

EMERGENCY PREPAREDNESS AND RESPONSE SUMMARY OF COMMON FUNCTIONAL PROTOCOLS

ON-ALERT

An early warning procedure instructing staff to direct students to classrooms for a status check as a pre-emptive step in dealing with a possible emergency. It is important to provide staff with adequate information regarding the potential emergency so they can take appropriate action based on that information.

- Doors can remain in their current state (unlocked or open) when On-Alert.
- Examples include tornado watch, suspicious person in vicinity, issue at neighbouring school, etc.

SHELTER-IN-PLACE

A protocol utilized for situations not involving a threat of violence but where health and safety can be at risk. Directs students/staff to classrooms/workspaces or other designated safe areas to seek immediate shelter indoors when the option to evacuate the area is not prudent. This protocol is often used during severe climatic situations or during environmental emergencies.

- Doors can remain in their current state (unlocked or open)
- Examples include tornado, train derailment, wild animal, lightning, etc.

HOLD AND SECURE

A process used to lock all exit/entrance doors (exterior only) of the school when there is an emergency situation in close proximity to the school, outside the school or on school grounds and/or unrelated to school. Hold and Secure means all exterior doors are locked; interior doors may remain in their normal state. Movement is permitted within the building and school/building activities can continue inside. However, as the problem is outside, no one is allowed out of the building unless it is known to be safe.

The main objective of a Hold and Secure is to protect students and staff by preventing unwanted individuals from entering the school and keeping the problem outside. This protocol is generally initiated in response to criminal activity involving police pursuits; however, it could be used for other emergencies if need be such as custody issues or emergency protection orders.

LOCKDOWN

The process for securing students and staff in designated areas/zones (classrooms/offices) during incidents when there is a threat of violence, where the threat is inside the building or campus and when it may be more dangerous to evacuate than to stay inside.

The situation may be extremely volatile and requires quick action and constant situational awareness. The main objective of a Lockdown is to protect the safety of people by getting them behind locked doors. A secondary objective of a Lockdown is to hide the identities of people in a particular room. This is accomplished by staying out of window sight lines and by not identifying who is in a particular room.

EMERGENCY EVACUATION

Used to clear all people out of a building, in prescribed and rehearsed manner, using prearranged evacuation routes due to a potential hazard, such as a fire. It is important to discuss any special requirements with local fire officials on creating plans within a specific site or building for this. Individuals typically evacuate via their nearest safe route to a prearranged gathering point.

DROP COVER HOLD

Used during incidents related to potential structural damage or falling/flying debris. The protocol helps to protect a person from bodily harm caused from falling due to tremors/building shaking or being struck by debris.

- Examples include tornado, explosion, etc.

ALL-CLEAR

Used to advise staff and students that an incident has been brought to closure. Only the Incident Commander can issue an All-Clear.