

EMERGENCY RESPONSE STAFF GUIDELINES

EVENT	Fire, Bomb Threat, Gas Leak	Earthquake, Explosion	Threat Inside Building	Threat Outside Building	Extreme Weather, Poor Air Quality, Missing Child, Animal
RESPONSE	EVACUATE	DROP-COVER-HOLD ON	LOCKDOWN	HOLD & SECURE	SHELTER IN PLACE
<p>EXPECTED ACTION</p>	<ul style="list-style-type: none"> Students to exit calmly – no talking, pushing, running or cell phone use Report to Safe Assembly Area Remind students of cell phone use expectations Assist students with special needs Take attendance sheet Lights off, close door Teacher last to leave Take attendance – no one to leave Remain in place until advised by Principal 	<ul style="list-style-type: none"> Tell students: “Drop-Cover-Hold On” Assist students with special needs After shaking stops or “All Clear” announced, count to 60 out loud before getting up Is room safe? Evacuate if unsafe 	<ul style="list-style-type: none"> Direct students in hallways into classrooms Lock/block classroom doors Cover door windows Lights off (if possible) Lock/cover windows Drop to floor along a wall, away from doors, out of site Assist students with special needs Ensure students are quiet Remind students of cell phone use expectations Take attendance Ignore bell/fire alarm and remain in lockdown until room is clear by authorities or Designate 	<ul style="list-style-type: none"> Direct students/staff into building Lock exterior classroom doors Close interior classroom doors Cover windows Take attendance Inform office of absent students Ensure students are quiet Remind students of cell phone use expectations Monitor hallway/washroom access Resume classroom activity until released by Principal 	<ul style="list-style-type: none"> Direct everyone into the building Close classroom doors and windows Follow directions of Designate Remind students of cell phone expectations
<p>CELL PHONE USE EXPECTATIONS:</p> <ol style="list-style-type: none"> Put cell phones on silent. For safety reasons, do not post to social media. 	<ul style="list-style-type: none"> Unassigned teachers/staff to meet Designate in Safe Assembly area 		<ul style="list-style-type: none"> Students outside report to Safe Assembly Area Designate to lock exterior doors (if appropriate) Designate to move students in common areas to nearest locked/blocked door 	<ul style="list-style-type: none"> Designate to lock exterior doors Designate to move students in common areas to safe location 	
<p>DESIGNATE Principal, Vice-Principal or Other assigned persons(s)</p> <p>SAFE ASSEMBLY AREAS* Pre-identified Gathering Places</p> <p>* See Reverse</p>					

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SCHOOL SPECIFIC INFORMATION

School

Room #

Primary Safe Assembly Area: _____

Backup Safe Assembly Area: _____

Reunification Zone: _____