

## Appendix 2: Emergency Protocols

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# 1 Drop, Cover and Hold

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- Typically taken during an earthquake to protect students and staff from flying and falling debris.
- Used in the event of an explosion.

## EXAMPLES



Earthquake



Explosions

# DROP, COVER AND HOLD (with evacuation)

## Principals:

### In case of Explosions/Earthquakes

1. Initiate the appropriate emergency procedures (take cover for 60 seconds if earthquake).
2. Call 911.

Notify all students and staff of the potential danger by making the announcement,

**“Activate Drop, Cover and Hold – Immediately!”**

**\*\*Repeat announcement as required\*\***

3. and evacuate school.
4. Provide any other necessary support to ensure student safety.
5. Do not allow re-entry to the building until authorized by fire/safety officials.
6. Refer all media inquiries to the media relations officer.

## Teachers:

### In case of Earthquake

1. Issue the ‘DROP COVER AND HOLD’ command. Face away from windows. Assume “Crash” position on knees, head down, hands clasped on back of neck or head covered with book or jacket.
2. Students, teachers and/or staff separated from their class (i.e. in hallways, stairwells, washrooms or other areas where no cover is available) should SQAT AND COVER – move to an interior wall, turn away from windows, kneel alongside the wall, bend over into a “crash” position and bring head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.
3. If the teacher is out of the classroom or is injured, two student monitors should have designated authority to give instructions.
4. After the shaking has stopped, start counting aloud to 60 (counting aloud is calming).
5. Before standing, student should be instructed to stay quiet, look and listen carefully for injuries and hazards and smell for gas leaks.
6. Check self for injuries by running your hands over your head, limb, etc. then check other people around you and ask if they are okay. Apply lifesaving first aid only – do not delay the evacuation of uninjured occupants. The seriously injured must be left for the school’s Search & Rescue Teams to extract (apply ID information).
7. Collect classroom emergency supplies (Classroom Grab & Go Kits, Comfort Kits, teacher vest, class list, emergency student release forms and student identification tags) and if possible gather coats.

8. Evacuate building in a CALM, quiet orderly manner, single file wearing shoes, following instructions by school teachers or monitors to designated assembly point.
9. Follow predetermined evacuation routes. Be prepared to choose alternative escape route in case of fire or exit blockage.
10. If an aftershock occurring during evacuation, assume SQUAT AND COVER position. After shaking has stopped, resume evacuation procedures.
11. Go to the designated AVACUATION ASSEMBLY AREA(S), steer clear of any overhead powerlines, and line up classes so that they face away from the building.
12. Check attendance against class list hand out student and teacher identification tags and send a runner to the Principal (or designate) to indicate those present, missing or injured, and to report any hazards noted.
13. Give additional first aid as required (if a drill, teachers should use this opportunity to discuss contents of emergency supply kits with students).
14. The school should not be re-occupied until instructed by the Principal.
15. If a drill, wait for the Principal (or designate) to ring three bells, signaling the conclusion of the drill and the re-entering of the building.

### **In case of Explosions**

1. Follow the principal's instructions for appropriate fire drill/emergency procedures.
2. If told to evacuate, try to get at least 200 metres from the building.
3. Account for all students and remain in the designated area.
4. Take the class list and emergency manual with you.

**Keep everyone calm**

### **Special Considerations:**

Teachers and Supervisors should make special considerations for the care and evacuation of students with special needs.



# 2 Hold & Secure (Neighbourhood Hazard)

- Used when there is a police incident in the area of the school.
- School business continues as usual. Outdoor field/playground activities are suspended. Exterior doors are locked.

## EXAMPLE



Police incident in area e.g. robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police and/or on foot near a school. It could also include serious traffic accidents or civil disturbances nearby.

# HOLD AND SECURE

All students and staff shall remain in the school and classroom, including portables, and are not permitted to leave school building without approval.

## Principals:

1. **Announcement: “Attention all staff...the school is now in Hold and Secure”**

**\*\*Repeat announcement as required\*\***

**Principal to clarify to staff the nature of lockout by visiting classrooms when appropriate, rather than by announcement.**

2. Lock exterior doors, including portables, and monitor to allow students outside to enter.
3. School may continue to function as normal.
4. Students should not be permitted to leave the building or portable.
5. Confirm with police when the school can return to normal functioning.

## Teachers:

1. Check hallways/common areas and get people into rooms immediately.
2. Close and lock doors.
3. Continue teaching. Do not allow students to leave portable or school building without approval.
4. Ignore class change bell until further notice.
5. Listen for instructions and follow necessary procedures.
6. Be prepared to check internal communication systems.

**Keep everyone calm**

## Special Considerations:

- Ensure loud (P.E./shop) classrooms are aware of lockout.
- If fire alarm sounds await direction from principal unless physical evidence of fire or smoke.

## HOLD AND SECURE CANCELLED

An announcement by the principal will be made. “HOLD AND SECURE is now cancelled”

**CLASSES NOT IN SESSION** (Between classes, lunch time, after/before school and in hallways)

- If inside school, direct staff and students to classrooms. No access to portables.
- If outside, move into school and proceed to classroom or other designated area.

# 3 Shelter in Place (External Hazard)

- Short term measure to protect students and staff from environmental weather or hazardous materials-related emergency, or medical emergency requiring hallways to be clear.
- Personal safety is a factor if anyone leaves the school and/or classroom.
- Windows and exterior doors are closed and locked (including portables).

## EXAMPLES



**Weather Events**  
e.g. sudden blizzard



**Missing Child**



**Environmental events e.g.**  
**chemical or hazardous materi-**  
**als spill external to the school**

**but not in school building**



**Gas leak in neighbourhood**

**Dangerous Wild Animal**



**Medical Emergency  
that requires hallways  
to be clear of traffic**





# SHELTER IN PLACE

All students and staff remain in the school and classroom and are not permitted to leave without approval.

**(Principal to clarify in announcement if Shelter in Place – environment/weather related)**

## Principals:

1. **Announcement: “Activate Shelter in Place Immediately”**  
**\*\*Repeat announcement as required\*\***
2. Lock exterior doors and monitor to allow students outside to enter.
3. School may continue to function as normal.
4. Students should not be permitted to leave the building.
5. Confirm with police when the school can return to normal functioning.

## Teachers:

1. Check hallways/common areas and get people into rooms immediately.
2. Close and lock doors.
3. Continue teaching. Do not allow students to leave classroom, school building or portable without approval.
4. Ignore class change bell until further notice.
5. Listen for instructions and follow necessary procedures.
6. Be prepared to check internal communication systems.

**Keep everyone calm**

## Special Considerations:

- Ensure loud (P.E./shop) classrooms are aware of Shelter in Place.
- If fire alarm sounds await direction from principal unless physical evidence of fire or smoke.

## Shelter in Place CANCELLED

An announcement by the principal will be made. “Shelter in Place is now cancelled”

# 4 Evacuate (Internal Hazard)

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- Typically implemented when conditions make it unsafe to remain in the building.

## EXAMPLES



Fire



Post earthquake



Chemical accident



Gas leak inside the school building



Explosion or threat of explosion in school

# EVACUATE

## Principals:

1. Announcement: **“Activate Evacuation procedures.”**  
**Add specific detail about safe routes if hazard location is known.**  
**\*\*Repeat announcement as required\*\***
2. Arrange transport to another site if weather is a problem.

## Teachers:

1. Leave the building immediately, avoiding parking lots if possible, in a calm orderly manner using only the exit and directions given.
2. During a Controlled Evacuation - take your personal effects, backpacks, laptops, keys, and leave the area- they may not be available to you for some time.
3. Proceed to, and remain at, the assigned designated area away from the building by 600- 1000 meters. Keep away from parking lots and equipment.
4. Stay with students, keeping them in a group.
5. Account for all students and remain on the same side of the building where the evacuation took place. Follow school procedures for reporting information.
6. Wait to be contacted. Do not return to, or move to, another site unless told to do so.
7. Report information to the principal.
8. Take the class list and emergency manual.

**Keep everyone calm**

## Special Considerations:

- In the case of fire or earthquake when the elevators should not be used, persons using wheelchairs or with mobility impairments should move toward the nearest stairwell and request assistance from others in the area.
- If assistance is not immediately available the person should remain in the area and call for help until assistance arrives.
- Bomb Threats - The principal will decide to either evacuate or not. This decision will be made with the advice of the police.

# 5 Lockdown (Intruder)

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- Used to prevent intruders from entering occupied areas of the building.
- Isolate students and school staff from danger on the school grounds or from within a building.
- Involves the restriction of student and staff movement due to a threat of violence within or in relation to the school.

## EXAMPLES



**Dangerous Intruder**

# LOCKDOWN

Teachers please direct any students from the hallway into your classrooms and remain in lock-down until I give you further notice.

## Principals:

1. Activate lockdown procedure without delay.
2. Announcement: **“Activate Lock Down Immediately, Activate Lock Down Immediately, Activate Lock Down – Now!”**  
**\*\*Repeat announcement as required\*\***
3. Call 911 if not done already (stay on phone with operator if safe to do so).
4. Identify threat and location of threat to police if able.
5. Leave exterior doors “as is”.
6. Secure yourself.
7. You can expect communication from police every 20-30 minutes regarding your status in lockdown.

## Teachers:

1. Check hallways/common areas (including nearby washrooms) and get people into rooms immediately.
2. Close, lock and barricade (if possible) classroom doors.
3. Cover and stay away from windows and doors; turn off lights.
4. Keep quiet. NO CELL PHONES.
5. DO NOT open door for anyone.
6. Do not open door if fire alarm sounds unless physical evidence of fire.

**Keep everyone calm**

## Special Considerations:

- Ensure loud (P.E. /shop) classrooms are aware of lockdown.
- Those in open-air classrooms (PE/library /shop) should secure themselves in a smaller room if able.

## LOCKDOWN CANCELLED

Remain in the class until the police have attended and authorized you to leave.

**CLASSES NOT IN SESSION** (Between classes, lunch time, after/before school and in hallways)

- If inside school, direct staff and students to nearest room.
- If outside, move away from school and proceed to secondary evacuation point.

# 6 Room Clear

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- Used when conditions make it unsafe to remain in the room.
- May be implemented when a student(s) are acting out violently, during a medical emergency in the room or when there is a small hazardous material spill or other hazard within the room.

## EXAMPLES



**Violent behaviour in the room**



**Hazardous material spill/leak or other hazard in the room**



**Medical Emergency in the room**



# ROOM CLEAR

Teachers usually initiate room clear.

All students clear the room and go to \_\_\_\_\_ (designated place).

## Teachers:

1. Have students clear the room and go to agree upon designated place. Staff members do not required permission of a Principal/Vice Principal to initiate Room Clear.
2. Notify the office immediately with requested response: Call 911, administrator or first aid as appropriate. Inform the designated place where students have been directed to assemble and request a temporary supervisor for the students.
3. Attend the scene to defuse the crisis with support staff as needed.
4. Follow-up with completion of accident/incident or violent incident report.

## Principal:

1. Determine if full or partial lockdown may be required.
2. Alert the school with a PA announcement when required. Inform of areas to avoid or of any special evacuation instructions.  
**“Activate Room Clear Immediately”**  
**\*\*Repeat announcement as required\*\***
3. Follow-up with students and inform parents of students involved in the incident.
4. Request a written incident report from the staff involved.
5. Debrief with the staff involved about the Room Clear and discuss what went well and any suggestions for changes to be made.
6. Determine if communications are needed to staff or parent/guardians.
7. Follow-up with accident/incident or violent incident investigation.
8. Share lessons learned with all staff.



# Emergency Drill Checklist

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School Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Administrator Conducting Drill: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time of Drill: \_\_\_\_\_

- Type of Drill:
- EARTHQUAKE
  - EVACUATION
  - HOLD AND SECURE
  - SHELTER IN PLACE
  - LOCKDOWN
  - CLEAR THE ROOM

TIMING OF DRILL:  Classes in session  In between classes  Lunch/recess  Before/after school

WAS FIRE ALARM USED DURING DRILL?  Yes  No

TIME TO COMPLETE DRILL: \_\_\_\_\_

## Evaluation Criteria

## Check Yes or No

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Police, Fire, Alarm Company notified prior to drill                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Signs indicating drill placed outside of school                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Appropriate announcement completed                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Classrooms with loud or alternate environments notified              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hallways were checked and people moved into rooms                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Exterior doors were locked (not Lockdown)                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Classroom doors closed and locked (if equipped)                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Staff and students were out of sight with lights off (Lockdown only) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was silence achieved (Lockdown only)                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Time to complete Lockdown Drill: \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

Principal's Signature \_\_\_\_\_



