

## **What our school does in an emergency.**

### **How we respond to emergencies at school?**

Our first priority is the safety, security and well-being of our students and staff. Guided by our division's Emergency Response Plan, we have developed a plan which outlines our school's response to various emergencies.

### **What should parents do in an emergency?**

#### **1. Check the PHRD website**

We will post information on the PHRD website [www.phrd.ab.ca](http://www.phrd.ab.ca) and on Twitter @PHRD\_Schools. Phone the PHRD Regional Services Office at 780-674-8500.

#### **2. Do not come to the school**

You could put yourself in danger and get in the way of emergency personnel. In several instances, our exterior doors will be locked and you will not be able to get in to the building.

#### **3. Do not call or e-mail the school**

We need to keep our phone lines open to communicate with emergency services.

#### **4. Do not call, text or e-mail your child's cell phone**

Depending on the threat, contacting your child's cell phone could endanger your child.

### **What happens during specific emergencies?**

As directed by local emergency personnel we will do the following:

1. If an incident or threat occurs inside or is directly related to our school, RCMP will instruct us to Lockdown our school which means we will lock all exterior doors. Staff and students will be directed to classrooms which will be locked. (e.g. dangerous intruder)
2. If an incident or threat occurs outside and is unrelated to our school, RCMP will instruct us to Hold and Secure which means we will lock all exterior doors. Students and staff may move freely in the school. (e.g. a bank near our school is robbed)
3. In some environmental or weather-related situations, authorities may direct us to Shelter in Place, which means we will keep students and staff in school until it is safe for them to leave. (e.g. chemical spill, blackouts, extreme weather conditions)
4. In some instances, we may have to evacuate the school. Students and staff will move to our primary evacuation site at the Aquatic Center. Students will stay at the evacuation site until it is safe to return to school or they are released to a parent/guardian.

### **Before an emergency happens**

1. Ensure the school has current Emergency Contact information for your child.
2. Talk to your child about the importance of following their teachers' instructions during an emergency. What our school does in an emergency: For newsletter/handbooks/websites