock exterior doors and windows-monitor main entrance.
- DO NOT allow unauthorized personnel into building.
- Continue activities inside as per usual; limit internal movement if necessary.
- DO NOT approach the site until clearance has been given by school district or emergency personnel.

LOCKDOWN

Used when there is an immediate and imminent threat to the building population. Most commonly implemented when the building has an active intruder.

Procedures:

- Close and lock exterior doors and windows, secure and barricade doors.
- Stay or gather into a secure room as quickly as possible.
- Turn out lights, pull shades.
- Get out of line of sight of doors and windows, hide, don't talk.
- Turn off and do not use cell phones.
- Normal activity ceases. Await police response.
- DO NOT approach the site until clearance has been given by school district or emergency personnel.

During an emergency we ask parents not to call the school as telephone lines may be needed for emergency communications. Please monitor school email and school or district websites for official information and updates.

STUDENT RELEASE

In case of an incident at the school or in the community, it may be required to release students to parents/guardians from the school or school grounds or move students from the school area to an alternate location for release. For more information, please refer to your **School Emergency Preparedness Information** flyer.