

Chelsea Elementary School

74 Chemin Old Chelsea • Chelsea, Québec • J9B 1K9

☎ (819) 827-0245 • ✉ chelsea@wqsb.qc.ca

Our Mission: Respect for All by All



Emergency Preparedness Procedures at School 2025-2026

Dear Parents and Guardians,

Our staff has been demonstrating and following the procedures outlined in our Emergency Preparedness Plan to help prepare students for the drill exercises that accompany each of the three (3) types of potential emergency situations we prepare for in schools. I wanted to take the time to also inform parents of the details of each of these emergency drills in case you wanted to discuss them with your child(ren).

LOCK IN

This is in the event that there is a threat to students and staff from outside the school buildings (e.g. – animals in the yard, chemical spill, accident, etc.).

LOCK OUT

This is in the event that there is a threat to the students and staff from inside the building (e.g. – fire). This is commonly referred to as the “fire drill”.

LOCK DOWN

This is in the event that there is an issue of safety that poses an imminent threat in the school (e.g. – someone yielding a weapon, explosives, etc.). We also refer to this as a “code red”.

How we prepare:

- ✓ Develop the Emergency Preparedness Plans for each of these three situations, and review the contents with staff twice annually
- ✓ Discuss as a staff how and when the drills will be implemented
- ✓ Practice these situations as drills with students and staff so that everyone in the school is prepared in the event of such an emergency

What are the drills like for staff and students?:

LOCK OUT

This means evacuating the building as quickly as possible. The fire department may come to initiate and oversee the drill, or we trigger the alarm internally. Staff and students evacuate via the closest exit to the designated meeting points. Hallways are swept by Admin & support staff and then attendance is taken to ensure everyone is accounted for. An announcement will follow to indicate how everyone performed during the drill. The entire experience typically takes between 3-5 minutes for students to complete (10-15 minutes for the admin staff).

LOCK DOWN

This means securing the staff and students in their classrooms out of sight. During a drill, the teacher would quickly check the hallway for any students not in a classroom, and then close and lock the door. Blinds are closed and teachers gather their students in a designated secure space within the classroom away from the door and windows. If students are alone (ex: washroom), they are told they need to be hidden from view and quiet during the lock down. Principal circulates to ensure the drill is being executed properly (hallways are empty/quiet and doors locked), then an announcement is made that the drill is complete. Gatineau Police will be present at this type of drill. The entire experience typically takes between 3-5 minutes to complete.

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Drill Schedule for this Year:

- ✓ Two (2) Lock Outs
- ✓ Two (2) Lock Downs

The Chelsea staff has been discussing and practicing the lock out and lock down (code red) drills in more detail with their classes. **We will be conducting our first formal lock out and lock down drills this month.** Please feel free to discuss/review what a lock down/lock out drill is with your child(ren) and reassure them that this is simply a practice for everyone's safety, but that we need to take it seriously.

LOCK DOWN PROCEDURES:

In the event that there is a threat to students and personnel from within the building a Lock Down will be signaled. **Principal or designate announces on the P.A. "Emergency. Code red. Initiate lock down"**

Procedure:

- All cell phones MUST be silenced
- Administrators must put their cell phones on VIBRATE
- Teachers and Support Staff quickly look into the hallways for any students
- Teachers must lock classroom doors, turn the lights off and close windows and blinds
- If the student is in the washroom they lock the door of a stall and pull their legs up
- Teachers move students away from the doors/windows and keep them completely silent
- There is to be no contact with the office unless it's to give information about a suspect/incident
- Staff and students are to remain in their secure location. If it is a practice, the Principal or designate will let everyone know when the drill is complete over the PA system. If it is not a drill everyone stays in secure locations until the police make it clear that the Lock Down is over.

We are practicing these drills in collaboration with the Police and Fire Services to ensure that all our emergency procedures are in place for the safety of all students and staff.

Thank you for your cooperation in keeping our school safe,

Bill Rosseel
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