

Administrative Procedure 167

District Action for Emergencies (SAFE) Plan

EMERGENCY PROCEDURES

LOCKDOWN

This procedure is used in response to an armed or dangerous assailant within the school.

Steps to implement Lockdown:

- Lockdown signal is given via p.a. speakers –
“This is a **Lockdown** announcement...” (Repeated 3x).
- Gather people in your vicinity into a secure room – do this quickly. The door to this room should **always** be in a locked position to ensure speedy refuge.
- Close and secure doors.
- Turn off the lights, stay quiet, get down low/behind heavy furniture, get out of sight.
- Silence all cell phones on hand and ask that they be placed face down on the floor.
- Office staff call 911.
- Office staff call the Superintendent’s Office (604-952-5340) as soon as safely possible.
- Normal activities in the school cease. Await police response.
- “All clear” x3 on p.a. Called only after building is secured and most have been evacuated by police. Only open/come out for an identified police officer.

** If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.*

Administrative Assistants: Lockdown

In the case of a **Lockdown**, Administrative Assistants must secure their **safety first**. Go to a secure room. This would not necessarily be the Principal/Vice-Principal’s office and does not need to be a room with a computer. Principal/Vice-Principal’s office doors should always be locked so that it only needs to be closed to be secure.

Once you are secure, if you feel safe and are able to, announce “This is a **Lockdown**” (repeat 3 times) (this announcement code will be a deterrent for the intruder). If you still feel it is safe for you – call 911 and inform them it is a **Lockdown** and name your school. If you do not feel it is safe to say more – do not say anything else. If you still feel it is safe, call the Superintendent’s office (604-952-5340) informing them of the situation.

In a **Lockdown** **do not** answer the phone, keep the lights off, and stay quiet.

The police will not communicate with school or district staff until the situation is under control. They will probably be in contact with the SBO first, and the SBO may send an update to the Principal.

HOLD & SECURE

This procedure is used if there is a security concern in the neighbourhood.

Steps to implement Hold & Secure:

- Signal is given via p.a. speakers –
“This is a **Hold & Secure** announcement...” (Repeated 3x).
- Bring everyone into the school and remain inside.
- Secure exterior doors.
- Close exterior window blinds/drapes (if available).
- Call the Superintendent’s Office (604-952-5340) as soon as safely possible.
- All clear” x3 on p.a. Called only after the security concern has been resolved.

** No one may enter or exit the school during **Hold & Secure**. Typically, normal activities continue within the school. **Hold & Secure** may move to a **Lockdown** should the security concern become immediate and active.*

SHELTER IN PLACE

This procedure is used when there is an environmental hazard that may impact the school.

Steps to implement Shelter in Place:

- Bring everyone into the school and remain indoors.
- Secure exterior doors and windows.
- Close exterior window blinds/drapes (if available).
- Turn off all ventilation systems (if locally available/situation dependent).

** Staff designates will monitor access to the school via the main entrance. Access may be denied if a risk exists that jeopardizes the safety of occupants. Typically, normal activities continue within the school.*

DROP, COVER & HOLD ON

This procedure is used in the event of an earthquake, explosion, or any event that shakes the school.

Steps to implement Drop, Cover & Hold On:

- 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 the shaking stops.
- After the shaking stops, wait 60 seconds and then evacuate via the shortest safe route.
- Report to and assemble outside at the designated assembly site.

** Principal or designate will determine next steps.*

ROOM CLEAR

This procedure is used to move people away from a hazard contained in one room/area.

Steps to implement Room Clear:

- Direct students to leave the room/area and report to designated area (ex. Library).
- Summon assistance as needed and appropriate (ex. Call First Aid Attendant, Principal/Vice-Principal, Custodian, 911).

** Principal or designate will determine next steps.*

Reference: Sections 17, 20, 22, 65, 85 School Act
School Regulation 265/89

Revised: August 2019