

Tahayghen Elementary School

EMERGENCY PROCEDURES

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

Staff will:

Take control of any students in their vicinity
Close and secure interior doors
Turn off lights, instruct students to get out of sight and be quiet
Direct all cell phones silenced and placed face down on floor by the student
Cease all normal activities in the school

Hold & Secure: Used if there is a security concern in the neighbourhood

Staff will:

Bring everyone into the school and remain in the school
Secure exterior doors
Close windows and blinds to keep students on task and limit distractions from outside events
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

Staff will:

Direct students to go directly to a previously agreed-upon alternate location
Notify the office immediately and summon assistance
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 wildlife)

Staff will:

Bring everyone into the school and remain in the school
Close windows and blinds to keep students on task and limit distractions from outside events
All ventilation systems are turned off (if an airborne hazard)
All exterior doors are secured except one in which the Principal or designate will monitor access to the school
Typically normal activities continue **WITHIN** the school

Evacuation: Used if fires, earthquakes, hazardous spills or as required

Staff will:

Gather students and leave building in a calm and orderly manner
Follow pre-identified evacuation route to assembly area
Account for all students and report information to Principal / Vice Principal

Drop, Cover, Hold: Used if you see or feel signs of an earthquake, explosion, or as directed to

Staff will:

Instruct everyone drop to ground

- **If indoors:** Take cover immediately under desks, tables, or other heavy furniture. Hold on as furniture may move. Turn away from windows.
- **If outdoors:** Move away from buildings. Avoid areas with poles, trees or overhead wires. Cover your head and neck

Hold on and don't move until shaking has stopped
Once shaking has stopped **count for 60 seconds**
Evacuate, then move to assembly area