

EMERGENCY PROCEDURES

FIRE EVACUATION

- When the fire alarm sounds, students should be escorted by the teacher to the appropriate fire exit as soon as possible
- The teacher should ensure that:
 - The classroom windows are closed
 - Machines are turned off (i.e. computers)
 - Gas burners in labs are shut off
- Before students exit from the classroom, the teacher should check the hallway to ensure that the designated FIRE EXIT is clear of smoke or other obstructions
- The students should be forewarned to wait for the teacher's instructions
- Upon the teacher's instructions, the students should evacuate the classroom at a brisk walk towards the designated FIRE EXIT
- The last person out should shut doors behind him/her
- Once outside and clear of the building, the teacher should take roll call and report any missing students immediately to the person in charge

PROCEDURE POLICY

- Emergency Ambulance Number- **911**
- Fire Emergency Rescue- **911**
 - Keep Calm
 - Speak clearly
 - Answer questions
 - State type of emergency
 - Give precise address
 - 516 Brookmere Avenue, 604-939-6633
- Confirm emergency service has all necessary information before you hang up
- If alone **PULL FIRE ALARM TO ATTRACT ATTENTION**
- The key to safety is accident prevention, report any unsafe conditions

The First Aid is located on the west wall of the First Aid Room, located beside the top of the West Wing stairwell across from the gym

EARTHQUAKE

DURING THE SHAKING:

- **DROP, COVER, and HOLD ON**
- Stay inside until after the shaking stops
- Stay away from windows, shelves and heavy objects which may fall
- DROP under heavy furniture such as a table, desk or solid furniture
- COVER your head, face and torso to prevent being hit by falling objects
- HOLD ON to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished

AFTER THE SHAKING STOPS:

- Count to 60 to allow items to finish falling
- Proceed with Evacuation Procedures
 - **WALK, DO NOT RUN**
 - If possible, help others move to a safe place
 - **DO NOT RE-ENTER THE BUILDING** until the Fire Department tells you to enter. When ok, the 'All Clear' will be sounded to allow building occupants to re-enter the building
- If more shocks occur during the evacuation and you are still inside the building, repeat the DROP, COVER and HOLD ON procedure before continuing to leave the building

ACCIDENT-DANGER

- Before starting any first aid, always ensure that there is no further danger:
 - To the victim
 - To yourself

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EMERGENCY PROCEDURES



LOCKDOWN

- If a teacher sees a hostile individual, they should:
 1. Lock the door
 2. Call 911 and assign a student to call the office (604-939-6633)
 3. Follow the general lockdown procedures
- If a student or other person informs a teacher of a hostile individual, the teacher should:
 1. Lock the door
 2. Call the office
 3. Follow general lockdown procedures
- General Lockdown Procedures:
 1. Lock the door
 2. Turn off lights and close blinds
 3. Barricade the door with whatever furniture is available
 4. Instruct the students to remain low, away from windows and doors
 5. Instruct students to be quiet and turn off cell phone ringers
 6. Let no one into the classroom
 7. If the fire alarm rings, phone the office
 8. Do not release students until the 'All Clear' is given by administration or emergency personnel
- For Drills:
 - Do not move the desks
 - Listen for announcement over PA system that the lockdown drill has begun and ended.
 - After you have discussed procedures, continue with class



ALL CLEAR

- Principal or Vice-Principal declare 'All Clear'
- RCMP informs Principal that the school is safe
- Normal school operations resume



LOCKOUT

- Announcement: "Attention. This is a **LOCKOUT**. This is a LOCKOUT. All staff and students report to the nearest classroom and remain there until further notice."
- Gather all students and staff into the closest secure room
- Close doors, windows and blinds
- Principal/Vice Principal lock outside doors, depending on situation
- Lockout in effect until RCMP declare school safe



IMPORTANT NOTICE

- LOCKDOWN is for an intruder on the campus or in the building
- LOCKOUT is for dangerous individuals identified near the campus who might enter the school grounds or building



SHELTER-IN-PLACE

- Take immediate shelter where you are, at home, work or school
- It may also mean 'seal the room', in other words- take steps to prevent outside air from coming in
- Local authorities may instruct you to 'shelter-in-place' if chemical or radiological contaminants are released into the environment
- It is important to listen to TV or radio to understand if the authorities wish you to remain indoors or to take additional steps to protect yourself and your family



SCHOOL NOT IN SESSION

- (before/after school, lunchtime, between classes)
- Direct all staff and students to the nearest secure room
- Follow procedures under LOCKDOWN or LOCKOUT as appropriate

Office: 604-939-6633

Security: Bill 604-649-6314