



# St. John Paul II Catholic School

## Emergency Procedures Information for Parents

St. John Paul II Catholic School's first priority is the safety, security, and well being of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur.

We have taken steps to prepare our school to deal effectively with emergency situations that may occur in or around a school during the school day. In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and the fire departments, and parents.

Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below.

We have four types of emergency responses:

- 1. Room Clear** – *used to keep occupants away from a threat (i.e student altercation) within the room while the teacher deals with the situation.*
- 2. Directed Response** – *used to move all occupants away from a threat (i.e. flooding, tornado, utility disruption, chemical spill) to a specific location inside the building when it is safer to remain in the building than to leave. A Directed Response to used when the location of the threat is known and can be confined to a specific area. Occupants should be directed to an area that far enough away from the threat to ensure safety.*
- 3. Evacuation** – *used to move all occupants out of the building by a route designed to avoid contact with a potential threat (i.e fire).*
- 4. Lockdown** – *used to maintain occupants in their room or area to provide from a threat (i.e intruder) when it is more dangerous to leave the building by evacuation than to stay.*

## **In The Event Of An Emergency:**

**Do not call the school or your child's cell phone.**

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information.

By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. Please **DO NOT** call, we will ensure that you get the information you need by contacting you. Teachers will be collecting student cell phones during a lockdown to ensure everyone's safety.

***PLEASE NOTE:** For parent volunteers, dialing out or receiving calls during a lockdown poses a significant security risk. If parent volunteers are in the classroom during a school lockdown, they will be asked to **TURN OFF** their cell phone immediately. We appreciate our parent support with these guidelines for everyone's safety.*

### **What is the best way to receive emergency information?**

There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit our school and/or division website for updated notifications, the latest news will be posted on the front page. ([www.johnpaulii.ca](http://www.johnpaulii.ca)) ([www.ecsrd.ca](http://www.ecsrd.ca))
- Call the Evergreen Catholic School Division No. 2 Office at 780-962-5627.
- Tune into a local radio or television station.

## **What happens during a Lockdown or Directed Response?**

In the event of a Lockdown or Directed Response, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an “all-clear” is given and established student release procedures are in order. This procedure will be strictly adhered to under ALL circumstances. **Please do not go to the school until instructed to do so.**

## **What if the school is evacuated?**

It may be necessary to keep the streets and parking lot clear for emergency vehicles.

If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by our school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian.

Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

## **How do I reunite with or pick up my child during or after an emergency?**

Should circumstances merit, our school may activate a student release procedure. This allows the school to do a controlled release of students to their parent/guardian. Should it be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the Division website. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian.

Instructions on where, how and when you are able to pick up your child will be posted on the front page of the Division website.

## **What else can I do as a parent?**

Carefully read all information you receive from the school regarding emergency procedures. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

A short video about how to address lockdown drills with children:

<http://www.kidsinthehouse.com/teenager/education/life-at-high-school/how-to-talk-to-your-children-about-school-lockdown>