

IN AN EMERGENCY



EVACUATE

Move people out of school when hazard is INSIDE

STUDENTS

- Exit the school and line up with your class for attendance at muster point. ***If lunch go to homeroom meeting point*

STAFF

- Evacuate everyone and clear rooms
- Account for everyone once outside
- Report to area captain



HOLD & SECURE

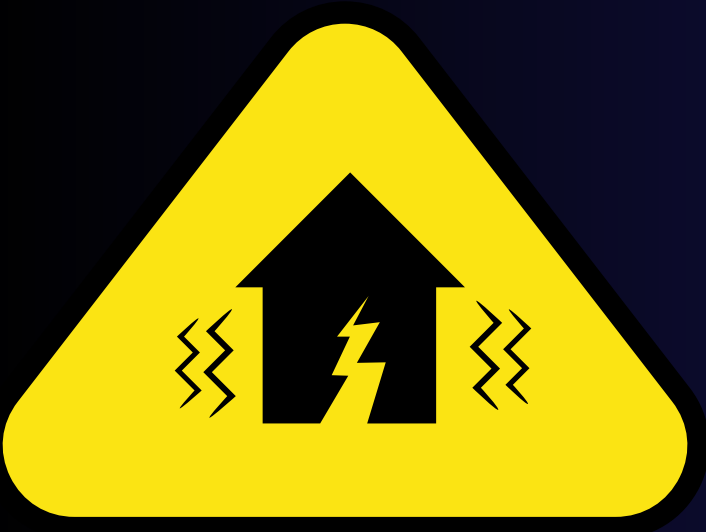
If there is a security concern in the neighborhood

STUDENTS

- Get inside building and return to assigned class. Students without class move to nearest classroom
- Do not leave building

STAFF

- Bring students/staff into school and remain inside, secure exterior doors and windows
- No one enters or exits school
- Close blinds
- Await further direction



DROP, COVER, & HOLD ON

Earthquake, explosion, or any event that shakes the school

STUDENTS

- Get under desk or furniture. After shaking stops count to 60 before moving.

STAFF

- Lead 60 second countdown
- Check for injuries and damage to building
- Determine if needed to evacuate or shelter in place



SHELTER IN PLACE

Used if environmental conditions outside are unsafe

STUDENTS

- Stay inside school, if outside re-enter quickly

STAFF

- Prevent students from leaving school
- Bring outside students in
- Close exterior windows and doors
- Activities/classes may continue within building at administrator/teacher discretion



LOCKDOWN

Response to armed or dangerous assailant WITHIN building

STUDENTS

- Hide out of sight, keep quiet and do NOT open doors
- Turn OFF cell phone ringers
- If outside call 911 and leave property

STAFF

- Cease normal activities, close and secure doors and room, gather people in your vicinity.
- Turn off lights, be quiet, hide
- If outside, leave school grounds with your students and call for help.



ROOM CLEAR

Move people away when hazard contained in room/area

STUDENTS

- Leave your room/area and report to designated area (library)

STAFF

- Direct students to library
- Call for help as necessary (First Aid, Principal, 911)
- Remain to help manage situation



**SUNSHINE COAST
SCHOOL DISTRICT**

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Sunshine Coast School District
sd46.bc.ca
494 South Fletcher Rd.
Gibsons, B.C. V0N 1V0