



School Emergency Program

A Guide for Parents/ Guardians

Schools are one of the safest places in our communities. Nonetheless, an emergency can strike anywhere, and at any time.

During an emergency, our first priority is the safety of our students and staff. In order to provide an effective response to any school emergency WRPS, in partnership with the Hour Zero protocols utilized by emergency response agencies throughout North America, has developed an Emergency Response Plan.

Since a school emergency could require the involvement of numerous agencies, the plan works in conjunction with other local emergency plans. WRPS's plans do not replace the authority of law enforcement, fire or EMS – staff members work in full co-operation with these agencies. The plans created for individual schools and the Division, are reviewed both annually and after an emergency.

Along with the on-site emergency response team at each school, there is also a Division-based emergency response team that provides support and aid to schools at the time of an emergency.

Staff is trained on emergency protocols, and drills are practiced at each school; drills prepare students and staff to act quickly, and they help minimize confusion and fear during a real emergency.

This guide defines the emergency functional protocols in hopes of answering parent/guardian questions. I hope you find this guide helpful and informative. We appreciate your support and assistance in its continued safety efforts.

Sincerely,

Melissa Humby
Principal
Wetaskiwin Outreach

KEEPING SAFE AT SCHOOL

When a school is faced with an emergency, the Incident Commander (usually the principal) will assess the situation and implement the appropriate emergency protocol. The emergency protocols are listed below.

Lock-Down	Lock-Down is used when there is a threat or potential threat of violence to students and/or staff INSIDE the school. During a Lock-Down, all doors within the school are locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one is permitted in or out of any area once it has been locked. Only law enforcement is permitted access to the building during a Lock-Down. No one is allowed in or out of a locked room, under any circumstance, until the Incident Commander issues the "All-Clear". Doors will be unlocked by the Incident Commander and/or police.
Hold and Secure	Hold and Secure is used when there is a threat or potential threat of violence to students and/or staff OUTSIDE the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. Movement is permitted inside the school, and inside activities can continue. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.
Shelter-in-Place	Shelter-in-Place is used when there is NO THREAT OF VIOLENCE but directing and controlling movement inside the school is prudent. A Shelter-in-Place maybe be called for any of the following reasons: an environmental emergency, severe weather, student, or staff requiring first aid/medical/focused attention. During a Shelter-in-Place, students and staff retreat to classrooms/safe zones to seek shelter or simply clear the hallways, allowing for both privacy of a student requiring attention and unrestricted access for emergency responders. This protocol may or may not include having students or staff who are outdoors come back into the school. Doors are not locked during this protocol. Students will not be released or dismissed until the situation has been resolved.
Evacuation	Evacuation is used when there is possible danger INSIDE the school, (no threat of violence) and it is safer to be outside the school than inside eg: fire, gas leak. 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 an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.
Dismissal	If necessary, a Controlled Student Release Procedure will be used to release students to an authorized emergency contact.