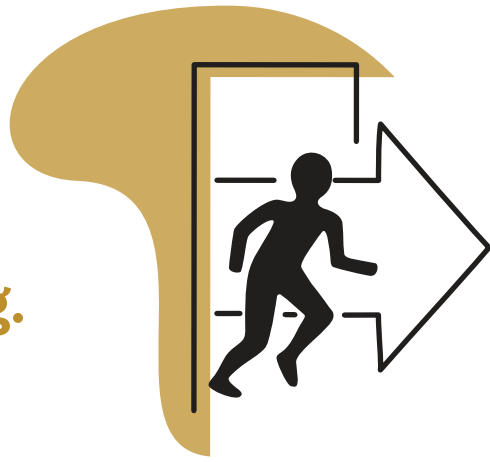


NLPS Emergency Procedures

EVACUATE

Fire, gas leak, flood etc.

Move everyone out of the school building.



- Direct students and staff to exit the school by the safest route.
- Have everyone meet outside at the designated assembly area.
- Principal or designate determines next steps.

SHELTER IN PLACE

Environmental or wildlife hazard near the school

Move everyone inside the school.



- Bring everyone inside the school.
- Close all exterior doors and windows.
- Turn off ventilation (if necessary.)
- Principal or designate monitors entry/exit to the school.

DROP, COVER, & HOLD

In the event of an earthquake

Everyone inside or outside the school to drop, cover and hold.



- When shaking is felt or an earthquake alert is received, move away from obvious hazards and drop, cover, and hold.
- **Drop:** Move to your hands and knees and get low to the ground.
- **Cover:** Take cover under a sturdy piece of furniture. I.e. Desk, table.
- **Hold:** Stay under the sturdy item.
- Wait 60 seconds until after the shaking stops, if safe to do so, evacuate to the predetermined outdoor assembly site.
- Principal or designate determines next steps.

HOLD & SECURE

Security/safety concern in the neighbourhood

Move everyone inside the school.

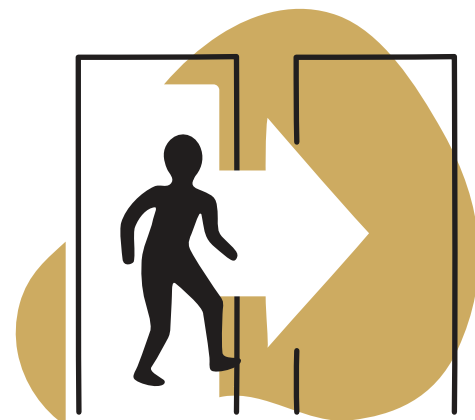


- Bring everyone inside the school.
- Secure the exterior doors. Close the blinds. Everyone remains inside the school.
- No one enters or exits the school.
- Typically, normal activities continue within the school.
- Remain inside the school until the ALL CLEAR is given by police, fire, principal or designate.

ROOM CLEAR

In the event of a dysregulated student

Move everyone out of the room.



- Direct students to leave the room/classroom and head to the designated area.
- Call principal or designate.
- A staff member should remain in the room to monitor the situation and the safety of the individual.

LOCKDOWN

Armed or dangerous individual inside the school

Get everyone out of sight.



- Quickly gather everyone into a secure room.
- Close and lock doors of the secure room.
- GET OUT OF SIGHT- Turn off lights, get low/behind heavy furniture.
- Make sure cell phones are on silent and out of sight.
- STAY SILENT.
- Remain in the room and remain silent until the ALL CLEAR is given by police, principal or designate.