



## **School District Emergency Planning**

Student and staff safety are the top priority for the school district and for schools. This information is being provided to help our school community understand the planning and preparation that schools have undertaken to ensure that all emergency situations will be dealt with safely and consistently across the district. Each school has site-specific plans. All plans have the same substance and use the same language.

The following are drills that are held each year.

### **Lockdown**

A response to a threat to the school or an act of violence may prompt a lockdown. This response requires all students, staff and visitors to enter a room and lock the door. All exterior doors are locked and no visitors are allowed. No one is allowed to enter the building except for law enforcement.

### **Hold and Secure**

Potential security threats or criminal activity outside of the school but not directed to the school may require a hold and secure. This response allows normal activity to occur within the school but all exterior doors are locked. Outside classes (ie. gym classes) return to inside the building. No one is allowed to enter the building except for law enforcement.

### **Shelter-in-Place**

This response is generally due to an outside environmental emergency such as a chemical spill. In this case school staff will determine the safest place to shelter. All outside classes must return to inside the building. Students will remain in the building until community agencies confirm it is safe to exit the building.

### **Evacuation**

This response will generally occur during a fire alarm or after an earthquake. Other emergencies such as gas leaks may also require this response. Schools have evacuation plans that are orderly and systematic. Those plans will be communicated to parents/guardians. Some schools have alternative muster points depending on the emergency (ie. Tsunami).

### **Tsunami**

Some district schools are in the 'inundation zone' of a Tsunami. Schools within this zone have alternate muster/evacuation procedures to ensure that the students and staff evacuate to a safe location outside of the 'inundation zone'. Evacuation procedures will be communicated with parents/guardians.

### **Communication During and Emergency**

A parent's instinct is to contact the school or their child during an emergency. The district asks that parents be patient and monitor the district and school websites and the radio for information regarding

what is occurring. Calling the school or a student's cell phone can compromise safety and tie up phone lines that may need to be used to communicate with school personnel. The district has the ability to send out emergency notifications to the website and the district app. **If you have not already done so, parents/guardians are strongly encouraged to download the app and subscribe to the newsfeed from both their child's school and the district website.**

## Student Release

Perhaps the most critical and complicated aspect of any emergency is the process to re-unite parents/guardians with their children. The student release process will only be used should school need to be dismissed part way during the school day or if it is necessary to ensure student safety. Parents will be informed of site specific processes by the school but in general parents/guardians should be aware that:

- Each school will have a designated process to release students from within the school and also **from outside the school** should it be unsafe to remain in the school. These will be specific areas which can be contained and supervised such as a fenced area or school field.
- Elementary students will not be released on their own. Release will only occur when an authorized adult arrives to pick up the student.
- Secondary students will be released, if it is safe to do so, on their own accord. **Parents who would prefer that their child remain at the school until an authorized adult can pick them up should contact the school at the beginning of the year.** In some circumstances secondary students might only be released to an adult (ie. under the recommendation of RCMP).
- The release of regular bus students will be determined by the level of the student (ie. elementary or secondary) and whether it is safe for busses to run their regular routes.
- Students will only be released to parents/guardians or emergency contacts that are recorded in the school records. **It is critical that parents/guardians update contact information and emergency contacts every year.**
- An adult that has come to collect a child must have identification prior to the student being released.
- The adult who is collecting the child will be required to complete and sign student release form.
- Once the adult and child are re-united please leave the area as quickly as possible to relieve congestion
- **If you are unable to pick up your child they will remain with school staff at the release location until alternate pick up arrangements can be made. Your child will not be left unsupervised.**

Any questions please contact your school administration.

Pacific Rim School District