



Shelter-in-Place

Shelter-in-Place is the practice of using interior space within the building you currently occupy, remaining safe by staying inside and moving staff and students to an interior room with no or very few exterior windows and doors taking refuge from severe weather such as a tornado. For a chemical spill, an attempt to move students, faculty, and staff from the building would expose them to more danger than if they would remain where they are, in some situations there may be a need to seal off a room.

Situations where Shelter-in-Place may be initiated

1. Chemicals that could be released in to the environment by:
 - An industrial accident
 - Chemical spill
 - A break in a natural gas pipeline
 - Material being transported through our communities by truck or rail.
 - A terrorist attack
2. Severe weather conditions:
 - Tornado
 - Severe snow storm
 - Heavy rain and possible flooding

In the event any of the above should occur, the following procedures should be followed.

Shelter-in-Place Chemical Release

Staff members will then initiate the following Shelter-in-Place procedure:

- Public safety authorities will direct the school administration to implement the Shelter-in-Place procedure.
- The school principal or designate will alert school personnel and students to the need for the Shelter-in-Place procedure
- All ventilation (air exchange) systems must be immediately shut down to prevent infiltration of the chemical
- All students and school staff must be directed to proceed swiftly to the designated Shelter-in-Place area with access to washrooms and water. For students who may be outdoors, they shall be immediately directed to enter the school building
- All doors and windows leading to the outdoors will be closed and sealed off from the shelter area using plastic and duct tape (precut to fit)
- Principals will ensure that all students and staff are accounted for
- Await patiently for further instruction from the authorities or administration.
- The RCMP and other appropriate emergency services will be contacted.



- The Shelter-in-Place will remain in effect until the RCMP, Division Superintendent or other emergency services give the all-clear signal

Shelter-in-Place Severe Weather

Staff members will then initiate the following Shelter-in-Place procedure:

- Public safety authorities or the Division Superintendent will direct the school to implement the Shelter-in-Place procedure.
- The school principal or designate will alert school personnel and students to the need for the shelter in place procedure
- Staff and students will be moved to a secure classroom or area where they can be away from exterior windows and doors. In the event of a tornado DO NOT USE THE GYMNASIUM.
- Principals will ensure that all students and staff are accounted for
- Await patiently for further instruction from authorities or administration.
- The RCMP and other appropriate emergency services will be contacted.
- The Shelter-in-Place will remain in effect until the RCMP, Division Superintendent or other emergency services give the all-clear signal

All Schools should have a Shelter-in-Place Emergency Kit

It is recommended that each school assemble an emergency kit containing supplies and information that may be required in a situation involving an emergency or environmental danger. This kit should be stored in an area that is readily accessible to any staff member that may be required to respond to a crisis situation. It is suggested that the contents of the kit include the following items:

- First Aid kit
- Communication device
- Flashlight
- Matches
- Battery-operated radio
- Blankets
- Writing supplies (paper and pens)
- Rope
- Knife
- Plastic to cover windows/doorways
- Note that any equipment that requires form fitting, i.e. air conditioners, exchange units, fan housings, should be pre-taped and ready to be slipped over the equipment and sealed
- Masking tape
- Scissors
- Hand tools (hammer, screwdriver, hand saw)



- Plastic basket (for storage), plastic water containers, pails
- Student and family contact list
- Copies of students' individual health care plans
- Key for relocation site facility