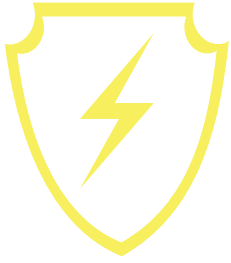


EMERGENCY RESPONSE PROTOCOLS



SHELTER-IN-PLACE

- There is an ENVIRONMENTAL emergency in close proximity to the school, outside the school on school grounds, and/or unrelated to the school. Examples can include: dangerous good spill, wildlife on the playground, tornado, etc.
- If the threat is immediate, students and staff will be gathered into safer spaces, such as away from outside walls and large vented areas.
- Access to and from the school will depend on the ENVIRONMENTAL emergency.
- The protocol will continue until the School Principal or Law Enforcement issues the ALL CLEAR.



HOLD AND SECURE

- There is an emergency situation in close proximity to the school, OUTSIDE the school on school grounds and/or unrelated to the school.
- All exterior doors to the school are locked.
- The school operates as normal, inside the school walls. 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.



LOCKDOWN

- A Lockdown protocol is initiated when there is an immediate THREAT OF VIOLENCE to students and staff INSIDE the building.
- The main objective is to protect the maximum number of people behind LOCKED DOORS.
- In a Lockdown situation, students and staff will be locked in secure areas and the school will NOT operate as normal. All mobile phones will be turned off. No one will be allowed in or out of the school.



EVACUATION

- There is a possible danger INSIDE or NEAR the school. Examples can include: fire, chemical spill, gas leak, etc.
- Students will be escorted by staff to a safe location away from the school.
- If required, students will be transported to predetermined evacuation centres.
- Students may be released using the division's Student Release protocol.



STUDENT RELEASE

- When an emergency occurs, it is the school's responsibility to keep students safe. Part of that role includes ensuring students are released to the appropriate parent/guardian once the emergency is over.



SHELTER-IN-PLACE

- This protocol will continue until the School Principal or Law Enforcement issues the ALL CLEAR.
- Parents may not always be notified immediately when a Shelter-In-Place protocol is initiated (ie: wildlife on the playground). Should the level of danger be deemed high, a notification with instructions will be sent to parents using the division's communication system.



HOLD AND SECURE

- This protocol will continue until the School Principal or Law Enforcement issues the ALL CLEAR.
- Parents may not always be notified immediately when a Hold and Secure protocol is initiated. Should the level of danger be deemed high, a notification with instructions will be sent to parents using the division's communication system.



LOCKDOWN

- Our first priority will be to ensure the safety of students while cooperating fully with Law Enforcement.
- It may not always be possible to send out information until after the incident has ended. Once it is safe to do so, a message will be sent to all parents using the division's communication system.
- Only vague details can be provided regarding the incident until Law Enforcement completes their investigation.



EVACUATION

- Parents may not always be notified immediately when the Evacuation protocol is initiated. If the incident requires students to remain away from the school for a period of time, parents will be notified. Should students be transported to another location, a notification with instructions will be sent to parents using the division's communication system. Further updates will also be provided on the division website and/or social media accounts.



STUDENT RELEASE

- The Student Release procedure is a controlled method of releasing students to a parent or an authorized adult.
- If activated, parents will be required to sign for their children. No parent will be permitted to simply take their child without signing for them.
- Parents/guardians will only be allowed to sign for their OWN children.
- Parents will be required to provide photo identification to complete the Student Release forms.
- To ensure the safety of all students at the school, the Student Release process involves a number of steps so parents need to be prepared to wait for a period of time before being united with their child.
- Older and independent students will be required/allowed to complete their own Student Release forms.