



Individualized Emergency Response Plan

Employee Name:

Fire Emergency Evacuation

During a fire emergency or drill the fire alarm will sound throughout the building. All staff, students, visitors, and contractors will evacuate the building and meet outside.

Employee specific plan for fire emergencies:

Lockdown or Hold and Secure Situation

During a lockdown event or drill an announcement will be made for all staff, students, visitors and contractors to go into "Lockdown". Enter the nearest vacant room and once the hallways are empty lock the door. Do not leave the room until a credible person (An administrator or designate) informs you that the danger has passed and advises you on how to safely exit the school. During a "Hold and Secure" situation activities will continue as normal with the except exterior doors will be locked. As well, the principal will ensure that students on the grounds are instructed to enter the school immediately. The main entrance door will be monitored to allow entry by students or known staff members and to determine whether the situation should be elevated to a lockdown

Employee specific plan for lockdown or hold and Secure:

Tornado Emergency

During a tornado or tornado drill school administrators will direct staff, students, visitors and contractors to move to the safest location(s) in the building. The safest locations in a school include:

1. Basement
2. Interior hallway on lowest level
3. Away from windows
4. In a small room, (bathroom), surrounded by load-bearing walls
5. In a room without small objects that may serve as projectiles

Employee specific plan for tornado:
