

School Safety Notification System

Maple Ridge Christian School has developed a School Safety Notification System to keep students, staff and volunteers safe. While it is impossible to anticipate all eventualities, the notifications below are used as a guide to conduct these procedures effectively.




DROP, COVER, AND HOLD

- Used in the event of an earthquake, explosion, or any event that shakes the school.**
- Quickly move away from obvious hazards
 - DROP low to the ground
 - COVER – take cover under a sturdy table, desks, furniture, or other large sturdy items
 - HOLD ON – to the furniture you are under and stay there until the shaking stops
 - Once shaking stops, wait 60 seconds and then evacuate via the shortest safe route
 - Assemble outside at the designated assembly site



HOLD AND SECURE

- Used when there is a security concern, such as a police incident, in the neighbourhood of the school.**
- Principal/designate to announce "hold and secure," repeating several times
 - Lock exterior doors and exterior window blinds, minimize activity in hallway
 - Put sign on front door advising visitors that school is in a Hold and Secure and thus no visitors allowed on site
 - Normal duties may continue within the school
 - Hold and secure will be lifted by an announcement from the principal/designate under direction of RCMP



EVACUATE

- Used to move people out of the school when a hazard exists inside. May include floods, potential fire, or a bomb threat.**
- Students and staff directed to exit school using the safest route
 - Students and staff to assemble outside at a designated assembly site



LOCKDOWN

- Used to prevent intruders from entering occupied areas of the school, or in times when it is necessary to isolate students and staff from a danger outside or within the building.**
- Principal/designate will announce "lockdown now," repeating several times
 - Principal/designate will call 911 – only when/if it is safe to do so
 - Students and staff gather in the nearest secure room
 - Close and secure doors
 - Turn off lights, close windows and blinds, get down behind heavy furniture or out of sight, stay quiet
 - All students must turn off cellphones
 - Do not respond to anyone at the door, and ignore dismissal bells
 - Remain in lockdown until the room is cleared by authorities



SHELTER IN PLACE

- Used as a short-term measure to protect students and staff from potential dangers outside the school (e.g. environmental weather-related emergencies, dangerous wild animals on school grounds, or a missing child).**
- Bring everyone into school and remain indoors
 - Secure exterior doors and windows
 - Close exterior window blinds (if available)
 - Turn off all ventilation systems (if available/appropriate)
 - Staff designates will monitor access to school via main entrance
 - Access may be denied if a risk exists that jeopardizes safety of occupants



ROOM CLEAR

- Used to move people away from a hazard contained in one room/area.**
- Students directed to leave the room/area and report to designated area
 - Principal/designate to call for assistance as needed (e.g. principal/vp, custodian, 911, first aid attendant)

<p>SCHOOL DRILLS Maple Ridge Christian School practices important safety techniques to keep students and staff safe during emergencies.</p>	<p>Fire Drills 3 in spring, 3 in fall</p> <p>Earthquake Drills 2 per year, The Great BC Shakeout</p>	<p>Lockdown Schoolwide lockdown procedure awareness</p> <p>Emergency Information In an emergency, call 911</p>
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