

# 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)