

Adopted	October 13, 2015
Revision Date	
Review Year	2020

Objective:

To provide direction for the implementation of Board Policy 8050 regarding school emergencies.

Responsibility:

Principals and Teachers as required by the procedures.

Regulation:

A. GENERAL PROCEDURES

1. Should the school building become unsafe for whatever reason, students and staff will be evacuated to the south and east sports fields, with authorities and parents notified as is required.
2. Every classroom will have an evacuation plan posted near the door. The Staff Handbook will outline to Teachers the evacuation procedures.
3. A minimum of two fire drills will be held every year. In case of extreme weather, students will be evacuated to the Sherbrooke Community Hall.
4. A lockdown will occur when there is a threat to the school building or its occupants and it is safest for the staff and students to remain inside. A lockdown may occur when there is: an intruder in the school, a threat on or very close to the school property, a threat of violence to staff or students, severe weather conditions, an undetermined or off-site hazard that threatens the school in any way. (refer to procedures)
5. A minimum of one lockdown drill will be held every year.
6. In case of a lockdown, emergency services will be called if warranted.

B. LOCKDOWN PROCEDURES

1. The administration will regularly advise staff of lockdown code, repeated three times over the intercom by the administration.
2. When a lockdown occurs, students will immediately clear the hallways and enter the nearest classroom. Teachers will close and lock classroom doors and close any curtains or blinds. Students are to sit so that they are not visible from any windows. No one is to exit the classroom for any reason (including the fire alarm) until the all clear signal is given.
3. Teachers with students in the gymnasium will move into the equipment room. Teachers with students who are outside will proceed to St. Pius X Catholic School at 12214-128 Street.
4. Administration will call emergency services if warranted.

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5. When a lockdown occurs, parents will be notified of the situation through appropriate means.
6. The signal for all clear is “Attention all students and staff. This is (administration name). All clear. All clear.” The all clear signal must come from an administration voice and must be ignored if it comes from any other voice.
7. In case of evacuation after an all clear, staff and students will evacuate as per fire drill procedures.

References:

BP 8050 School Emergencies