



NEWS

School District No. 57 (Prince George)
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
Telephone: 250-561-6800

September 1, 2017

For Immediate Release

NEW EMERGENCY PROCEDURES

School District No. 57 (Prince George) announces that new EMERGENCY PROCEDURES are now in effect.

A 2016-17 comprehensive review of the School District No. 57 (Prince George) emergency preparedness processes, procedures and communication strategies has led to improved emergency response planning.

Community recommendations were invited and considered, an advisory committee involving school district staff and community stakeholder representatives met to consider improvements and the school district engaged the services of an Emergency Preparedness Procedures consultant to assist with the work.

The review resulted in new School District No. 57 (Prince George) **EMERGENCY PROCEDURES** which are now in effect.

The updated processes are consistent with British Columbia Ministry of Education recommendations and are designed to represent best practice and to standardize procedures throughout the province. The new processes involve various levels of responses to hazards. These categories/levels of response are designed to align appropriate security measures to the level of risk presented and to describe the situation in clear language. Readers will find the ***School District No. 57 (Prince George) EMERGENCY PROCEDURES – NEW TERMINOLOGY QUICK REFERENCE*** attached to this communication.

Parents and Guardians will receive written information regarding the new **EMERGENCY PROCEDURES** as their children and youth begin classes. Staff have received training. The new processes will be reviewed with students and rehearsed by staff and students throughout the 2017-18 school year.

The safety and security of School District No. 57 (Prince George) students and staff remain an ongoing priority.

Should schools experience an event requiring an Emergency Procedure, the school(s) affected and School District No. 57 (Prince George) will communicate through their websites as soon as is possible.

For further information please contact:

Marilyn Marquis-Forster,
Superintendent of Schools
Phone: 250-561-6800, Ext 302
Email: mmarquis-forster@sd57.bc.ca

Nevio Rossi,
Assistant Superintendent
Phone: 250-561-6800, Ext. 316
Email: nrossi@sd57.bc.ca

Tim Bennett,
Board of Education Chair
Email: tbennett@sd57.bc.ca

School District No. 57 (Prince George)

EMERGENCY PROCEDURES

Lockdown

Used in response to dangerous assailant **WITHIN** the school.

Staff will:

Take control of any students in their vicinity

Close and secure interior doors

Turn off lights, instruct students to get out of sight and be quiet

Direct all cell phones silenced and placed face down on floor by the student

Cease all normal activities in the school

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

Retain for future Reference

**NEW TERMINOLOGY
QUICK REFERENCE**

Hold & Secure

Used if there is a security concern in the neighbourhood

Staff will:

Bring everyone into the school and remain in the school

Secure exterior doors

Close windows and blinds to keep students on task and limit distractions from outside events.

No one may enter or exit the school

Typically normal activities continue **WITHIN** the school.

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

Room Clear

Used to move students away from a hazard contained in one room/area

Staff will:

Direct students to go directly to a previously agreed-upon alternate location

Notify the office immediately and summon assistance

Remain to manage the situation arising or exit the room if unsafe

Shelter in Place

Used if an environmental hazard is in the vicinity of school (including wildlife)

Staff will:

Bring everyone into the school and remain in the school

Close windows and blinds to keep students on task and limit distractions from outside events.

All ventilation systems are turned off (if an airborne hazard)

All exterior doors are secured except one in which the Principal or designate will monitor access to the school.

Typically normal activities continue **WITHIN** the school

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

Evacuation

Used if fires, earthquakes, hazardous spills or as required.

Staff will:

Gather students and leave building in a calm and orderly manner

Follow pre-identified evacuation route to assembly area

Account for all students and report information to Principal / Vice Principal

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

Drop, Cover, Hold

Used if you see or feel signs of an earthquake, explosion, or as directed to.

Staff will:

Instruct everyone drop to ground

If indoors Take cover immediately under desks, tables, or other heavy furniture

Hold on as furniture may move. Turn away from windows.

If outdoors Move away from buildings. Avoid areas with poles, trees or overhead wires

Cover your head and neck

Hold on and don't move until shaking has stopped

Once shaking has stopped **count for 60 seconds**. Evacuate, then move to assembly area.

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

School District No. 57 Website: www.sd57.bc.ca