



Emergency Response Plan

In Case of Fire or Fire Drill (During Class Time)

Each room has a sign that indicates the closest exit in case of fire. When the alarm rings, students should move quickly and quietly to the nearest exit. Following the lead of the teacher go quickly out of the building and congregate on the south side of the track adjacent to OLM. Each Grade level should assemble at their designated location (grade 8's towards the eastern end of the track and sequential grades gathering towards the western end). Attendance will be taken. Remain there until given instructions. Any student who are on a Study Block must report to Mrs. DeWith located on the school side of the track. All teachers of class groups are to send student attendance confirmation to the admin team or designate, again located mid field.

In Case of Fire or Fire Drill (Outside of Class Time)

If the alarm sounds outside of class times everyone should move quickly and quietly out of the building and assemble on the southern side of the track away from the building. Once assembled students and teachers are required to line up according to 'F' block membership in ascending order, with Grade 8's assuming the easternmost location and Grade 12's the westernmost. Students having a study during the alarm are to report to Mrs. DeWith, they will be located at mid-field Once attendance is taken and reported and the building has been checked the "all clear" will be given and students will move to their next scheduled class.

Threat to Personal Safety – Code Red Alert - Lockdown Procedures

The following is a brief summary of what students and staff will do should they hear over the PA system **"Lockdown in place, stay away from doors and windows"**.

Any student or staff member located in an open area like hallways should proceed to the nearest safe location (a classroom)

(1) Students and staff already in a classroom should remain there and do the following:

- Move to the safest area inside the classroom away from doors and windows.
- Lock doors and cover windows on doors
- Consider it a serious situation and remain quiet and out of sight
- If the intruder is located outside the building, an announcement will be made to alert the staff to close blinds and turn off the lights.
- Turn cell phones to vibrate or off
- Advise office if possible if a student is in the hallway.

(2) Students and staff located in the gym should move to the change rooms. Students and staff in the cafeteria should move into the kitchen.

(3) Any students or staff on the field area should move to OLM church

(4) Staff that are not in charge of a group of students will meet at the front office to get further instructions.



Emergency Response Plan

Earthquake

As of the 2016-2017 Academic year STMC is a part of the Earthquake Advanced Warning System. This system allows for advance notification of an imminent earthquake. By monitoring the precursor P-waves of a seismic event this system can warn British Columbians that an earthquake has been detected. Once detected an automated announcement will broadcast over the PA system. The following will be heard: "**Earthquake imminent, Cover and Duck. Earthquake imminent, Cover and Duck.**" Once initiated the following is to occur:

- (1) **Stay Inside** – move away from windows, glass, shelves and objects that may fall.
- (2) **Duck and Cover** – take cover under or beside desks and tables, against interior walls or in doorways (but be aware of doors slamming shut)
- (3) **Crash Position** – get on knees, head down, with arms, a book, or jacket, covering neck and head. Count out loud 1-60; after 60 seconds, or after shaking has stopped, check for injuries or dangers such as broken glass before standing up and moving; make sure you have some shoes or some covering on your feet.
- (4) **Evacuate building** as per fire drill procedure

<u>References</u> Prepared by KC Steele, Sr VP	<u>Approved</u> President July 2023
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