

# School District No. 57 (Prince George)

## 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

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

Retain for future Reference

**NEW TERMINOLOGY  
QUICK REFERENCE**

### 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.

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

### 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

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

### 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

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

### 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.

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

School District No. 57 Website: [www.sd57.bc.ca](http://www.sd57.bc.ca)