

# EMERGENCY PROTOCOLS

## INFORMATION FOR FAMILIES



### LOCK DOWN

- There is an immediate **THREAT OF VIOLENCE** to students and staff **INSIDE** the school building. Examples can include: an active shooter, armed intruder or hostile incident inside the building.
- The main objective of a Lock Down is to keep the maximum number of people safe by getting them behind locked doors.
- In a Lock Down, doors/windows are secured and lights are turned off, phones are silenced; everyone remains quiet and out of sight.
- No one is allowed in or out of the school or their secured area.
- A Lock Down remains in effect until the **ALL CLEAR** is issued **AND** doors are unlocked by the incident commander and/or police.

*In the event of a Lock Down it may not be possible to communicate with families until after the incident has ended, to ensure effective police response. Families will be notified as soon as it is safe to do so, through School Messenger (phone, text, email), school websites and social media with timely updates and detailed instructions on how to proceed. Once the ALL CLEAR has been issued students and staff will be transported to a reunification centre and released to their parent or an authorized adult through a controlled Student Release process (see below).*



### HOLD AND SECURE

- There is a **THREAT** or **POTENTIAL THREAT OF VIOLENCE** in close proximity to, or in the general vicinity of the school. Examples can include: a crime in progress, police pursuit or search in the same neighbourhood as the school.
- As a precaution all exterior doors to the school are locked and a notification strobe is activated on the outside of the building.
- The school operates as normal, inside the building. Any outdoor activities, field trips, etc. are cancelled.
- As the incident is occurring outside, access to and from the school is restricted and carefully monitored until the incident commander issues the **ALL CLEAR**.

*Once the protocol has been initiated, families will be notified as soon as it is safe to do so. Emergency information will be sent out through School Messenger (phone, text, email), school websites and social media; timely updates will be provided. If an emergency situation persists past dismissal time the incident commander may choose to do a modified or controlled Student Release (see below).*



### SHELTER IN PLACE

- When it is safer to be **INSIDE** the school than outside and there is no threat of violence. Examples can include: dangerous goods spill, medical situation inside the school and hallways need to be clear for emergency responders, wildlife on the playground, tornado, etc.
- When this occurs, students/staff will be moved to safer spaces; students may remain in a classroom or move to another space.
- Access to and from the school may be restricted depending on the nature of the emergency.
- The protocol will continue until the incident commander issues the **ALL CLEAR**.

*COMMUNICATION: Once the protocol has been initiated, families will be notified as necessary. Emergency information may be sent out through one or more of the following mediums: School Messenger (phone, text, email), school websites and social media; timely updates will be provided as necessary. There are some situations where it is not necessary for the school to communicate with families (medical emergency, etc.) If the emergency situation persists past dismissal time the incident commander may choose to do a modified or controlled Student Release (see below).*



### EVACUATION

- There is possible danger **INSIDE** the school. Examples can include; fire, gas leak, building damage, etc.
- Students will be escorted by staff to a safe location outside.
- No one will re-enter the school until the incident commander issues the **ALL CLEAR**.
- As needed, students/staff may be relocated to an off-site evacuation centre.

*Once the protocol has been initiated, families will be notified as soon as it is safe to do so. Information on where the evacuation centre is located, and the process for picking up students will be sent out through School Messenger (phone, text, email), school websites and on social media; timely updates will be provided. If the emergency situation persists past dismissal time the incident commander may choose to do modified or controlled Student Release (see below).*

### STUDENT RELEASE

A controlled student release team will be in place, as needed, to coordinate and direct the safe reunification of students with their parents or an authorized adult. In the event of a controlled student release, parents will be permitted to sign their child out from the school or evacuation centre after showing photo identification. Parents must follow due process to ensure the safety of all students and staff. Students that are 18yrs old and over can sign themselves out.

# FAMILIES DO & DO NOT

**DO** KEEP CALM AND ONLY ACCESS EMERGENCY INFORMATION FROM YOUR SCHOOL, EMERGENCY OFFICIALS, AND SCHOOL/MHPSD BASED SOCIAL MEDIA PAGES. REST ASSURED THAT SCHOOL AND EMERGENCY OFFICIALS ARE DOING EVERYTHING TO ENSURE CHILD AND STAFF SAFETY.

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**DO** WATCH FOR LIVE UPDATES VIA SCHOOL MESSENGER (PHONE/TEXT/EMAIL), SCHOOL WEBSITES AND SOCIAL MEDIA.

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**DO NOT** CALL OR TEXT YOUR CHILD DURING AN EMERGENCY SITUATION. CALLS AND TEXTS DURING AN EMERGENCY CAN BE DISRUPTIVE, CAUSE PANIC, AND PUT PEOPLE AT A HIGHER RISK BY DISCLOSING THEIR LOCATION OR DRAWING ATTENTION TO THEM.

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**DO NOT** CALL THE SCHOOL AS PHONE LINES NEED TO STAY OPEN FOR EMERGENCY COMMUNICATIONS.

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**DO NOT** COME TO THE SCHOOL. PUBLIC INTERFERENCE MAKES IT DIFFICULT FOR EMERGENCY OFFICIALS TO RESPOND TO THE SITUATION AND CREATES ADDITIONAL RISKS FOR EVERYONE INVOLVED.

## EMERGENCY DRILLS

- Schools are required to conduct practice drills several times throughout the school year
- Practice drills can occur at any time
- There will be no official information provided regarding these drills from the division level
- Schools are not required to communicate about drills, but may choose to do so at their discretion



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