

# NLPS EMERGENCY PROCEDURES



## EVACUATE

Move people out of the school when a hazard exists inside.

- Direct students and other staff to exit the school via the shortest, safe route.
- Report to and assemble outside at the designated assembly site.
- Principal or designate will determine next steps



## HOLD & SECURE

Security concern in the neighbourhood.

- Bring everyone into the school and remain inside. Secure exterior doors.
- Close exterior window blinds/drapes (if available).
- No one may enter or exit the school during a Hold & Secure.
- Typically normal activities continue WITHIN the school.



## LOCKDOWN

Response to an armed or dangerous assailant within the immediate vicinity or inside the school.

Gather people in your vicinity into a secure room – do this quickly.

- Close and secure doors.
- Turn off lights, be quiet, get down low/behind heavy furniture – GET OUT OF SIGHT.
- Silence all cell phones and ask they be placed face down on floor.
- Alert other occupants by any means available and/or call 911 – only if safe to do so.
- OR LEAVE IF SAFE – if no secure area is available and a safe exit is, then quickly leave the area/school. Once safe, report to a predetermined off-site area and await instructions.
- Normal activities in the school cease. Await police response.



## SHELTER IN PLACE

Environmental hazard may impact the school.

- Bring everyone into the school and remain indoors.
- Secure exterior doors and windows.
- Exterior windows are closed and secured with 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.



## DROP COVER & HOLD ON

In the event of an earthquake, explosion or any other event that shakes the school.

- Quickly move away from obvious hazards.
- Drop – low to the ground.
- Cover – take cover under a sturdy table, desks, furniture or other large sturdy items.
- Hold On – to the furniture you are under and stay there until shaking stops.
- After the shaking stops, wait 60 seconds and then evacuate via the shortest, safest route.
- Report to and assemble outside at the designated assembly site.
- Principal or designate will determine next steps.



## ROOM CLEAR

Move people away from a hazard contained in one room/area.

- Direct students to leave the room/area and report to designated area (E.g. school library).
- Summon assistance as needed and appropriate (E.g. Call First Aid Attendant, Principal, Vice-Principal, 911).
- Staff should remain to manage the situation arising or exit the room if unsafe.

 DROP, COVER & HOLD ON	2 drills per year Great BC Shakeout
 FIRE	6 fire drills per year 3 per semester fall and spring <i>Note: Actual alarms and false alarms count as drills</i>
 SHELTER IN PLACE AND HOLD & SECURE	1 review of procedure per year; Process of securing school exterior is to be rehearsed by Principal, Vice-Principal and staff only
 LOCKDOWN	3 drills per year; 1 staff only (optional); 2 with staff and students