

# Emergency Response Plan

Revised in consultation with Halton Regional Police Services, Halton District School Board,  
Halton Catholic District School Board, Provincial Schools Branch (Milton).

September 2016

Internal Command Centre \_\_\_\_\_

Primary Evacuation Location \_\_\_\_\_

Secondary Evacuation Location \_\_\_\_\_

## Evacuation

### **Bomb Threat, Fire or other danger INSIDE the building or portables**

- Collect students, take student list, activate plan to assist special needs students
- Evacuate in orderly manner, take no personal belongings
- Close doors and leave unlocked
- Check non-classroom/designated areas for visitors and students
- Follow route to nearest safety exit, know your alternate exit
- Proceed to designated assembly area
- Take attendance and monitor welfare of students
- Report any staff, students, or visitors who are unaccounted for, as per school plan
- Await further instruction

## Hold and Secure

### **Dangerous situation OUTSIDE the building**

- Collect students, staff and visitors from non-enclosed areas if safe to do so
- Portable students and visitors remain in portables
- Lock all exit doors, stay away from windows
- Do not let anyone in or out of building (increase supervision at doors)
- School routines continue with appropriate adjustments
- Await further instruction

## Accident/Injury

- Attend to injured person
- Call 911 according to situation
- Call for Certified First Aid Provider

## Lockdown

### **Dangerous situation INSIDE the building or portables**

- Collect students, staff, visitors from non-classroom areas and divert them to the nearest classroom or enclosed area if safe to do so
- Lock classroom/enclosed area doors and turn off the lights, close window coverings, cover door windows
- Instruct everyone to move away from the doors and windows
- Stay crouched out of sight, low to the floor
- Turn off mobile phones and other electronic devices
- Take attendance and monitor welfare of students
- Disregard fire alarms and bells until further directions are given by Principal/Designate or Police
- Await further instruction

## Shelter in Place

### **Environmental/extreme weather emergency OUTSIDE the building (e.g. tornado, gas leak)**

- Collect students, visitors from all non-classroom areas (including portables and areas outside) into building
- Move all people to hallways or safe interior rooms, at lower levels if possible
- Close all windows
- Stay away from all windows and exit doors
- Take attendance and monitor welfare of students
- Await further instruction

After hours, call 911 if there is an emergency.

