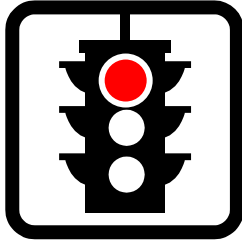


# SCHOOL SAFETY ALERT SYSTEM



## CODE RED

(announced over intercom)

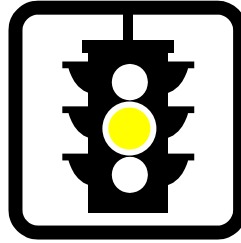
### Secured Room

#### INSIDE BUILDING

- ◆ Gather students into closest classroom.
- ◆ Check the hall for passing students/ volunteers and direct them to immediately enter the classroom.
- ◆ Teachers instruct students to duck and cover.
- ◆ Stay away from windows, doors and outside walls.
- ◆ Lock door and stay put.
- ◆ No one is admitted.
- ◆ RCMP will identify self.
- ◆ Principal has keys for access if needed.
- ◆ Close windows and blinds.
- ◆ Turn out lights.
- ◆ No talking.
- ◆ No phone calls out. Direct students to turn off cell phones.
- ◆ Adult answers phone.
- ◆ Write down names of persons in the room - refer to Accountability Form.
- ◆ Follow direction from RCMP.
- ◆ *Code Green* (“All Clear”) given.
- ◆ Exit secure room.
- ◆ Bring students to off-site assembly area.
- ◆ Write down names again at off-site assembly area.
- ◆ Direct students to return to classes as advised.

#### OUTSIDE BUILDING

- ◆ Do not enter building.
- ◆ Go directly to off-site assembly area.
- ◆ Stay put.
- ◆ Write down names of persons in your care.
- ◆ *Code Green* (“All Clear”) given - wait for others to assemble here (off-site assembly area).

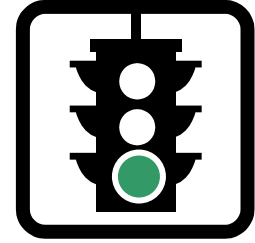


## CODE YELLOW

(announced over intercom)

### School Warning

- ◆ Keep students in classroom.
- ◆ Close door.
- ◆ Students outside classroom must go as directed.
- ◆ Principal will lock outside door - depending on situation.
- ◆ In effect until *Code Green* (“All Clear”) given.



## CODE GREEN

(announced over intercom)

### All Clear

#### CLASSES NOT IN SESSION

(before/ after school, lunchtime,  
between classes)

- ◆ Direct all staff and students to the nearest room where space is available.
- ◆ Follow procedures under Code Red or Code Yellow column as appropriate.