

ASASA Learning School Authority 0235

Fire Evacuation, Lock Down and Weather
Updated: April 10, 2021
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff at ASASA

Objective: The purpose of this policy is to guide all above mentioned stakeholders in understanding and performing the Fire Evacuation, Lock Down and Weather issues to take actions appropriately.

Fire Evacuation Policy:

In the event of an emergency teachers will take as their primary concern, the safety of the children in their care. To this end, in all cases the evacuation of all children to a safe place takes precedence over all other concerns

Fire Alarm

In the event of fire the fire alarm will be set off. The evacuation will be as follows.

EMERGENCY PROCEDURE FOR SAFE EVACUATION

Take immediate steps to ensure the safety of any children or staff in the vicinity of the emergency

- Call 911
- Evacuate all building

When evacuation occurs, the teacher must accompany all children. Teacher and students are to move to the Evacuation safety area (playground and parking lot). Once the evacuation safety area is reached the class teacher will have a head count to ensure all students are present or accounted for. If someone is missing the Fire chief will be notified. The office staff will be responsible for checking all rooms in the administration area and hall. When the Fire Department announces all clear, the normal activities of school resume.

Lockdown Procedure:

In these situations, schools should be prepared to take steps to isolate students, faculty and staff from danger by instituting a school lockdown.

In general, there are two main lockdown situations:

- 1 Lockdown with warning: The threat is outside the school building.
- 2 Lockdown with intruder: The threat or intruder is inside the school building.

Suggested Lockdown with Warning Procedures

The following procedures should be followed when the threat is outside of the school building:

- Building administrator orders and announces “lockdown with warning.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
- Teachers must be able to hear the lockdown announcement.
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows.
- Move all persons away from the windows.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Once the threat has subsided, the building administrator announces “all clear.”

Suggested Lockdown with Intruder Procedures

- The following procedures should be followed when the threat or intruder is inside of the school building:
- Building administrator orders and announces “lockdown with intruder.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.

Weather Policy:

There will be times during occurrences of severe weather, natural disaster, major utility failure or other circumstances when that time comes, the school will send automated message to all the parents about the emergency school closure.

If weather or any other natural disaster occurs while the school is open, the students will stay in the facility premises until either parent come to pick the child or it is safe to send the child.

For immediate help under natural disasters school will call 911 for assistance.