



BE PREPARED

FIVE MAIN PROTOCOLS USED FOR EMERGENCY RESPONSE:



EVACUATION:

- A response to a possible danger **INSIDE** the school.
- Staff will escort students to a safe area, away from the school.
- If necessary, students will be transported to the school's predetermined safe location.
- The Student Release and Pick-Up protocol (see below) is used to release students.
- Examples: Strong odours, fire, chemical spill, gas leak, etc.



SHELTER-IN-PLACE:

- A safety measure used when there is an environmental emergency in **CLOSE PROXIMITY** to the school, outside the school on school grounds, or unrelated to the school.
- The situation demands immediate shelter within the school.
- Examples: Tornado, dangerous goods spill, wildlife.



HOLD AND SECURE:

- A response to an unrelated threat and/or incident in close proximity to the school, taking place **OUTSIDE** the school.
- School life continues as normal inside the school, however, the precautionary measure to lock school doors is taken to ensure staff and students are safe, and to reduce activity while officials conduct their work.
- Access to and from the school is restricted and carefully monitored. The Hold and Secure is lifted when emergency personnel advise that the situation has ended.
- Examples: Nearby police activity, a threatening animal.



LOCK-DOWN:

- A response to a threat and/or incident **INSIDE** or **APPROACHING** the school building.
- The goal is to protect people behind locked doors.
- Students and staff are locked inside secure areas. School does not operate as normal. All cellular phones are turned off. No one can enter or leave the school.
- Students are only released after the school receives police approval to do so, using the Student Release and Pick-Up protocol (see below).
- Examples: Intruder, active shooter.



STUDENT RELEASE AND PICK-UP:

- Schools must ensure that students are united with the parent(s), guardian, or other designated persons shown on the school records as having authority to pick up the students.
- A record must be kept of all students who leave the emergency site, and with whom they leave.