

<b>Procedure Title</b>	<b>Emergency Response Preparation and Plan</b>		
<b>Date of Issue</b>	April 28, 1999	<b>Related Policy</b>	BP 3801-D
<b>Revision Dates</b>	August 1, 2008, October 13, 2010 September 13, 2011; March 28, 2012; June 26, 2019; September 4, 2019; August 31, 2022	<b>Related Forms</b>	AF 3855 (Sections A-F); AF 3857; AF 3804
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
AP 3801-D “Occupational Health and Safety Program”; Education Act; Fire Protection and Prevention Act; Ontario Fire Code; Occupational Health and Safety Act; Municipal Freedom of Information and Protection of Privacy Act; Accessibility for Ontarians with Disabilities Act; Environment Canada; Ontario Tornado Watch/Ontario Blizzard Watch, Facebook; Environment Canada Website: <a href="http://weather.gc.ca">http://weather.gc.ca</a> ; Guidelines for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario; Provincial Model for a Local Police/School Board Protocol, 2015; AP 6801-D “Police / School Protocol”; BP 6820 “Safe and Accepting Schools”; AP 1602-D “Media Relations”; AP 1605-D “Crisis Communication”; BP/AP 2805-D “Emergency Plan - Bruce Nuclear Generating Station (Bruce Power)”; AP 3301-D “Power Outage”; BP/AP 7523-D “Workplace Violence”; AP 6835-D “Suicide Prevention and Intervention”; AP 6850-D “Duty to Report – Child Maltreatment (Suspected)”; TCP-B011 “Bus Accident”			

**1.0 RATIONALE**

- 1.1 Bluewater District School Board recognizes that staff, students, and visitors have a right to work, learn, and be present in safe and secure environments within our schools and facilities.
- 1.2 The responsibilities outlined in this procedure will be coordinated with the site-specific Emergency Response Plan (AF 3855). Through proactive communication, planning, and training, it is expected that staff and facilities are prepared for quick, coordinated, and effective emergency response.
- 1.3 It is recognized that this procedure and related forms are specific to evacuation (bomb threats, fire safety), hold and secure, lockdown, and severe weather/shelter in place situations, and will not govern every emergency. They are intended to provide enough general information to enable Bluewater District School Board staff to adapt and modify procedures as needed, dependant upon the unique nature of each specific incident/situation. Worksites are expected to coordinate this procedure with other board policies and procedures, such as, but not limited to: AP 1605-D “Crisis Communication”; BP/AP 2805-D “Emergency Plan - Bruce Nuclear Generating Station (Bruce Power)”; AP 3301-D “Power Outage”; BP/AP 7523-D “Workplace Violence”; AP 6835-D “Suicide Prevention and Intervention”; AP 6850-D “Duty to Report – Child Maltreatment (Suspected)”, TCP-B011 “Bus Accident” etc.

**2.0 TERMINOLOGY AND DEFINITIONS**

The consistent use of proper terminology in an emergency situation is critical to ensuring quick and appropriate responses and will also allow occasional and itinerant staff to be familiar with general emergency procedures (see appendix B), regardless of the school/worksite that they are at.

- 2.1 **DO NOT** use codes.
- 2.2 The following terminology defines the types of incidents/situations that are included in this procedure, that are described in each site-specific Emergency Response Plan (AF 3855):

**Evacuation**

An evacuation may be necessary when the building or area becomes unsafe. Circumstances that would require evacuation are (but not limited to) fire, gas leak, chemical spill, or bomb threat.

**Bomb Threat**

A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

**Incendiary Device**

Any firebomb or device designed or specifically adapted to cause physical harm to persons or property by means of fire and consisting of an incendiary substance or agent and a means to ignite it.

**Fire Safety**

The Ontario Fire Code, section 2.8.3.2 (1) (B), requires the implementation of a fire safety plan for all schools/worksites.

**Hold and Secure**

A hold and secure is a response to an ongoing situation or threat in the general vicinity of the school, not related to the school, and the school will abide by the following protocols:

- All movement in and out of the school is restricted and external doors are locked;
- Movement within the school is not restricted as the external danger near the school poses no immediate threat to students or staff unless they leave the building;
- Classrooms do not have to be locked and windows do not have to be covered.

**Lockdown**

A lockdown is used in a serious emergency situation where the threat is inside a school, on or very near to school property, and where an evacuation would not be safe. A lockdown minimizes access and visibility, through the following protocols, in an effort to shelter students, staff, and visitors in secure locations:

- All outer doors are locked;
- All students be kept in classrooms or other designated locations and inner doors will also be locked, where possible;
- Entry to, and exit from, the building is restricted to emergency services personnel only;
- During a lockdown, lights are turned off in the classroom/office, curtains/blinds are closed where possible, and all people inside the building should remain quiet;
- During a lockdown, school phones will not be answered as the administration is tending to the ongoing situation.

**Shelter in Place / Severe Weather**

Shelter in place is a response to:

- severe weather (e.g. severe thunderstorms or tornadoes);
- an environmental situation/incident (e.g., chemical spill outside of the building); and/or
- a wildlife situation/incident (e.g., bear on the playground);

In these situations, it may be necessary to keep all building occupants within the facility to protect them from external hazards. Dependent upon the situation, staff and students may be required to seek shelter within the building or may simply be required to remain inside the building (with little disruption to other movement) until the hazard has been cleared. Doors do not have to be locked.

**Thunderstorm**

A thunderstorm is a localized storm that produces lightning and thunder and are sometimes accompanied by hail and tornadoes.

**Tornadoes**

Warm, humid weather and the thunderstorms that develop when cool northern air masses collide with very warm, or even hot air set the stage for the formation of a tornado. Often characterized by heavy rain and strong, damaging winds, they are sometimes accompanied by hail and tornadoes.

- **Tornado Watch**  
When conditions are favourable for the development of severe thunderstorms with one or more tornadoes.
- **Tornado Warning**  
When a tornado has been reported; or when there is evidence based on radar, or from a reliable spotter that a tornado is imminent.

**3.0 GENERAL PROCEDURES AND RESPONSIBILITIES**

**3.1 EMERGENCY RESPONSE PLAN – AF 3855**

- 3.1.1 Each school/worksite is required to have completed, and submitted/distributed (as required), all sections of AF 3855 “Emergency Response Plan” by October 31 of each school year.
- 3.1.2 Administrative form AF 3855 “Emergency Response Plan” is broken down into sections A, B, C, D, E, and F (each section is available for download from SharePoint → BWDSB Home → Forms, Templates, and Reference Documents) and will be used by principals/site supervisors to compile site-specific information that, during times of crisis, will be necessary to have access to. Each section will be filled out separately, but when stored / used together, will create the school/site’s complete Emergency Response Plan.
- 3.1.3 Sections A to F of AF 3855 are organized as follows:
- i. **Section A:** Plan Completion Checklist and Distribution Requirements
  - ii. **Section B:** Emergency Personnel Sign-Off and General Site Information
  - iii. **Section C:** Evacuation – Fire Safety
  - iv. **Section D:** Evacuation – General (e.g., gas leak, bomb threat)
  - v. **Section E:** Hold and Secure / Lockdown
  - vi. **Section F:** Shelter in Place / Severe Weather
- 3.1.4 Along with the completed AF 3855 “Emergency Response Plan” (all sections A-F), the following supplemental information/items will be stored **securely** in the **Information Centre** (see section 3.2.1 (x)), to ensure easy access and/or retrieval by the principal/site supervisor, or designate, during an emergency (e.g., emergency response binder/folder or other manner of ‘grab and go’ storage during an emergency):
- i. first aid kit;
  - ii. a copy of this procedure and other relevant emergency/crisis procedures (see section 1.3 for examples);
  - iii. up-to-date emergency medication lists/plans (including potassium iodide (KI) information, if applicable);
  - iv. up-to-date contact lists, indicating home phone numbers and/or phone numbers for staff and parents/guardians;
  - v. up-to-date contact lists for specific staff members that may need to be contacted in an emergency (e.g., area superintendent, health and safety officer, Plant Services Operations staff, etc.)
  - vi. positive behaviour support plans for students;
  - vii. early dismissal/closure procedures;
  - viii. inclement weather alternate/billeting locations;
  - ix. up-to-date student and staff lists for attendance;
  - x. access keys;
  - xi. other information, as deemed necessary by the principal/site supervisor.
- 3.1.5 When storing, sharing, and training with the completed Emergency Response Plan, and related supplemental information, personal information of staff/students shall not be shared beyond the custody and control of the principal/site supervisor, or designate. Personal information, such as student names (section B, part 10) and staff phone numbers (section B, part 3), will be blacked-out prior to posting or sharing of additional copies.

3.1.6 Appendix A: Components of the Emergency Response Plan provides a diagram that shows the documents that work in coordination to form a complete site plan.

### 3.2 RESPONSIBILITIES

3.2.1 The principal/site supervisor will:

- i. by October 31 of each school year, complete, review, and submit to the health and safety assistant and the area superintendent (as required) their school/site-specific **Emergency Response Plan (AF 3855 – Sections A thru F)**, in collaboration with their site Joint Health and Safety Committee and emergency services personnel (when appropriate and/or required). This submission will be documented using AF 3804.;
- ii. ensure the supplemental information/items (see section 3.1.4) are kept up to date;
- iii. ensure that accommodation and emergency procedures are in place for all persons with disabilities;
- iv. ensure that all staff and students receive the required annual emergency response training, and that it is documented appropriately for staff using AF 3857;
- v. ensure that every effort is made to inform occasional staff, volunteers, permit holders, site childcare centre(s), contractors, visitors, parents/guardians etc., of the building's emergency response procedures, and invite appropriate individuals/groups/services to participate in training, as required;
  - consider informing the Community Education Department of emergency procedures that would impact after-hours permit holders.
  - provide a copy of site-specific 'Emergency Poster' in all occasional teacher folders (template available: SharePoint→Staff Resources→Student Injury Prevention →Documents).
- vi. be responsible for the initial assessment of a situation, and any related decisions;
- vii. cooperate fully with emergency services personnel, and continue to exercise duties in support of the management of the situation;
- viii. have board-issued cellular telephones turned on at all times during the school day;
- ix. monitor and enforce posted occupancy loads (questions regarding occupancy loads should be directed to the Plant Services Department);
- x. designate a space in the school as the **Information Centre** (typically the main office) in case of an emergency situation;

3.2.2 Employees will:

- i. participate in all required training;
- ii. be familiar with their school/site emergency response plan;
- iii. follow their assigned roles, and associated expectations, as outlined in the emergency response plan;
- iv. communicate to the principal/supervisor all information that may require an emergency response;
- v. follow direction from their principal/site supervisor and/or emergency services personnel, as required.

### 3.3 TRAINING

3.3.1 The completed **Emergency Response Plan (Sections A-F of AF 3855)** will be used by the principal/site supervisor (or designate), in coordination with this procedure, as an annual training tool for staff and students.

3.3.2 The principal/site supervisor will ensure that:

- i. staff and students are familiar with the emergency response plans and respond quickly to the direction of board employees and/or emergency services personnel during an evacuation;
- ii. staff and students are aware of their responsibility to communicate to a board employee all information that may be associated with, or result in, an emergency response.
- iii. orientation for new staff shall include mandatory emergency plan training.

- iv. their staff have signed AF 3857 “Emergency Response Plan Training Acknowledgement” once training has been completed.

3.3.3 Where possible, it is advantageous to have emergency services partners assist with this training.

### 3.4 DRILLS

- i. The principal/site supervisor will be responsible for arranging and supervising the required drills (see sections 3.4.1-3.4.4). AF 3804 “Annual Health, Safety, and Emergency Preparation Documentation” will be used to help plan these drills.
- ii. Emergency services personnel should be invited to attend, monitor, and support the drill, and participate in a debriefing following the drill, when appropriate.
- iii. Drills should be conducted when the majority of staff and students are in the school or on school property.
- iv. The purpose of a drill is to ensure that students, staff, and visitors are totally familiar with emergency procedures, resulting in an orderly response to any emergency situation.
- v. It is recommended that the signs be posted on all exits during drills (see sample drill signage in Appendix C).

#### 3.4.1 Fire Drills

- i. The principal will plan and conduct six fire drills each school year, three times in each of the fall and spring terms as per the Ontario Fire Code 2.8.3.2 (3) (a) and (b) and Education Act.
  - a. All drills, including false alarms, shall be documented in the Fire Log Book.
  - b. It is suggested that the first drill be completed as early in September as possible, and the remaining drills be spaced out accordingly.
- ii. At least one fire drill will be held during Summer School, as per Ontario Fire Code 2.8.3.2 (3) (c).
- iii. All non-school worksites will hold two fire drills each academic year.

#### 3.4.2 General Evacuation Drills

- i. Although general evacuation drills are not a mandatory requirement for schools/board sites, it is recommended that the principal/site supervisor coordinate an annual evacuation drill.

#### 3.4.3 Hold and Secure and Lockdown Drills

- i. The Ministry of Education requires a mandatory minimum of two lockdown drills during each school year.
  - a. While not required by law, a principal/supervisor may also choose to complete an annual hold and secure drill in addition to the mandatory lockdown drills noted above.
- ii. Bluewater District School Board requires that one lockdown drill occurs prior to October 31, and one prior to March 31, annually.
  - a. When initiating a lockdown drill, announce “Lockdown **DRILL**”.

#### 3.4.4 Shelter in Place/Severe Weather Drills

- i. It is expected that principal/site supervisor will conduct a shelter in place drill (focused on severe weather response) once per school year, prior to March 31.

### 3.5 FLOOR PLANS

- 3.5.1 Accurate floor plans are a key component of emergency response plans and are important both from a planning and response standpoint. All floor plans shall be color coded green to indicate areas that can be safely locked down and all fire protection equipment will be noted.

- i. Schools will work with the Plant Services Department to ensure accuracy of floor plans.
- 3.5.2 All floor plans will identify in yellow areas for chemical storage (e.g., science, art, technology, custodial).
- 3.5.3 Off-site evacuation locations shall also be identified and included with copies of the school/site floor plans.
- 3.5.4 Floor plans shall be posted in an area where staff (including itinerant and occasional) will see them.
- 3.5.5 An 11 x 17 hard copy, and an electronic copy, of the floor plan must be included with each school and police/fire department copy of AF 3855.

### 3.6 SCHOOL/SITE EMERGENCY RESPONSE TEAM

- 3.6.1 The School/Site Emergency Response Team shall include the principal/site supervisor, office manager, custodian, and other staff as required. The principal, or their delegated team members, shall be assigned the following roles (see AF 3855 - Section B, Part 5):
  - i. liaison and overall school coordination;
  - ii. reception / egress of students and staff or parents at the site;
  - iii. communications;
  - iv. issues such as heat, electricity, hygiene, and sanitation, etc.;
  - v. transportation liaison and coordination;
  - vi. alternate evacuation site plan; and
  - vii. property protection.

### 3.7 COMMUNICATION

- i. Accurate and timely communication is imperative for making informed decisions during an incident, for ensuring the safety of all persons during evacuations or an emergency sheltering response, and also ensuring appropriate debrief following an incident.
- ii. Principals/site supervisors shall reference and utilize the requirements of secure procedure AP 1605-D "Crisis Communication" in coordination with this procedure and their site Emergency Response Plan (AF 3855 all sections). Sample communications/letters are included as appendices of AP 1605-D.
- iii. During emergency situations, the principal/site supervisor and staff are responsible for keeping students and staff safe and secure. It may not be possible for schools to respond to inquiries or send out information during the incident. Their focus - and that of emergency services personnel (where required) and all board staff - is to support the school/worksite in maintaining the safety and security of students and staff.

#### 3.7.1 Emergency Communication Plan

- i. Each school shall have in place an emergency communication plan in order to contact persons listed on **Emergency Response Plan (AF 3855 Section B)**.
- ii. Principal/site supervisor shall utilize the SchoolMessenger Communicate system as their main emergency communication tool.
- iii. The principal/site supervisor and staff members shall consider alternate forms of communication if main telephone lines are unavailable, such as cell phones, two-way radios (unless emergency situation involves a bomb threat/incendiary device), landline telephones (no electrical), or a neighbour's telephone.
- iv. During an emergency situation, the principal/site supervisor and staff must ensure communication with the appropriate superintendent to enable regular updates and direction (when required).

3.7.2 Parent/Guardian Communication

- i. Parents/guardians and the community shall be informed of general emergency response procedures. They should also be informed of what is expected if they are in the school during a drill or if they are in the school when an event requiring an emergency response is required.
- ii. Principals may choose to use school newsletters and/or their school websites to inform parents/guardians/community of general emergency response information.
- iii. It is recognized that communication to parents/guardians is critical during all stages of an actual emergency (pre/during/post). Every effort will be made to ensure parent/guardians are kept informed via SchoolMessenger Communicate (other modes of communication, such as school social media pages and school websites, may be used at the principal's discretion, but as secondary methods). It is important to note, however, that not all information may be released as it might jeopardize the safety of those involved or impede an ongoing investigation.
- iv. When an incident occurs that requires an emergency response, it is recommended that a communication be sent home with each student on the day of the incident.

**3.8 TRANSPORTATION**

- 3.8.1 In the event of an evacuation to a site that is further than walking distance, administrators must develop a plan for transportation of students and staff, to another site or to home, in coordination with the appropriate bus operators.
- 3.8.2 If communications fail, and bus operators are unable to be contacted, principals will need to have an alternate plan in place for the safe evacuation of students and staff.

**3.9 PROPERTY/ CRIME SCENE PROTECTION**

- 3.9.1 It is vital, after concerns for the safety of students and staff have been addressed, that the building systems be protected, and the building be made as secure as possible.

**3.10 POST-INCIDENT DEBRIEF**

- 3.10.1 A post-incident debrief will be organized by the principal/site supervisor, in coordination with their area superintendent of education. When determining the appropriate post-incident approach, the nature and severity of the incident will dictate who should be included in the debriefing; actions taken following incidents can have a major impact on the well-being of staff, students, and the broader community.

**4.0 EVACUATION - FIRE SAFETY AND OTHER EVACUATIONS**

- 4.1 The evacuation of a building may be required due to a variety of reasons, including but not limited to, fire, bomb threat / suspicious package, gas leak, or toxic spill/fumes.
- 4.2 **FIRE SAFETY (SECTION C of AF 3855)**
  - 4.2.1 The Education Act, Fire Protection and Prevention Act, the Ontario Fire Code, and the Occupational Health and Safety Act regulate the requirements of fire safety in schools and other board buildings.
  - 4.2.2 The intent of the fire safety plan is to:
    - i. provide simple, basic procedures for the safe emergency evacuation of building occupants;
    - ii. ensure effective utilization of building fire protection systems during an emergency;
    - iii. provide instruction and guidance on other matters of fire safety;

- iv. ensure proper scheduled maintenance of fire protection system, as required by the Ontario Fire Code.

#### 4.3 EVACUATION (SECTION D of AF 3855)

- 4.3.1 The principal/site supervisor, or designate, will use the building's Public Address (PA) system to announce the emergency evacuation (See AF 3855 for specific process and sample announcement). Staff and students will follow instructions pertaining to visual scans and exiting the building.
- 4.3.2 The type of evacuation situation will determine what emergency service(s) are notified and the specific processes that need to be followed (see AF 3855)

### 5.0 HOLD AND SECURE / LOCKDOWN (SECTION E of AF 3855)

#### 5.1 IDENTIFICATION OF BUILDINGS, EXTERIOR DOORS, AND CLASSROOMS

- i. To assist police in responding to a major incident or threat of violence, buildings, entrances, and all rooms within buildings need to be clearly identified.
- ii. All exterior doors shall be clearly identified (e.g., Exit A, B, C).
- iii. All rooms within the building shall be clearly marked with room numbers.
- iv. Separate buildings are clearly identified.
- v. All staff, including occasional, part-time or itinerant teachers must have the ability to lock their classroom doors.
- vi. Where schools have opted to lock all exterior doors during the school day, police and schools should plan, in advance, regarding how police will gain access to the school in the case of a lockdown.

#### 5.2 ANNOUNCING A HOLD AND SECURE OR LOCKDOWN SITUATION

- 5.2.1 The person who receives the information about a situation requiring a hold and secure or a lockdown will immediately activate the school's PA system, inside and outside, announcing the following:  

***“Emergency – Initiate Hold and Secure” or “Emergency – Initiate Lockdown”***
- 5.2.2 Upon hearing the hold and secure or lockdown announcement, staff will immediately initiate the applicable procedure, as outlined in the **Emergency Response Plan (AF 3855)**.

#### 5.3 CALLING 911

- 5.3.1 The person receiving notification of the violent threat shall ensure 911 is called immediately. If only one person is in the office, the person shall attempt to initiate the hold and secure or lockdown before calling 911.

#### 5.4 PROLONGED LOCKDOWN

- 5.4.1 By nature, a lockdown or hold and secure may be a prolonged process. It is imperative, therefore, that strategies are developed for ways in which staff can assist students in coping with a long lockdown situation.
- 5.4.2 Principals/site supervisors should consider how various situations can be handled, e.g., washroom emergencies, access to emergency medication, emergency medical situation.



**5.5 CONTROLLED EVACUATION**

- 5.5.1 In the event of a pro-longed situation, or a situation where the threat has been contained (barricaded individual), **police will make the decision** as to whether a controlled evacuation of a school under lockdown is a viable option and will direct the evacuation process. This will normally be done on a room-by-room basis, with evacuees being escorted by police to the evacuation location.

**6.0 SHELTER IN PLACE/SEVERE WEATHER PROCEDURES (SECTION F of AF 3855)**

- 6.1 In situations requiring sheltering in place, the school is considered to be a safe area, where all occupants remain inside to protect them from the external situation, such as severe weather conditions/ external environmental hazards (e.g., tornadoes and severe thunderstorms or wildlife sightings). Dependent upon the situation, staff and students may be required to seek shelter within the building or may simply be required to remain inside the building until the hazard has been cleared.

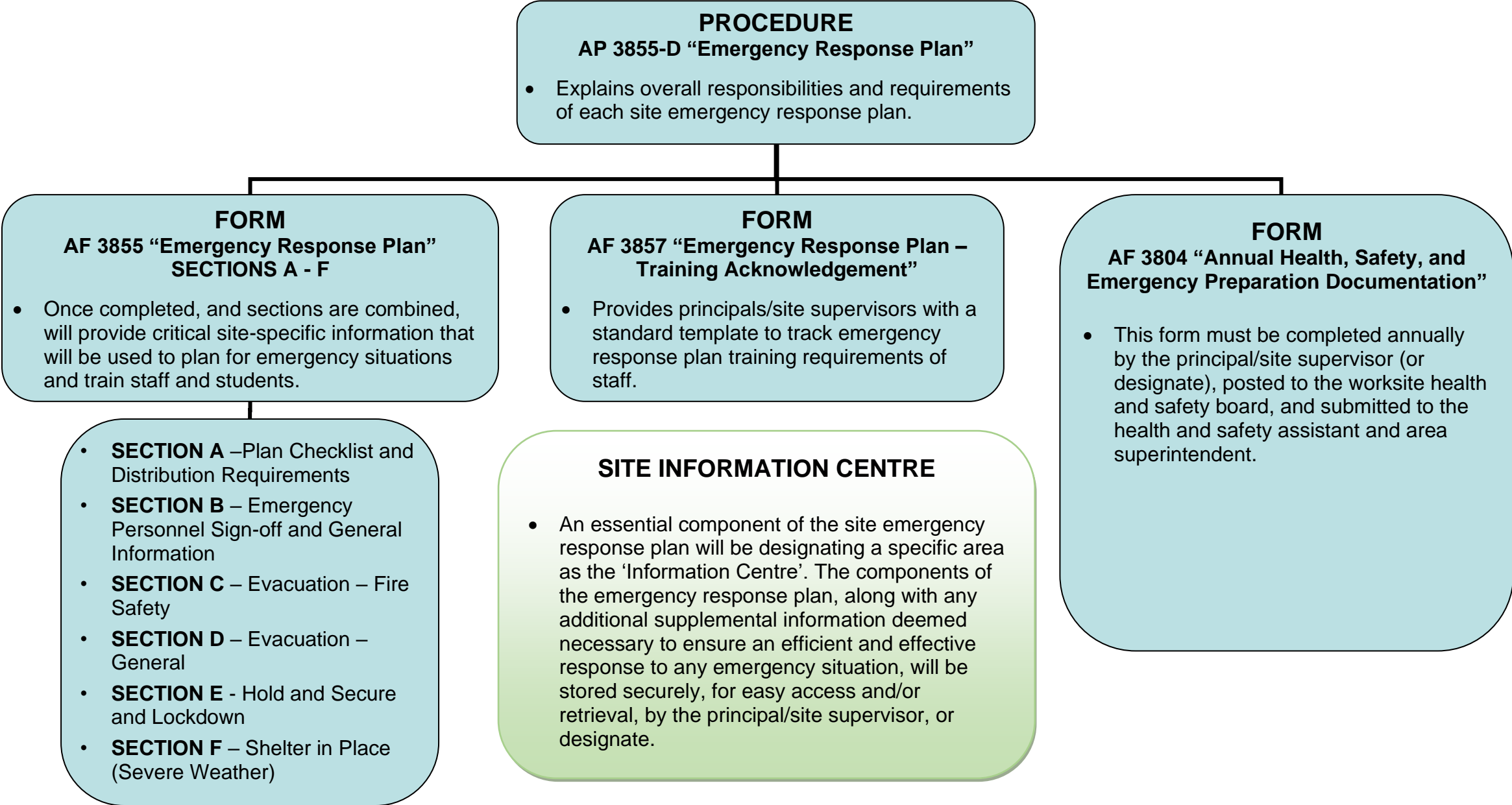
- 6.2 The principal/site supervisor shall:

- 6.2.1 select areas of the building to be used for shelter, when required (identified in AF 3855). Portable classrooms will need to be evacuated if time allows;

Note: In selecting the sheltered area look for interior hallways. Gymnasiums, auditoriums, other rooms with wide free span roofs and areas with windows or a great deal of glass should not be used. If the building is multi-floor, select areas on each floor as safe areas as these may be required for persons with limited mobility or if the emergency occurs too quickly to relocate to the ground floor.

- 6.2.2 make all staff members aware of the location of the designated shelter areas so that they can inform students and visitors in the building;
- 6.2.3 determine an appropriate PA announcement to notify all building occupants of shelter in place or severe weather conditions (see AF 3855);
- 6.2.4 determine an appropriate PA announcement to indicate that the shelter in place situation/severe weather has passed; and
- 6.2.5 designate an outside area, well away from the building and power lines, for assembly should it become necessary to evacuate the building.

APPENDIX A – COMPONENTS OF THE EMERGENCY RESPONSE PLAN



APPENDIX B – GENERAL EMERGENCY RESPONSE PROCESS

**Situation / incident occurs that requires an emergency response**

*(situations/incident that would require an emergency response are defined in section 2.2 of AP 3855-D)*

**Principal/site supervisor, or designate, must decide if the emergency situation / incident requires an EVACUATION VS HOLD AND SECURE or LOCKDOWN or SHELTER IN PLACE**

**EVACUATION**

*(e.g., fire, bomb threat, gas leak etc.)*

**NOTIFY SCHOOL/WORKSITE**

Principal/site supervisor, or designate, will initiate the required notification to alert occupants of the worksite to **EVACUATE**. See site AF 3855 for specific procedures.

**HOLD AND SECURE OR LOCKDOWN OR SHELTER IN PLACE**

**NOTIFY SCHOOL/WORKSITE**

Principal/site supervisor, or designate, will initiate the required notification to alert occupants of the worksite to enter **HOLD AND SECURE or LOCKDOWN or SHELTER IN PLACE**. See site AF 3855 for specific procedures.

**BRING EMERGENCY RESPONSE PLAN**

Principal/site supervisor, or designate, will ensure that they bring AF 3855, along with the additional items listed in section 3.1.5 of AP 3855-D, with them during the emergency.

**BRING ATTENDANCE FILES**

Teachers/administrators/managers/supervisors must be prepared to take attendance of their staff and students during an emergency situation, and bring the necessary files with them whether they are evacuated or placed in a hold and secure/lockdown or shelter in place position.

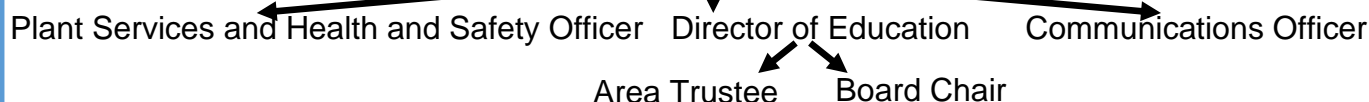
**LISTEN AND COOPERATE**

All staff and students are expected to listen and follow all directions given by principal / site supervisor and/or emergency response officials (when involved).

**EXTERNAL NOTIFICATIONS TO BE MADE – SITUATION / INCIDENT DEPENDENT**

When it is safe to do so, the following notifications will be made by the principal / site supervisor, or designate, in an order deemed appropriate for each situation:

1. Emergency response officials (e.g., Fire Department, 911 etc.) *(if required)*
2. Area Superintendent of Education



3. Parent(s)/Guardian(s) (Community *(if required)*)
4. Bus Operators *(if required)*

*Refer to Secure AP 1605-D "Crisis Communication" for additional information*

**EMERGENCY OVER or OFFSITE EVACUATION REQUIRED**

- Once the emergency situation has been given the 'ALL CLEAR' by the principal/site supervisor and/or emergency officials, staff / students will return to the building and their normal schedules.
- In some situations, staff / students will not be able to return to the building that day and the principal /site supervisor, or designate, will be responsible for coordinating an offsite evacuation and/or parent/guardian pick-up/transportation home.

APPENDIX C – EXAMPLE DRILL SIGNAGE

**Lockdown**  
**DRILL**  
**in Progress**

**All doors are locked.  
No one is to enter or leave  
the building.**

APPENDIX C – EXAMPLE DRILL SIGNAGE

# Hold and Secure **DRILL** in Progress

**All doors are locked.  
No one is to enter or leave  
the building.**

APPENDIX C – EXAMPLE DRILL SIGNAGE

**Evacuation**  
**DRILL**  
**in Progress**

**No one is to enter the  
building.**

APPENDIX C – EXAMPLE DRILL SIGNAGE

# Shelter in Place (Severe Weather)

# DRILL

# in Progress

**No one is to leave the  
building.**