



SD 61 SCHOOL SAFETY PLANS

Refer to complete procedures included in the District's School Emergency Preparedness Guide.

SCHOOL: Northridge Elementary

MUNICIPALITY: Saanich

PRINCIPAL: Lindsay Swan

VICE PRINCIPAL: Katie Hebert

SCHOOL PHONE: 250-479-8293

EMAIL: Northridge@sd61.bc.ca

ADDRESS: 4190 Carey Rd, Victoria, B.C. V8Z 4G8

ALTERNATE EVACUATION SITE: Copley Park

COMMUNICATIONS:

Please refer to the following for updated information during an emergency within our district or regarding specific schools:

- **CFAX, 107.3, 100.3, CBC Radio, The Ocean 98.5, Times Colonist, Black Press, CTV CHEK News**
- **Twitter @sd61schools**
- Greater Victoria School District Facebook account; www.sd61.bc.ca; [Twitter @sd61schools](https://twitter.com/sd61schools)

EMERGENCY DRILLS AND SUPPORT INFORMATION:

CIRT

The Critical Incident Response Team (CIRT) provides support to schools and families in dealing with critical incidents through a provision of expertise, resources and additional counseling. The team will develop an action plan in response to a critical incident and may invite the district CIRT to provide further support.

There are five key responses that can be appropriately implemented in the event of most emergencies.

EARTHQUAKE

In the event of an earthquake, students will be instructed to drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table and hold on to it until the shaking stops. Building evacuation will follow. Earthquake drills are practiced a minimum of twice per year.

FIRE

In the event of a fire within a school, the fire alarm will be sounded by the person discovering the fire. Students will be evacuated from the building using the nearest safe exit and will assemble at a predetermined location where attendance will be taken. The names of any missing students/staff will be reported to the Principal. Fire drills are practiced on a regular basis, once per month at the elementary level.

HOLD & SECURE

A “Hold & Secure” is used when it is necessary to secure a school due to an emergency situation occurring outside the school (i.e. chemical spill, downed power lines, wildlife). The exterior doors are locked and monitored to allow students and staff to enter but otherwise remain locked allowing the interior of the school to function as normally as possible. Principal/Vice- Principal shall control access until the dangers have been remediated. After a “Hold and Secure”, communication will go out to parents/guardians outlining the situation and how it was handled.

LOCKDOWN

A “Lockdown” is designed to maximize the safety of staff and students when there is a possibility of violence in the school or surrounding area. During a lockdown, staff and students will remain in their immediate areas, lock and secure themselves to prevent intruders from entering occupied areas of a building or when it is necessary to isolate students and staff from a danger outside or within the building. After a “Hold and Secure”, communication will go out to parents/guardians outlining the situation and how it was handled. Lockdown procedures are practiced once per year and are reviewed by the staff.

VTRA

Fair Notice, from time to time it may be necessary to complete a Violence Threat Risk Assessment (VTRA) in response to threatening behaviour towards students or staff. To ensure and promote the emotional and physical safety of students, staff, parents and others, threats must be taken seriously, investigated and responded to. The VTRA will allow the school to plan the interventions necessary to prevent traumatic events in schools. Any information collected and shared will be in compliance with applicable privacy laws.

STUDENT RELEASE AFTER AN EMERGENCY

In the case where all students need to be dismissed from school after an emergency please adhere to the following:

- Please wait for information from the school district **before** coming to the school to pick up your child.
- In the event of an unexpected school closure the staff will conduct a controlled student release using the district student/parent reunification procedures.
- Students will only be released to the parents or guardians listed on the school’s STUDENT(S) RELEASE FORM. Please ensure the school has updated information for your child, and that alternate guardians are familiar with the school reunification procedures.
- Remember to bring your government issued picture ID.