



## Emergency Procedures for Parents

### **Fire Drills:**

To help our students become familiar with proper evacuation procedures, school and fire department officials conduct six fire drills throughout the school year. During these drills, students are directed by the teachers, to leave the school in an orderly and quiet manner, using their designated exit. The exit signs are posted in each room and students are informed of these. Any other individuals who are in the building must also evacuate the premises when the alarm sounds.

Students are not permitted to go home until after the drill has been completed and attendance has been taken. In the case of a real fire students will be evacuated to St. Teresa of Avila Parish. Staff and students are not permitted to enter the school until the fire chief has allowed it. Students will not be dismissed to parents until all students are accounted for and protocols have been followed. Once all students are safely secured at the Church then communication to parents will be given through newswire only.

### **Lockdown Protocol:**

The purpose of a lock down is to safely confine all students and staff from potentially dangerous intruders. A lockdown will almost always be initiated by police, but, in some situations may be initiated by the Principal or staff member.

St. Teresa School has an established procedure which is updated and shared with all staff. At least twice a year, the school community practices the lock down procedure.

In the event of a real lock down please do not attempt to come to the school to pick up your child. School doors will remain locked until protocols are completed, and police lift the lock down. Communication to parents will go out through newswire after students are secured and protocols are followed.

### **Tornado Drill:**

Each school is required to practice one tornado drill in September/October and one again in

April/May. When Environment Canada issues a Tornado warning and conditions are imminent, students would be directed to the interior hallways of the school as far away as possible from windows and doors. Since refuge should never be in a motor vehicle (car or bus) release of students will only happen after consultation with the Superintendent, Student Transportation Services of Waterloo Region and recommendations from Environment Canada. Attempts to communicate through newswire will be given once after all protocols have been followed and decisions have been made.

### **CAER Drill:**

The Elmira Town Sirens may be used in the event of: severe weather, gas leaks or chemical releases. In the event of a gas or chemical leak, the school will follow procedures where all windows, outside doors and every door inside the building are closed. Windows and around the doorways are sealed with tape and a damp rolled towel is placed at the bottom of the door. Please stay tuned to local radio stations and keep phone lines open. Please do not attempt to pick your child up from school. Doors and phones will not be answered. Communication will be through newswire only after students are secure and the proper authority have been notified.

### **Evacuation:**

In the event that the staff and students must evacuate the school our evacuation site is the St. Teresa of Avila Church. Communication and how to pick up your child will be through newswire.

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