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| **SHELTER IN PLACE** |

The shelter-in-place procedure provides a refuge for students, staff, and the public inside the school building during an emergency. It is used when personal safety is considered to be in danger if anyone leaves the school and is mainly used for environmental or weather-related events.

**Principal Responsibilities:**

* Announce to students and staff over the P.A. system the following instructions:

*YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS’ OUTSIDE ARE TO IMMEDIATELY MOVE TO AN INSIDE ROOM.*

* Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building public address system, megaphone, 2-way radio, telephones or runners to gather staff and students inside.
* Move students/staff in portables inside to the school.
* Depending upon the emergency (if it involves a chemical spill/fire/train derailment/ or any other emergency that may affect air quality), direct the caretaker to turn off the heating and air-conditioning or other intake/exhaust systems to avoid drawing in air from the outside. Including:
  + HVAC systems
  + Fans for heat recovery ventilators or energy recovery ventilators (HRV/ERV)
* If window air conditioners are being used, turn them off.
* Turn off appliances and equipment that blows out or uses indoor air:
  + bathroom and kitchen exhaust fans
  + clothes dryers
  + etc.
* Direct staff to close all windows and doors.
* Notify the District office the school is SHERLTERING–IN-PLACE.
* Direct staff and students to move freely within the school but prevent them from leaving the school until safe to do so.
* Be prepared to announce additional procedures due to changing conditions of the incident.
* Notify transportation and the Divisional Safety & Health Officer of the issue.

**Staff / Students Responsibilities:**

* Direct all students, staff and visitors, including those outside the school, such as on the playground, into the school.
* All portable classrooms not attached to the school should be directed to come into the school until the all clear has been given.
* Classroom instruction can proceed as normal however staff and students will be prevented from leaving or attending outside recess.
* If required, move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
* Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
* If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
* Move students from mobile classrooms to an interior safe area in a permanent structure.
* For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch or low spot away from trees and power poles.
* If movement into the building would expose persons to a hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or crosswind from the spill.
* If the fire alarm is activated during a shelter in place DO NOT leave the school unless directed to do by the principal or designate.
* An ‘ALL CLEAR’ message will be given in person by the principal or designate once it is safe to exit.

**After the Emergency:**

After the hazard or emergency has passed, return your building to normal settings:

* Open all windows and doors.
* Turn on the HVAC, HRV/ERV.
* Turn on air conditioning units.
* Turn fans back on (bathroom, kitchen, dryers, etc.)
* Once the building is ventilated, return all equipment to normal settings and operation.