

DELTA SCHOOLS EMERGENCY PROCEDURES



EVACUATE

Used to move people out of the school when a hazard exists inside

- Direct students and other staff to exit the school via the shortest safe route
- Report to and assemble outside at the designated assembly site

**Principal or designate will determine next steps*



LOCKDOWN

Used in response to an armed or dangerous assailant **WITHIN** the school

- Gather people in your vicinity into a secure room—do this quickly
- Close and secure doors
- Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
- Silence all cell phones on hand and ask they be placed face down on floor
- Alert other occupants by any means available and/or call 911—only if safe to do so

OR LEAVE SAFE: If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

**Normal activities in the school cease.
Await police response.*



DROP, COVER & HOLD ON

Used in the event of an earthquake, explosion, or any event that shakes the school

Quickly move away from obvious hazards

- DROP - low to the ground
- COVER - take Cover under a sturdy table, desks, furniture, or other large sturdy items
- HOLD ON - to the furniture you are under and stay there until the shaking stops

After the shaking stops, wait 60 seconds and then evacuate via the shortest safe route

Report to and assemble outside at the designated assembly site

**Principal or designate will determine next steps*



HOLD & SECURE

Used if there is a security concern in the neighbourhood

- Bring everyone into the school and remain inside
- Secure exterior doors
- Close exterior window blinds/drapes (if available)

No one may enter or exit the school during Hold & Secure

**Typically, normal activities continue WITHIN the school.*



SHELTER IN PLACE

Used if an environmental hazard may impact the school

- Bring everyone into the school and remain indoors
- Secure exterior doors and windows
- Close exterior window blinds/drapes (if available)
- Turn off all ventilation systems (if locally available/situation dependent)

Staff designates will monitor access to the school via the main entrance

Access may be denied if a risk exists that jeopardizes the safety of occupants

**Typically, normal activities continue WITHIN the school.*



ROOM CLEAR

Used to move people away from a hazard contained in one room/area

- Direct students to leave the room/area and report to designated area (Ex. Library)
- Summon assistance as needed and appropriate (Ex: call First Aid Attendant, Principal/Vice Principal, custodian, 911)

**Principal or designate will determine next steps*

SCHOOL DRILLS & INFO

FIRE
3 in fall
3 in spring

EARTHQUAKE
2/year
The Great BC Shakeout

LOCKDOWN
2 full school drills/year

**IN AN EMERGENCY
CALL THE SCHOOL OFFICE**

GENERAL INQUIRIES
safety@deltasd.bc.ca

STAFF PREPAREDNESS

- A family emergency plan
- Basic kit with essential personal items

Templates for an emergency family plan and kits can be found at:

www.getprepared.gc.ca