

# Safety first

## EMERGENCY PROCEDURES



### LOCKDOWN

The threat is inside. All inside and outside doors are locked. No one can enter or leave the building. All students and staff are located out of sight. All lights and cell phones are turned off.



### HOLD AND SECURE

The threat is outside. All students and staff are inside. All outside doors are locked. No one can enter or leave the building. Classes continue inside the school.



### RELOCATION

Emergency situation. The building is evacuated safely and silently. Students and staff go to the meeting area outside the school. All personal effects are left behind, except for cell phones.

*These procedures apply to all buildings and schools in the Francophone Sud school district.*

## Safety First

### Communications with parents in an emergency situation

- The schools' priority is to see to student and staff safety. In an emergency situation, the schools will not respond to any requests for information and will not send any information to parents.
- The Francophone Sud school district will contact parents through e-mails, text messages, the website, or local media.
- Be aware that all details cannot be disclosed so as not to compromise the safety of the people involved or interfere with the investigation process under way.
- After an incident, additional information will be shared and a follow-up will be done directly with the families concerned through the appropriate channels.

### Is your contact information up to date?

- Parents and guardians receive information messages via the contact information given to the school at the beginning of the school year on the student's information sheet.
- Parents and guardians are responsible for keeping contact information up to date throughout the school year.
- If the information provided to the school at the beginning of the school year changes during the year, the school must be informed because the contact information on the student's sheet will be used to contact parents or guardians in case of emergency.

**Information:**

<https://francophonesud.nbed.nb.ca/district-scolaire/protocole-d-urgence>



**District scolaire  
francophone Sud**

*Apprendre. Grandir. Devenir.*