

EMERGENCY PROCEDURES

EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall – not in a doorway – until the shaking stops
- Stay calm. After the shaking stops, check yourself and others for injuries
- Evacuate the building
- Report to assembly area with your class and begin attendance process

SEVERE WEATHER

- Remain calm
- If severe wind, move away from exterior windows to a safer location
- Follow directions given over intercom

FIRE

- Activate the nearest fire alarm pull station and call 9-1-1
- Evacuate building following evacuation procedures
- Do not re-enter building until authorized by emergency response personnel

EVACUATION INFORMATION

- Evacuation maps are posted in all classrooms and throughout the building.
- Follow designated evacuation plan, unless hazards exist – use alternate route with nearest exit
- Take Emergency Backpack or bucket to assembly location
- Assist anyone that has injuries or special needs
- Ensure all building occupants have exited and are safe
- Account for all occupants

POWER OUTAGE

- Remain calm; assist others if needed
 - If in darkness, move safely to a lighted area. Emergency power may be operating so Exit lighting will be working
 - If phones work, call InfoCentre at x62811 to report outage
 - Call direct supervisor to report outage
- Wait for further instructions from the Central Office

HAZARDOUS MATERIALS RELEASE

- Call 9-1-1
- Move away from the site of the release and hazard to a safe location
- Follow any announcements made over the intercom

SUICIDE PREVENTION

- **L:** Look for warning signs/ways the person is inviting help
- **E:** Empathize with them
- **A:** Ask the person clearly, directly, and compassionately about suicide
- **R:** Remove the danger
- **N:** Next level of care

SUSPICIOUS OBJECT

- Do not touch or disturb object
- Call 9-1-1
- Notify your supervisor and/or building administrator
- Be prepared to evacuate

SUSPICIOUS PERSON

- Do not let any suspicious person into a locked building or room
- Do not physically confront the person
- Begin positioning yourself to the nearest exit
- Call 9-1-1
- Notify building administrator and provide information about the person and their direction of travel