



Emergency Protocols Information for Parents



lock down

Lock Down

- There is an immediate THREAT OF VIOLENCE to students and staff INSIDE the school building
- The main objective of a Lock Down is to protect the safety of the maximum number of people by getting them behind locked doors.
- In a Lock Down situation, students and staff will be placed into secure areas and school will not operate as normal inside the building.
- No one will be allowed in or out of the school.
- The Lock Down will not end until the Incident Commander on-site issues the ALL CLEAR and doors are unlocked by the Incident Commander or police.

In the event of a Lock Down it may not always be possible to send out information until after the incident has ended.

Parents will be notified and kept informed in the following ways (as soon as it is safe to do so) should this protocol be initiated:

- School Messenger (phone, text, email)

Media: Any media requests must be directed to the Communications Coordinator (Information Officer).

- Parent Do's:**
- **Do** rest assured school officials are doing their best to ensure your child's safety.
 - **Do** await information via School Messenger (phone/text/email), division/school websites, social media.
- Parent Don'ts:**
- **Don't** call or text your child during an emergency situation...ring tones and vibrations make your child's whereabouts known to possible aggressors.
 - **Don't** rush to the school. Additional interference makes it difficult for police/authorities to do their jobs.

hold and secure

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.

Parents will be notified immediately once the protocol is initiated and kept updated in the following ways:

- School Messenger (phone, text, email), division and school websites, social media accounts

Media: Any media requests must be directed to the Communications Coordinator (Information Officer). Updates will be made available on the division and school website and through the division's social media accounts.

- Parent Do's:**
- **Do** rest assured school officials are doing their best to ensure your child's safety.
 - **Do** await information via School Messenger (phone/text/email), division/school websites, social media.
- Parent Don'ts:**
- **Don't** call or text your child during an emergency situation so classes can proceed as usual. Calls and texts are disruptive and, if circumstances change, can interfere with teacher communication with students.
 - **Don't** rush to the school. Additional interference makes it difficult for police/authorities to do their jobs.

Shelter in Place

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 goods 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 Incident Commander issues the ALL CLEAR.

Parents will be notified if the protocol is initiated:

- School Messenger (phone, text, email), division and school websites, social media accounts

Media: Any media requests must be directed to the Communications Coordinator (Information Officer). Updates will be made available on the division and school website and through the division's social media accounts.

- Parent Do's:**
- **Do** rest assured school officials are doing their best to ensure your child's safety.
 - **Do** await information via School Messenger (phone/text/email), division/school websites, social media.
- Parent Don'ts:**
- **Don't** call or text your child during an emergency situation so classes can proceed as usual. Calls and texts are disruptive and, if circumstances change, can interfere with teacher communication with students.
 - **Don't** rush to the school. Additional interference makes it difficult for police/authorities to do their jobs.

Emergency Evacuation

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- There is possible danger INSIDE 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.
- No one will re-enter the school until the Incident Commander issues the ALL CLEAR.

Parents will be notified if the protocol is initiated:

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Media: Any media requests must be directed to the Communications Coordinator (Information Officer). Updates will be made available on the division and school website and through the division's social media accounts.

- Parent Do's:**
- **Do** rest assured school officials are doing their best to ensure your child's safety.
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Emergency Drills (Lock Down, Hold and Secure, Shelter in Place, Emergency Evacuation)

- 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. It is up to the schools' discretion whether to advertise these drills to their parents.