

# PARENT & GUARDIAN GUIDE TO EMERGENCY PREPAREDNESS



## Hold and Secure

A precautionary measure to secure a school because of a situation occurring outside the building. May not be related to the school. Exterior doors are locked and no entry or exit from the building. Regular routines continue within the school - students may not even realize there is a disruption.

## Lockdown

A major incident with potential life - threatening violence. In a lockdown situation, all exterior doors are locked and no one is permitted to enter or leave the building. Students and staff must remain behind closed doors in their classrooms or designated area until the lockdown is lifted.

## Shelter in Place

A precautionary measure due to a potential weather or environment related hazard outside the school. During a shelter in place, certain school routines may be restricted.

## Threats

School threats are taken seriously - both online or inside the school. There are specific protocols that are followed, including contacting the police. Each threat is unique, and the responses may be different. A threat does not always lead to a lockdown or hold and secure.

## Communicating with Families

We inform families as soon as possible when we learn about a situation. Impacted families will receive an email, and in rare cases, a phone message. **Important Note:** we do not communicate with schools that are not directly impacted. Even if an incident occurs in your community, an email will only be sent if your school is directly impacted.

## Stay Calm

Stay calm and trust that we prioritize safety.

## Do Not Call

Do not call the school during an emergency. Phone lines must remain open to deal with the situation at hand.

## Avoid Social Media

Social media isn't always a source of accurate information. Avoid posting and contributing to conversations on social media.

## Attending the School

Let emergency services have unhindered access and ensure the school is secure. Only pick your child up if you've been asked to by the school.

## Talk to Your Child

Reassure your child that they are safe at school. Encourage your child not to use their phone during emergencies and to speak to a trusted adult at the school if they have any concerns.