

Emergency Procedures

In case of an emergency or injury - Contact Office

Fire - If you discover a fire / Call 911

1. Leave the fire area immediately
2. Close all doors after ensuring nobody is left in the fire area
3. Call out - FIRE, FIRE, FIRE - **Pull the Fire Alarm**
4. Leave the building via the nearest exit
5. If you encounter smoke - use an alternate exit

If you hear the fire alarm

1. leave the building immediately by the nearest and safest exit and close doors
2. Lead students or visitors out of the building
3. Staff are to take their keys with them if possible

If you encounter heavy smoke conditions

1. It may be safer to stay in your area
2. Keep smoke from entering the room by closing the door and using available materials to seal cracks around the door. Seal vents or air ducts the same way.
3. Crouch low to the floor if smoke enters the room
4. Open a window if possible - But close the window if more smoke comes into the room
5. If trapped - **CALL 911** and wait for rescue – Remain Calm – Do not panic or jump

Secure and Hold Procedures

Procedure: General announcement made: "This is a **Secure and Hold**"

To be used when there is not an imminent threat.

Examples of a "Secure and Hold" may be called to include but not be limited to are:

- Medical emergency in the corridor such as a seizure and you want to provide them with privacy until assistance arrives
- An upset person is in the office and you want to provide privacy for the individual and limit exposure of students to the event

For All Staff in Classrooms

- **Teachers and staff check hallways for students/volunteers and direct them to the nearest classroom.**
- Teachers are to take attendance, noting absent students and any additional students who have entered the room.
- Teachers are to page the main office if an emergency situation arises in an area.
- Teachers are to wait for administration to contact them regarding necessary information.
- Do not allow students to leave the area.
- **Remain calm and continue teaching until the Secure and Hold call is lifted.**

Lock Down Procedures

Procedure: General announcement made: "This is a **Lockdown**"

For All Staff in Classrooms

- **Teachers and staff check hallways for students/visitors and direct them to the nearest classroom.**
- Ensure your classroom door and windows are **locked** if possible.
- Turn off lights if possible.
- Have all students sit on the floor away from the door and windows if possible.
- Check your attendance against the attendance list if possible. Add any students to your list that may be in your classroom.
- E-mail attendance to the administration office when possible.
- **Do not use the classroom telephone or cell phones and remain silent.**
- Stay in the locked classroom until the lockdown is lifted. Under no circumstances unlock your door.

For students, staff or visitors not in classrooms

- Go to the closest secure location and remain there until the lockdown has been lifted.
- If you are in a secure location already, stay there and remain quiet until the Lockdown is lifted.

Police will enter the school to search for the perpetrator(s) and staff and students will remain in their classrooms until the police can safely evacuate them.