



Kluane Lake School Emergency Procedures OCTOBER 2018

	DESCRIPTION	PROCEDURES
1	<p>Lockdown: A lockdown occurs when there is a threat of violence within the school or in relation to the school. Students and staff are asked to remain in sheltered areas until the situation is resolved.</p>	<p>KLS students and staff will go to the Storage Room area and wait until the Principal or Acting Principal informs them that it is safe to leave.</p>
2	<p>Hold and secure: A hold and secure is different than a lockdown. It is enacted when a threat occurs outside of the school but not related to the school. School activities can continue as normal but doors are locked and monitored and no one is permitted to leave or enter until the situation has resolved.</p>	<p>KLS students and staff will remain within the building and school resumes unless Superintendent or RCMP advises that the students must leave. Principal or Acting Principal will contact parents.</p>
3	<p>Evacuation: When students and staff vacate the school building in response to an issue or threat inside of the school building, such as a fire.</p>	<p>KLS students and staff will either go to the Muster Point (near Fire Hall) or take the activity bus to Talbot Arm Motel. Principal or Acting Principal will contact parents. Parents are advised to pick up their child(ren) from Talbot Arm.</p>
4	<p>Earthquake Drill: <i>Drop, Cover & Hold On!</i></p> <p>DROP where you are, onto your hands and knees.</p> <p>COVER your head and neck with one arm and hand</p> <ul style="list-style-type: none"> ✓ If a sturdy table or desk is nearby, crawl underneath it for shelter ✓ If no shelter is nearby, crawl next to an interior wall (away from windows) ✓ Stay on your knees; bend over to protect vital organs 	<p>HOLD ON until the shaking stops.</p> <ul style="list-style-type: none"> ✓ Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts ✓ No shelter: hold on to your head and neck with both arms and hands. <p>(URL: <i>SHAKE OUT: Recommended Earthquake Action</i>) https://www.shakeout.org/yukon/</p>
5	<p>Fire Drill: Students and staff practice fire drills on a monthly basis.</p>	<p>KLS students and staff will go to the Muster Point (near Fire Hall).</p>
?	<p>As a parent, you should follow these basic rules during a school emergency:</p> <p>NOTE: Tune in to the local radio for updates and instructions. Sometimes school staff cannot communicate directly with you as they are ensuring the safety of students.</p>	<p>Do not call the school; we must have phone lines open for emergency services.</p> <p>Do not drive to the school during a school or regional-wide emergency; we need the streets clear for emergency services and to protect student safety. Wait for information and instruction from the school.</p>
?	<p>http://www.education.gov.yk.ca/emergency-plans.html Department of Education. Yukon Government.</p>	<p>For more information, contact Alyce Johnson, Principal. 867-841-4506</p>