



LOCK DOWN

Approved by
Sk'elep School BoG
November 25, 2004

SK'ELEP SCHOOL OF EXCELLENCE POLICY

**Reference Topic: Building Evacuation or Lock Down
and Critical Response Plan**

Reference No: Disk 1

Effective Date: November 25, 2004

School Evacuation, Lock Down Procedures and Critical Response Plan

Policy Statement/Goals

The safety of the students and staff at Sk'elep School is the highest priority of the Board. The Board has developed evacuation and lock down procedures and recognizes the value of having periodic emergency drills that allow staff and students to practice safe emergency and/or evacuation procedures. Instances of School emergency include smoke, fire, gas leak, threats of violence, and violent acts, or any other threat to student or staff safety.

Regulations

Evacuation

1. The School's Health and Safety Committee has developed an evacuation plan that will be used in the case of fire or other emergencies that cause the School building to be unsafe for occupation. The following steps are key components of the evacuation plan:
 - Students must exit the School through the nearest outside exit (eg. their outside classroom door) under the supervision of their teacher or another staff member.
 - Students should gather by the swings on the playground; in the case of bad or cold weather, students should go either to the old KIB gym or the cafeteria in the Chief Louis Centre.
 - Teachers should immediately take the attendance of their class to ensure all students are accounted for.
 - The School's Office Administrator must have in her possession the emergency contact list for students.
 - A designated staff member will make a sweep of the School building to ensure that everyone has left the building.

2. The Principal, the Office Administrator or their designate will notify the KIB Security Department and the Administration Switchboard of the nature and scope of the School emergency and evacuation. The Switchboard will be asked to contact the office of the KIB Director of Operations

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3. Following an evacuation, No one is to re-enter the school until the Principal or designate has indicated that it is safe to do so. In the event that the Principal deems it unsafe to re-enter a portion of the school, the staff and students will assemble, at which time arrangements will be made to transport students home.
4. The Principal will ensure that the evacuation route and procedures are posted in all classrooms and in every other room location in the school.
5. Teachers will ensure that students are familiar with evacuation routes; routes should be introduced to the students during the first week of school and reviewed periodically through the year.
6. Emergency evacuation drills will be conducted at least two (2) times per year.

Lock Down

7. In response to a potential threat of violence or any threat inside or outside the building, the School may be locked down (eg. an intruder in the building or suspected violent intruder outside the building).
The following steps are key components of a School lock down:
 - The Principal or designate will lock all of the outside doors.
 - All students will proceed to their classrooms immediately.
 - All classroom doors and windows will be locked and shades pulled immediately.
 - Students will be kept away from doors and windows.
 - Staff will maintain a calm environment and remain calm themselves, while reassuring students that everything possible is being done to return the situation to normal.
 - If gunshot or explosion is heard, staff will get everyone on the floor.
 - Staff and students will remain in the secured classroom until notified by the Principal, designate, or security/law enforcement personnel to release the class.

Critical Response Plan

Out of School Emergencies

1. If there has been an emergency/tragedy affecting students or staff outside of school hours, all or appropriate staff members will be contacted through a "telephone tree" system under the leadership of the Principal. The staff will be notified of a staff meeting prior to classes on the morning of the next day.
2. A designated School Counsellor will take the lead role in any critical response or grief counselling that is necessary.
3. At the staff meeting, the following items will be discussed.
 - Staff will be informed of the facts of the emergency situation
 - Expectations for the day will be outlined.
 - A grief room may be established, and the designated location will be closed to regular activities for the day.
 - Teachers will notify their classes as to what has occurred. Teachers requiring support to complete this task are to contact the Principal or the Counsellor.
 - Teachers will compile a list of "high risk" students attending school that day and send this list to the office shortly after classes begin. These students will be referred for counselling support.
 - During the last period of the day, teachers will check on the emotional state of their students and note any students who may still need emotional support. The teacher will contact the students' parents to notify them of any concerns.

In-School Emergencies

If a staff member comes upon an emergency situation in the course of a school day, the following procedures should be followed:

1. **At the Emergency Site**
 - Do not leave the area. Take charge of the situation. Give specific orders to specific individuals.
 - Deal with any First Aid immediately. If you are unsure what to do, ask for assistance.
 - Contact the Principal. Send a responsible student if necessary.
 - Isolate the emergency from the student population.

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2. Office Responsibilities

- If necessary, the Office Administrator will contact emergency personnel.
- The Principal will designate someone to contact the parents/guardians of student(s) involved and request them to come to the School.
- If there is danger to the school population, the Principal will implement a school evacuation.

3. Follow-Up

- If appropriate, a Staff Threat/Violence Report will be completed and filed in the office.
- At the earliest convenience, all staff will be briefed about the emergency.
- At a staff meeting, the circumstances and response to the emergency will be evaluated and de-briefed, and any necessary follow-up plan will be developed and implemented.