

# NLPS Emergency Procedures 2016-17

## NEW TERMINOLOGY QUICK REFERENCE

### Lockdown

#### CALL 911

**Used in response to dangerous assailant WITHIN the school.**

Take control of any students in your vicinity

Close and secure doors

Turn off lights, be quiet, get down low/behind heavy furniture,

Direct all cell phones silenced and place face down on floor by student

If no secure area available and a safe exit is, then leave safe.

All normal activities in the school cease

### Hold & Secure

**Used if there is a security concern in the neighbourhood**

Everyone is to come into the school and remain in the school

Exterior doors are secured

Exterior windows secured and blinds closed

No one may enter or exit the school

Typically normal activities continue WITHIN the school.

### Room Clear

**Used to move students away from a hazard contained in one room/area**

Direct students to go directly to a previously agreed-upon alternate location

Default: school library

Notify the office immediately and summon assistance

Staff should remain to manage the situation arising or exit the room if unsafe

### Shelter in Place

**Used if an environmental hazard is in the vicinity of school (including animals)**

Everyone is to come into the school and remain in the school

Exterior doors are secured

Exterior windows are closed and secured plus blinds/drapes closed

All ventilation systems are turned off (when deemed necessary)

Principal will monitor access to the school

Typically normal activities continue WITHIN the school

### School Drills

#### ▪ Fire

- 6 drills/year

- 3/semester fall+spring

- Note: *actual alarms and false alarms count as drills*

#### ▪ Earthquake

- 2 drills/year

- Oct 20<sup>th</sup> Great BC Shakeout

#### ▪ Lockdown

- 3 drills/year

- 1 staff only (optional)

- 2 with staff and students

#### ▪ Hold & Secure + Shelter in Place

- 1 review of procedure/year

- Process of securing school exterior is to be rehearsed by Principal/VP and staff only

### More Information

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