



AP 2-206 – SHELTERING IN PLACE

BACKGROUND

Sheltering in Place is used when personal safety is considered to be in danger if anyone leaves the school. Usually this is due to environmental or weather related events. It is necessary for everyone to remain inside the school and take protective actions.

PROCEDURE

When a Sheltering in Place is announced, access in and out of the school is strictly monitored. During some Sheltering in Place events such as a snowstorm or a dangerous animal nearby, the disruption to the regular school functioning will be minimal. In other situations such as a tornado, students and staff may need to evacuate to particular areas of the school. Classes can continue to function normally, although there may be situations where movement is restricted.

Notification:

- . A Sheltering in Place will be announced via the paging system or intercom with specific directions as appropriate.
- . Staff will carry out duties as pre-arranged.

Office and Clerical Staff:

- . Determine the level of movement that can occur within the school during the Sheltering in Place and communicate this to the staff and students.
- . Call the Division Office and report the details of the Sheltering in Place.
- . Receive attendance counts and verify that everyone (students, staff, volunteers and visitors) is accounted for.

Students:

- . Students follow the directions announced over the paging system and from their teachers.
- . If a Sheltering in Place is initiated, students in outdoor areas should immediately enter the school.

Staff:

- . Follow the directions as paged over the intercom.
- . Keep students calm.

School Administrators:

- . Determine level of acceptable movement within the school.
- . Communicate the details of the Sheltering in Place to the Superintendent.
- . Communicate the details of the Sheltering in Place to parents (as needed).
- . Division office (superintendent) will provide information to media.

Adopted: June 2017