

IN AN EMERGENCY



EVACUATE

Alternate location may be announced.

STUDENTS

Exit the school and line up with your class for attendance.

STAFF

Evacuate everyone, account and report for all students and staff once outside.



HOLD CLASSES

Short term incident requiring hallways to be empty and remain clear.

STUDENTS

Clear hallways, return to classroom and wait to be released.

STAFF

Hold students in room. Activities can continue as normal. Wait for announcements to release class.



DROP, COVER, HOLD

Take cover to protect your body from flying materials during the shaking.

STUDENTS

Get under desk or furniture. After shaking stops, count to 60 before moving.

STAFF

Lead the 60-second countdown. Check everyone for injuries and evaluate whether to evacuate or shelter in place.



SHELTER IN PLACE

Environmental conditions outside unsafe. Not to be used for violent threats.

STUDENTS

Stay inside the school. If outside, re-enter quickly.

STAFF

Prevent students from leaving the school. Close all exterior windows and doors. Activities may continue at own discretion.



HOLD & SECURE

Potential threat of violence happening in the neighbourhood near the school.

STUDENTS

Do not exit the school. Remain in classroom. Ask permission to enter hallways.

STAFF

Close doors, windows, blinds and shutters. Classroom activities and hallway travel restricted.



LOCKDOWN

*Active threat of violence occurring **INSIDE** the school.*

STUDENTS

Hide out of sight, keep quiet and do not open doors. If outside, leave school grounds quickly and call 911.

STAFF

Immediately secure the room, stop all activities and direct students to hide.

Classroom Emergency Procedures Guide

Padhraic Smyth



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