



Planning and Preparing for Emergencies at School

There are 3 major types of incidents that we prepare for:

LOCK IN

This is in the event that there is a threat to the students and staff from outside the building (e.g. bears in the school yard, chemical spill, accident on Riverside Drive)

LOCK OUT

This is in the event that there is a threat to the students and staff from inside the building (e.g. fire)

LOCK DOWN

This is in the event that there is a threat of a violent incident, i.e. a situation involving an armed individual posing immediate threat to life (i.e. has a knife, gun, explosives). We also refer to this as a "CODE RED".

How we prepare:

- We develop Emergency Preparedness Plans for these three situations, reviewing two times a year with all staff members
- We discuss as a staff how we will implement the drills
- We practice these three situations as drills with the students and staff, so that everyone is prepared in the event of an emergency

What drills are like for the staff and students:

LOCK IN: this means securing the doors and restricting students' access to the yard (indoor recess). Parents could pick up and drop off students at the front door, but we would be monitoring the door and keeping it locked. If there is an issue in one part of the school, it could mean that all of us could be in one area, like the Gym. It could also mean that we need to evacuate the building to another site (we don't practice this, but it is in the plan).

LOCK OUT: this means evacuating the building as quickly as possible. The fire department comes to monitor the drill or we pull the alarm ourselves. The staff and students evacuate the building via the nearest door and to the meeting point, the back field. The principal checks to make sure the drill is properly executed. Attendance is taken and we can have either a follow up announcement or assembly to let them know how well they did and to remind them of certain points (staying calm, keep quiet, stay with class). This drill takes about 3 minutes from start to finish.

CODE RED: this means securing the staff and students out of any sight lines and remaining calm, quiet and hidden from view. During a drill, the teacher closes the door and locks it after checking the hallway for any students, closing the blinds and moving students out of site if there is a window in the door. If they are in a more open area of the school, it means moving them out of sight from windows or doors with windows so they are hidden. If students are alone (e.g. the bathroom), again they need to make sure they are hidden from view and quiet. The principal makes sure the drill is properly executed (cannot hear any sounds, doors are locked) then the announcement is made that the drill is over. This drill takes about 3 minutes from start to finish. Police can be present for the drill.

Drill Schedule:

- One LOCK IN, three LOCK OUT, three CODE RED per year

FAQ about Emergency Drills

January 28, 2015

Would it help to have called it something less ominous than “Lock Down”? i.e. less anxiety provoking for students? *We refer to the drill as Code Red to distinguish it from the other two drills with similar names (Lock in and Lock Out). We have to use common language throughout the board and with emergency personnel so that we know what situation we are facing. For the students, having them know what to do will reduce anxiety.*

Can Lock Down be practiced without children involved? *Staff does practice and walk through the building in preparation for the drill, and Martin Fournel, our community officer, is involved in this conversation and planning stage. He is also there during the drill with the students to be able to see how everything goes and to debrief with students. It is very important that all students and staff are involved in practice drills so that they are prepared in the event that something does occur- they will all know what to do.*

How do teachers decide what narratives about why we have Lock Down drills to use with children at different ages? *With younger students, it is not necessary to go into details about what could possibly happen, but rather adults should stick to facts. “We practice these drills to know what to do in case there is ever an emergency situation in the school and we need to keep safe”. Older students may understand that this threat could involve a dangerous individual, however again it is important to stay to the facts- “there are some people who are upset and may come to the school, but this is a very rare thing”. We use a video produced by the Surete du Quebec which also has a teacher’s guide to be consistent in our message.*

Is the word “barricade” explained to students? Could another word be used? *This is the word used in the video, and is explained to the students when they review the video with their teacher. The three safety points are emphasized in the video and drill: listen, get barricaded and stay quiet.*

Can I keep my child home when there is a drill planned? Will parents be notified when there is a drill? *Until we are more comfortable with the Code Red drill, we will continue to inform staff, parents and students prior to a drill. Eventually, it is important that we practice unrehearsed situations so that we know everyone understands how to respond (listen, get barricaded, stay quiet).*

Does my child have to attend the drill on that day? *It is important that everyone has the chance to practice drills so that they know what to do in case there is ever an emergency. This way, the police are able to do their job and the risk of harm remains low. If you are concerned about your child’s possible reaction, please contact the school to discuss.*

Is the video being presented to all classes including Kindergarten? *Yes, currently it is being shown to all classes, but not K4, although they will practice the drill.*

How often do they do the drill? *The Code Red drill is practiced three times a year.*

Do we have to use this video from the Surete du Quebec? *The school has decided to use the video this year as it provides us with a common language and script to follow so that the same message is delivered to all students. If you wish to see the video, please contact the school.*

What is the difference between a drill for K5 and a drill (or prep or practice) for Grade 6? *The preparation and practice happens the same way for each grade level, just the language of how it is explained and the level of detail would differ. With younger grades, the emphasis is on knowing what to do in case there is an emergency and how to be safe. With older students, the concept of an upset person in the building could be explained, but again focusing on what to do in an emergency situation. There is a handout describing the three types of drills that we practice at school and what they are like for the staff and students.*

What is the response time from the police if there is a real incident? Does the school have a special alert button? *The response time is fairly quick since we are very close to the police station. We do not have alert buttons, as it is more effective and reliable to call 911 in the case of an emergency.*

In a real situation, how do people /parents reconnect with their children after? *If there was a real situation, the police would be in control of the event and managing how everyone is accounted for and how they reunite with their family. Each situation would have a different time line for this depending on what has happened.*

How do I address anxiety in my child? *There are resources attached in the information sheet. The best way to reassure your child that they are safe, and adults are here to keep them safe. The chance of something happening is very low. Be truthful and direct with facts and information, but be careful not to dwell on the topic for too long. If it is ongoing for a period of time, you should check in with your family physician regarding next steps.*

List of Resources

Reassuring children and helping children cope

OCSB tips for reassuring children

Link missing??

Talking to children about violence – Information for parents and educators (I found this and added it, what do you think?)

<http://www.nasponline.org/resources/handouts/revisedPDFs/talkingviolence.pdf>

7 ways to reassure your child after frightening news events

<http://www.todayparent.com/blogs/on-our-minds/moncton-shootings-7-ways-to-reassure-your-child-after-trauma/>

Helping children and youth cope after traumatic events (CHEO)

<http://www.cheo.on.ca/en/helping-traumatic-event>

Resources from the Canadian Psychological Association (CPA):

<http://www.cpa.ca/public/emergencies/Resources>.

http://www.cpa.ca/docs/File/Emergencies/helping_child_cope_EN.pdf

http://www.cpa.ca/docs/File/Emergencies/helping_teens_cope_EN.pdf

http://www.cpa.ca/docs/File/Emergencies/care_for_families_EN.pdf

<http://www.cpa.ca/aboutcpa/cpasections/traumaticstress/>

Ten Steps to Creating Safe Environments, 2nd Edition - How organizations and communities can prevent, mitigate and respond to interpersonal violence (Red Cross)

http://www.redcross.ca/crc/documents/3-5-7-1_respected_2011_tensteps_english_c15_proof.pdf

The impact on children from being involved in lock in situations

anything to add here? If not delete this section

Kindness (as an antidote to trauma)

Video:

<http://www.youtube.com/watch?v=nwAYpLVyeFU>

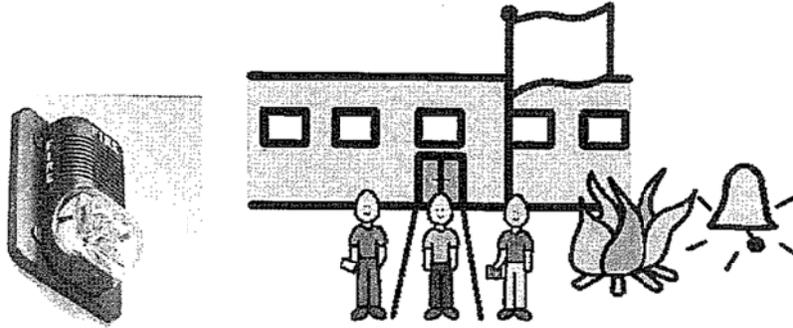
School projects:

<http://www.randomactsofkindness.org/kindness-project-ideas>

<http://ripplekindness.org/>

What is a Lockdown Drill?

Sometimes we have Fire Drills.



Fires almost never happen in schools, but, just in case, we practice what to do if there is a fire. That keeps us safe!



There is a new type of drill at our school. It is called a Code red.

A lockdown drill is to practice what to do if there is an intruder in our school.

An intruder is a person who is not supposed to be in our school. When someone is in our school who is not supposed to be there, our teachers and principals want us to stay safe.



Intruders almost never come into schools, but, just in case, we need to practice what to do. That will keep us safe!

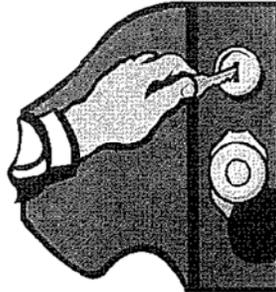
When there is a lockdown at our school, there will be an announcement over the loudspeaker. Someone will say, "Code red, code red, please secure your rooms".



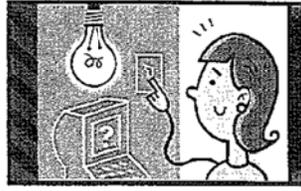
Our teachers know just what to do. We will stop and listen to our teachers.



Our teacher will let us know where to go. Our teacher will lock the door to keep us safe.



Our teacher will turn out the lights.



Our teacher will keep us away from the door and the windows.
We may need to crowd together against a wall or in a corner.
We will need to be very quiet.



When the principal checks everything out and decides that the building is safe, an announcement will be made. Someone will say, "The lockdown is over. The building is secure".

A code red/ lockdown drill is a way for us to practice being safe.