

### Lockout and Lockdown

<i>Notification:</i>	Announcement: Lockout and Lockdown Now (3 times)
<i>Action:</i>	<ol style="list-style-type: none"><li>1. If in a classroom – follow the directions of a staff member.</li><li>2. If not in class – proceed to the nearest room or alternate site.</li><li>3. Gather in an area away from possible site lines, duck your head, and cover it with your arms. If in a washroom, enter a stall, close and fasten the door, stand on top of the toilet so your feet are not visible through the bottom opening.</li><li>4. If anyone is injured, attempt to report the injury to a staff member and stay with the injured individual(s) until help arrives.</li><li>5. Remain in the duck and cover position until further instructions are provided or the “All Clear” announcement is made.</li></ol>
<i>Gathering Area:</i>	Nearest securable room of alternate site. Our alternate site is Constable Neil Bruce Middle School.

### Building Evacuation

<i>Notification:</i>	Fire Bell (continuous ringing)
<i>Action:</i>	<ol style="list-style-type: none"><li>1. If in a classroom – follow the directions of a staff member.</li><li>2. If out of class – leave the building in an orderly fashion through the closest exit.</li><li>3. Proceed to the designated gathering area.</li><li>4. Report your status to the appropriate staff member.</li><li>5. Await further instructions. Never return to the building until the “all clear” signal has been given.</li></ol>
<i>Gathering Area:</i>	Mount Boucherie field alphabetically according to teachers last name.

### Serious Injury

<i>Notification:</i>	Not applicable
<i>Action:</i>	<ol style="list-style-type: none"><li>1. Report injury to nearest staff member.</li><li>2. Follow directions of staff member – you may be asked to act as a runner to communicate with the main office.</li><li>3. If unable to report, call 911 and stay with injured person until help arrives.</li><li>4. Do whatever you can to help the injured person until medical help arrives.</li></ol>
<i>Gathering Area:</i>	First Aid room in the main office.