

Medicine Hat Catholic Board of Education

www.mhcbe.ab.ca 403.527.2292 @MHCatholic

Emergency Protocols Guide



Lock Down

Lock Down

- There is an **immediate THREAT OF VIOLENCE** to students and staff **INSIDE** the school building.
Examples can include: Threats of Violence Inside the School
- The main objective of a Lock Down is to protect the safety of the maximum number of people by getting them behind locked doors.
- In a Lock Down situation, students and staff will be placed into secure areas and school will not operate as normal inside the building.
- No one will be allowed in or out of the school.
- The Lock Down will not end until the School Principal or Designate on-site issues the ALL CLEAR and doors are unlocked by the School Principal or Designate or Police.

Communication and Updates: In the event of a Lock Down it may not always be possible to respond to inquiries or send out information until after the incident has ended. Parents will be notified and kept informed if the protocol is initiated by one or more of the following ways:

District and School Websites, Social Media, Email, Text Messaging and Automated Phone Messaging.

Media: Media requests will be coordinated through the Office of the Superintendent of Schools and must be directed to the Executive Assistant- Corporate Communications.

Hold and Secure

Hold and Secure

- There is an **EMERGENCY SITUATION in close proximity** to the school, outside the school, on school grounds and/or unrelated to the school.
Examples can include: Phone Threat, Incident in the Neighborhood near the School.
- All exterior doors to the school are locked.
- The school operates as normal, inside the school walls. Any outdoor activities, field trips, etc. are cancelled.
- As the incident is occurring outside, access to and from the school is restricted and carefully monitored.
- The protocol will continue until the School Principal or Designate issues the ALL CLEAR.

Communication and Updates: Parents will be notified if the protocol is initiated by one or more of the following ways: District and School Websites, Social Media, Email, Text Messaging and Automated Phone Messaging.

Media: Media requests will be coordinated through the Office of the Superintendent of Schools and must be directed to the Executive Assistant- Corporate Communications.

Shelter in Place

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- There is an **ENVIRONMENTAL emergency in close proximity** to the school, outside the school, on school grounds and/or unrelated to the school.
Examples can include: Dangerous Goods Spill, Wildlife on the playground, Tornado, etc.
- If the threat is immediate, students and staff will be gathered into safer spaces, such as away from outside walls and large vented areas.
- Access to and from the school will depend on the ENVIRONMENTAL emergency.
- The protocol will continue until the School Principal or Designate issues the ALL CLEAR.

Communication and Updates: Parents will be notified if the protocol is initiated by one or more of the following ways: District and School Websites, Social Media, Email, Text Messaging and Automated Phone Messaging.

Media: Media requests will be coordinated through the Office of the Superintendent of Schools and must be directed to the Executive Assistant- Corporate Communications.

Emergency Evacuation

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- There is possible **DANGER INSIDE the school**.
Examples can include; Fire, Chemical Spill, Gas Leak, Bomb Threat etc.
- Students will be escorted by staff to a safe location away from the school.
- No one will re-enter the school until the School Principal or Designate issues the ALL CLEAR.

Communication and Updates: Parents will be notified if the protocol is initiated by one or more of the following ways: District and School Websites, Social Media, Email, Text Messaging and Automated Phone Messaging.

Media: Media requests will be coordinated through the Office of the Superintendent of Schools and must be directed to the Executive Assistant- Corporate Communications.

EMERGENCY DRILLS

(Lock Down, Hold and Secure, Shelter in Place, Emergency Evacuation)

- Schools are required to conduct practice drills several times throughout the school year.
- Practice drills can occur at any time.
- There will be no official information provided regarding these drills from the division level.
It is up to the schools' discretion whether to advertise these drills to their parents.