

MALVERN EMERGENCY PROCEDURES

In The Event of an Evacuation (Due To Fire or Other Emergency)

- ◆ Teachers will direct students to use a designated exit route in an orderly fashion.
- ◆ The student who arrives at the classroom door and exterior door should hold it open for other students.
- ◆ Students should walk in an orderly fashion to the exit doors and leave the building. Students should bring valuables (purse, wallet), but leave knapsacks in the classroom.
- ◆ Teachers will close all windows, take their attendance list, and close (not lock) the classroom door as they exit.
- ◆ Teachers should endeavour to keep control of their class and ensure that they move as a group to a location well away from the building: at least 15 metres away from the building.
- ◆ If it is a real emergency, attendance should be taken and the names of any missing students should be reported to an Administrator or designate.
- ◆ Once the situation is safe to return to the school, the all clear bell will sound or be announced.

In the Event of Shelter in Place (Due to External Environmental Threats)

- ◆ Staff and students will be notified as follows: **“Due to a situation in the community, Malvern is now in “Shelter in Place” mode. All staff and students may travel from one class to the next but must remain in the building until further notice”**.
- ◆ All staff and students remain in the building; close all exterior windows and curtains/shades; caretaking will close air vents.
- ◆ Staff will follow a supervision schedule that ensures that every exterior exit is monitored, allowing students and staff to enter the building, but not exit. Phys. Ed classes must remain indoors.
- ◆ Students and staff may travel to classes and go about business as usual, but may not exit the building until an “all clear” is announced.

In the Event of a Hold and Secure (External Threat to Safety or Medical Emergency)

- ◆ Staff and students will be notified as follows: **“Due to a situation in the community, Malvern is now in a “Hold and Secure” mode. All staff and students may travel from one class to the next but must remain in the building until further notice”**.
- ◆ Staff and students remain in the building and close all exterior windows and shades/curtains. ◆ Staff will follow a supervision schedule that ensures that every exterior exit is monitored, allowing students and staff to enter the building, but not exit. Phys. Ed classes must remain indoors.
- ◆ Students and staff may travel to classes, and go about business as usual, but may not exit the building until an “all clear” is announced.

In The Event of a Lockdown (Threat to Safety that is in/near the Building or Medical Emergency)

- ◆ Staff and Students will be notified as follows: **“This is a Malvern emergency. The school is now in Lockdown. Please respond accordingly.”** *There may be more information about the emergency.*
- ◆ If the fire alarm sounds, **DO NOT EVACUATE** unless you are given specific instructions to do so, or unless you smell/see evidence of a fire.
- ◆ Usher students from the hall into the nearest classroom/office. Outdoor classes may be ushered indoors or to a neighbouring school depending on the situation.
- ◆ Staff and students are to remain quiet and in LOCKED classrooms/offices.
- ◆ Turn off lights if your room has windows.
- ◆ Attendance is to be taken in each room.
- ◆ Everyone should stay away from windows and doors where possible.
- ◆ Close windows and shades/curtains, and cover any interior window.
- ◆ No one is to leave the classroom unless directed to do so by the principal/designate or the police. ◆ Do not use the phone/PA system or cell phones in classrooms, except to call 911.
- ◆ Call 911 with vital information or if there is an emergency in your room.
- ◆ Everyone should lie on the floor if gunshots are heard.
- ◆ Do not call the office.
- ◆ Only open doors when an “All Clear” is announced or an all-clear bell, or at the request of police.