



# School Emergency Response

At a Glance

## Emergency Response Plan

Northern Gateway has developed emergency procedures that are to be initiated should a high risk incident take place in or around our schools. Lockdown, Hold and Secure, Shelter in Place and Evacuation represent the different responses that may be initiated by a school. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These drills prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

The following is a list of our Emergency Response definitions:

**Lockdown** A Lockdown response is initiated when imminent danger is present on the school site and the safety of students and staff is threatened. Staff and students will be directed to enter the nearest room, lock all doors, close windows, cover inner glass panes, turn off lights, move away from doors and windows and maintain silence. During a Lockdown all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. **No one, other than law enforcement, is permitted access to the building until the Lockdown is over.**

**Hold & Secure** A hold and secure is initiated when there is a situation taking place in the community that is not related to the school, like a bank robbery nearby. A hold and secure is usually initiated by police. During a hold and secure, activities continue inside the building, but all doors are locked and no one is allowed to enter or exit the school. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

**Shelter in Place** Shelter in place is used when there is an environmental or weather-related situation, like a chemical spill outside the building, or a major storm. During a shelter in place, activities will continue inside the school, but students and staff will not be allowed to leave the building. In some cases, the ventilation system may be shut off.

**Evacuation** An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to a predetermined alternate location.