



Wood Street Centre

411 Wood Street, Whitehorse

September 20, 2018

Dear parents/guardians,

Re: School emergency procedures

At the beginning of each school year, our school prepares a School Emergency Response Plan to ensure we can act immediately to protect the health and safety of students should a school emergency arise.

Please make sure the school has your current contact information, so that we can reach you should there be an emergency.

Our School Emergency Response Plan outlines how staff would respond to emergencies such as a fire, earthquake, threat, medical incidents, issues with the school building or other situation. It provides the protocols to respond to each scenario, with clear roles and responsibilities of school staff, floor plans, evacuation sites and lockdown information for directing students, emergency telephone numbers and communication protocols with the RCMP, other emergency services and parents. It is developed by the School Safety Team with the Department of Education and the RCMP each year.

The School Emergency Response Plan is shared with the RCMP, the Department of Education and the School Council Chair. We do not share the plan widely, as some information is confidential to keep students safe.

The five basic principles that guide our school's emergency responses are:

- Student and staff safety is the first priority before all other action.
- Students are supervised whenever they are evacuated to an alternate site until directed.
- Communication with emergency services comes first to ensure safety; communication with parents occurs once we determine students and staff are safe.
- The school cares for the student during a medical incident until emergency services respond.
- The principal is responsible for decision making during an emergency as required.

As a parent, you should follow these basic rules during a school emergency:

- **Do not** call the school; we must have phone lines open for emergency services.
- **Do not** drive to the school during a school or city-wide emergency; we need the streets clear for emergency services and to protect student safety.
- Wait for information and instruction from the school.
- 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.

More information:

School evacuation sites:

The school's evacuation sites will be posted on the front door of the school for your reference. Evacuation sites at Wood Street Centre include: The primary alternate site is Whitehorse Elementary School (WES). The secondary alternate site if we are not able to attend WES is F.H. Collins Secondary School.

School safety drills:

The school performs regular safety drills to ensure students know what to do in an emergency. Safety drills will take place on:

- August 23, Fire Drill- completed
- October 18, Earthquake Drill
- November, Fire Drill date to be announced.

School safety procedures:

Please note the difference between these procedures:

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.

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.

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.

Thank you for taking the time to read about school emergency response planning.

If you have any questions, please contact the school staff at 667-8413.