

Emergency	Fire or Immediate Evacuation	Bomb Threats & Off Site Evacuation	Lockdown	Shelter in Place	Hold and Secure
	FIRE ALARM BELLS	ANNOUNCEMENT or FIRE ALARM	CODE RED - THIS IS A LOCKDOWN	CODE RED - THIS IS A SHELTER IN PLACE	CODE RED – THIS IS A HOLD AND SECURE
	Used to remove all students from an internal threat such as a fire or to quickly congregate the school at a designated safe spot to leave	Used to evacuate the building due to a threat of an explosive device	Used to secure entire school from threat of violence or violence within the school or in relation to the school	Used to keep all occupants within the school for environmental emergency such as a black out or chemical spill	Used to secure the school from a non-school issue such as a police incident in the neighborhood
Primary Action	<p>When alarm sounds:</p> <ul style="list-style-type: none"> ☆ Classes leave by closest door and go to designated safe spot designated in yard ☆ Teacher takes emergency package ☆ Classes line up and attendance taken in silence 	<p>If Bomb discovered</p> <ul style="list-style-type: none"> ☆ Call 911 ☆ Begin building evacuation <p>If threat called in</p> <ul style="list-style-type: none"> ☆ *957 to trace ☆ call 911 <p>If alarm sounds:</p> <ul style="list-style-type: none"> ☆ Classes leave by closest door and go to safe spot in yard (same as fire drill) ☆ Teacher takes emergency package ☆ Classes line up and attendance taken in silence 	<p>PA announcement: Code Red Lockdown</p> <ul style="list-style-type: none"> ☆ Everyone goes to closest classroom ☆ Staff will be told if its external or internal ☆ Lights off ☆ Curtains opened for internal but try to black out glass into halls and lock doors (allows police to see in building) ☆ Curtains first floor closed for external lockdown ☆ Avoid windows and doors ☆ Supervise and care for injured 	<p>PA announcement: Code Red Shelter in Place</p> <ul style="list-style-type: none"> ☆ Close all outside doors and windows and every door inside the building ☆ All staff and students will report to designated safe spot offsite with Emergency Package ☆ Explanation will be given without alarming detail ☆ Wait for further directions 	<p>PA announcement: Code Red Hold and Secure</p> <ul style="list-style-type: none"> ☆ All staff and students will return to rooms ☆ Explanation will be given without alarming detail ☆ Wait for further directions ☆ Depending on threat, portables may be brought into building (gym) ☆ Classroom activities should continue ☆ Curtains closed ☆ Avoid windows and doors ☆ Do not leave the school or portable
Responsibilities	<ul style="list-style-type: none"> ☆ Principal/Custodian to make sure building clear ☆ Secretary to wait for the fire trucks and direct them ☆ Support staff to help direct students to designated areas ☆ Principal or Designate to check with teachers to make sure all accounted ☆ Classroom teachers should go to designated emergency spot and have emergency package with them. ☆ Verify attendance and send attendance to Principal 	<ul style="list-style-type: none"> ☆ Principal/Custodian to establish credible threat and make sure building clear ☆ Secretary to wait for the fire trucks and direct them ☆ Support staff to help direct students to classrooms outside ☆ Principal or Designate to check with teachers to make sure all accounted ☆ Classroom teachers should go to designated emergency spot and have emergency packages with them. ☆ Verify attendance and send attendance to Principal ☆ Principal/Custodian to meet with police ☆ Staff to take direction as to where to take students in case of evacuation ☆ Emergency team to reorganize school at evacuation site under direction of designate 	<ul style="list-style-type: none"> ☆ Office to call 911 and provide as much information as possible ☆ Principal office will become command post for office (security) ☆ Principal to talk to intruder (if appropriate) to observe person and try to ask them to leave (Code Red may be called after this) ☆ Available staff to help kids out of halls before locking down ☆ Custodian to close doors if threat leaves ☆ Teachers/adults with kids should call other teachers to tell them ☆ Take attendance and report missing kids ☆ Students remain in lockdown room ☆ NO CELL PHONE USE BY STAFF OR STUDENTS ☆ Office remove emergency binder/ visitor passes when command post is transferred 	<ul style="list-style-type: none"> ☆ Office to communicate with police and determine situation ☆ Principal to make appropriate announcements ☆ Custodian to lock doors ☆ Take attendance give thumbs up signal to indicate all in attendance ☆ Students are not allowed to leave adult company – even for washrooms ☆ Students needing washroom breaks must be taken by support staff or entire class ☆ Support staff will report to safe spot ☆ Non-homeroom teachers will report to office for directions ☆ NO CELL PHONE USE BY STAFF OR STUDENTS ☆ EXTERIOR DOORS WILL NOT BE OPENED FOR ANY REASON 	<ul style="list-style-type: none"> ☆ Office to communicate with police and determine situation ☆ Principal to make appropriate announcements ☆ Custodian to lock doors immediately ☆ Take attendance report any missing students immediately ☆ Students are not allowed to leave adult company – even for washrooms ☆ Students needing washroom breaks must be taken by support staff or entire class ☆ Support staff will go to rooms with medically/behaviourally needy students ☆ Non-homeroom teachers will report to office for directions ☆ NO CELL PHONE USE BY STAFF OR STUDENTS
Secondary Actions	<ul style="list-style-type: none"> ☆ Decision made to go Evacuation site or stay ☆ If a false alarm or drill, bell will sound to come back in ☆ Contact Landlord/central Response ☆ If alarm pulled in error call fire department ☆ Principal or Designate to deal with Fire Marshal, Police etc ☆ Communications Team to deal with media as needed 	<ul style="list-style-type: none"> ☆ Once directed, begin full evacuation of building site ☆ Pull alarm if needed ☆ Monitor unstable areas and cordon off if needed ☆ Remove students from areas directly affected ☆ Office to take emergency forms ☆ Teachers to take Emergency packages ☆ Principal to call Police ☆ Communications Team to deal with media as needed 	<ul style="list-style-type: none"> ☆ No one leaves rooms until phrase CODE GREEN is given ☆ Do not leave room if anything else said or if fire bells ring ☆ Direction taken from Police, and they take charge when on site ☆ Principal or Designate is Primary contact ☆ Police may enter rooms suddenly but will be identifiable ☆ Consult Procedure 3040 in emergency binder 	<ul style="list-style-type: none"> ☆ No one leaves rooms until phrase CODE GREEN is given ☆ You will receive direction on what to do, evacuation etc ☆ Direction taken from Police and they take charge when on site ☆ Communications Team to deal with media as needed ☆ Principal or Designate is Primary contact ☆ Consult Procedure 3040 in emergency binder 	<ul style="list-style-type: none"> ☆ No one leaves rooms until phrase CODE GREEN is given ☆ You will receive direction on what to do, evacuation etc ☆ School may be called for assembly ☆ Principal to call police and they take charge when on site ☆ Communications Team to deal with media as needed ☆ Principal or Designate is Primary contact ☆ Consult Procedure 3040 in emergency binder

Emergency	Medical Emergency	Tornado Warning	Severe Weather	Closing of Building	Need Support Immediately
	CODE BLUE	ANNOUNCEMENT FOLLOWED BY WHISTLES	GENERAL ANNOUNCEMENT	GENERAL ANNOUNCEMENT	CODE ORANGE
	Used to call for Medical assistance by a staff member. Can be called for by anyone on staff	Used in conjunction with Shelter in place. Shelter in place will already be in effect. This response will be used when a Tornado is possible	Used to keep kids indoors for inclement weather such as a storm or general weather warnings. May become a Shelter in place	Used to organize and dismiss students during a minor emergency such as no power or no water within the building	Used when a staff member needs immediate access to the school administration. May become the start of a code red or medical emergency
Primary Action	<p>PA Announcement given Code blue and location</p> <ul style="list-style-type: none"> ☆ Emergency team members report to location 	<p>PA announcements made in preparation</p> <ul style="list-style-type: none"> ☆ Lots of advance warning ☆ 2 Horn blasts in halls as tornado approaches ☆ Classes have time to move to corridors outside rooms/ sit on floor turtle position 	<p>PA announcement given</p> <ul style="list-style-type: none"> ☆ Inclement Weather ☆ Smog Alert ☆ Wind Chill All outdoor physical activity stops 	<ul style="list-style-type: none"> ☆ Decision made to dismiss or evacuate ☆ Office calls Bill/Eric for best advice before calling out ☆ Staff is organized for dismissal ☆ Students are prepared for dismissal ☆ Phone lines are left open 	<ul style="list-style-type: none"> ☆ Teacher or staff member makes all call (☆ CODE ORANGE – and gives location ☆ Principal or designate will respond ☆ If CODE ORANGE is called second time then any staff member should respond
Responsibilities	<ul style="list-style-type: none"> ☆ Office to announce location ☆ Emergency team reports to location ☆ All Support Staff will report to designated rooms to cover classes ☆ All staff on prep or without classes will cover emergency team members ☆ First responder is designated captain ☆ Captain assigns person to get first aid kit / meds ☆ Custodian to meet ambulance/ open gates ☆ Secretary to handle PA, telephone and log communications 	<ul style="list-style-type: none"> ☆ Upon announcement students, should return to homerooms before Air Horn ☆ Support Staff report to office for direction ☆ Principal/ Custodian to sound 2 Horn blasts ☆ Custodian makes sure outdoor areas looked after ☆ Teachers monitor students and reassure them ☆ Classes outdoors – enter into school by the and sit in designated area ☆ Classes in gym move to hall area outside of gym away from outside doors ☆ Classes outside will be directed indoors 	<ul style="list-style-type: none"> ☆ Principal/Secretary /or designate to monitor weather and U of W websites ☆ Principal or Secretary to monitor radio ☆ Principal/ Custodian to monitor yard conditions ☆ Teaching Staff to follow inclement weather procedures ☆ Support Staff may be asked to provide extra supervision as needed ☆ Students are asked to remain in classes during breaks ☆ All students will follow their inclement supervision process 	<ul style="list-style-type: none"> ☆ Office to monitor incoming calls and liaise with admin ☆ Principal to assist and coordinate as needed ☆ Custodian to monitor building ☆ Staff will be asked to volunteer cell phones to call out if call out can't be used ☆ Call out system will be used if possible ☆ Teachers to begin calling parents making sure to use Emergency dismissal forms ☆ Students remain in homerooms called, parents arrive, or teacher dismisses them to leave 	<ul style="list-style-type: none"> ☆ Principal or Designate to attend to the situation ☆ May lead to another call such as a code red or code blue ☆ Staff should listen for other instructions ☆ If needed, students from the classroom or area will be evacuated to another spot ☆ Principal or Designate may call for custodial or EA support ☆ 'All call' may be announced for all teachers on planning time to lend assistance with particular classroom
Secondary Actions	<ul style="list-style-type: none"> ☆ If at recess or lunch, teachers on supervision will act as crowd control ☆ May ring bell to bring students in if needed ☆ Emergency team member will go with student if sent to hospital via ambulance ☆ Emergency forms to be printed for ambulance ☆ 	<ul style="list-style-type: none"> ☆ Gas and power may be turned off if possible ☆ Office to maintain battery radio ☆ Staff will be directed as to roles as needed ☆ All clear will be given when safe ☆ Windows do not need to be open or closed 	<ul style="list-style-type: none"> ☆ Announcement will be given when outdoor activities can resume ☆ Smog index near 40 will be considered smog indicator with a possible shortened break outside ☆ Wind-chill under – 20 will be considered cold indicator with students possibly outside for short period ☆ Smog index over 40 and wind-chill under – 23 will mean no outdoor activity 	<ul style="list-style-type: none"> ☆ Teachers monitor and follow instructions given by office and refer to parental instructions on Emergency Dismissal Forms ☆ Call Maintenance Provider for heat alarms, security, power failures ☆ When transportation arrive or parents arrive, students can be dismissed ☆ Students that are not picked up are brought to main foyer when process complete 	<ul style="list-style-type: none"> ☆ Principal to direct follow up ☆ May involve need for outside agency ☆ If needed, a letter will be sent to parents depending on the public nature ☆ SBT/SST may become involved ☆ Threat Assessment team or Tragic events team may be required ☆ Further supports implemented as needed including Health and Safety protocols or Restraint agreements ☆ Behavior and Safety plans may be implemented ☆ A letter of trespass may be issued if the situation involved an adult ☆ Police may be involved if needed ☆ Human Resources involved if the issue is staff related and violates a safe and secure workplace or the anti-harassment policies ☆ Follow up meetings as needed

Urgent Response – 226-465-1101/ 226-806-5113

**Offsite Evacuation - Make way to the Ukrainian Church Site next door
Wait for direction from Kitchener Fire, WRPS or School Administration**