

## Our Response Plan

In an effort to provide a safer environment in Northern Gateway Public Schools, we have developed a comprehensive Emergency Response Plan in



connection with the local and provincial emergency responders and other responding agencies; it does not focus on one or two anticipated hazards, but any potential hazard so that we are prepared to respond

regardless of the type of emergency. Additionally, our plan adheres to the National Incident Management System of four (4) phases of emergency management: **prevention & mitigation, preparedness, response and recovery.**



**Names and numbers of my child's emergency contacts:**

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## Conclusion

### What can parents do to help ensure the safety of students during emergencies?

If an incident occurs, it is only natural for parents and caregivers to want to rush to the school. However, doing this will often complicate a school-based incident and may interfere with the work of school personnel and emergency responders.

You can help manage a crisis situation by following these steps:

#### Remain Calm

Do your best to cooperate with school and public safety officials. Follow any instructions you may receive regarding your student.

#### Keep Roads Clear

Do not come to the school as that may interfere with the response efforts and put you in harms way. Traffic or parking congestion could block access to the school for critical resources like police, fire or emergency medical responders.

#### Keep Phone Lines Open

Do not call the school office. Excessive phone calls could jam the phone system and hamper emergency communications.

Do not call your child if he or she has a cell phone. The circuits you are using may be essential for the emergency response.

Monitor the communications channels identified by your school site such as your school's website or radio stations.

#### Be Patient

Students will be released to parents and guardians, or emergency contact persons as soon as possible.

# Emergency Situations at Schools



## Information Guide for Parents & Guardians



# What You Need to Know

## BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate, current, and updated as needed. To update this information, please contact your child's school directly.
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with your school's emergency communication procedures. The division is committed to providing accurate and timely information in the event of an emergency.



## IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below:

- **DO NOT** call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- **DO NOT** phone/text your child. Trying to contact your child may prevent them from hearing important, even life-saving information. All staff and students are discouraged from using cell phones during an emergency.
- Check [ngps.ca](http://ngps.ca) or [@ngpschools](https://www.facebook.com/ngpschools) or the division Facebook page for updates.
- Tune to local radio and TV stations for official school alerts.
- Rely only on official communication from school officials and/or public safety officials.

# Safety Terms and Procedures

**A Lockdown** response is initiated when imminent danger is present on the school site and the safety of students and staff is threatened. No one is permitted in or out of any area once it has been locked. **No one, other than law enforcement, is permitted access to the building until the Lockdown is over.**



**A Hold and Secure** is initiated when there is a situation taking place in the community that is not related to the school, like a bank robbery nearby. A hold and secure is usually initiated by police. During a hold and secure, activities continue inside the building, but all doors are locked and no one is allowed to enter or exit the school. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

**A Shelter in Place** is used when there is an environmental or weather-related situation, like a chemical spill outside the building, or a major storm. During a shelter in place, activities will continue inside the school, but students and staff will not be allowed to leave the building. In some cases the ventilation system may be shut off.

**An Evacuation** requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to a predetermined alternate location.



Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.

### Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

- **DO NOT** call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- Wait for updates from the designated emergency notification method.
- Visit [ngps.ca](http://ngps.ca) or [@ngpschools](https://www.facebook.com/ngpschools) or the division Facebook page for updates.
- Tune to local TV and radio stations.

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