

**Grade : Teacher**  
**Emergency**  
**Folder**

**picture of classroom door**

**Room #**

**Welcome to school/grade Class!**

In the case of an emergency bring this folder with you for instructions.

Sincerely,  
teacher

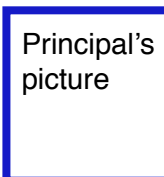
**School Rules & Guidelines**

1. Smoking is not permitted in the school building or 15m from the doors.
2. The staffroom is for staff only.
3. Teachers must arrive by 8:35am and 12:45 after lunch.
4. Teachers should be in their classrooms by 8:45 and 1:00 after lunch.
5. Must have signed permission slips to take students off the school property.
6. Gum chewing is not allowed inside the school building.
7. Hats and boots must be removed before entering the school.
8. Students are to line-up and wait outside until they are let in by a staff member.
9. Bicycles are not allowed to be used on school property.
10. Teachers must ensure that students walk quietly in the halls.
11. Students are not allowed inside the school after 3:35pm without an adult.
12. All visitors must check in at the office (even family members of staff).

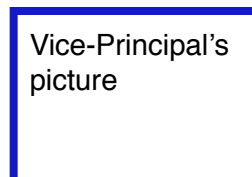
Any questions or concerns please speak to principal's name or the acting principal.

**People who can help you.**

Questions about school policy. => principal's name (Principal)



If principal's name is away. => vice-principal's name (Vice-Principal)

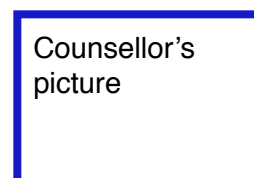


General questions. => secretary's name (Secretary)

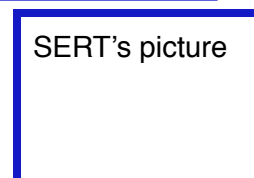


Need a broom, mop or garbage bags. => custodian's name (Custodian)

Students having a bad day and/or emotional. => counsellor's name (Counsellor)



Students having academic difficulty. => SERT's name (SERT)



Emergency Folder: Grade - Teacher - Room #



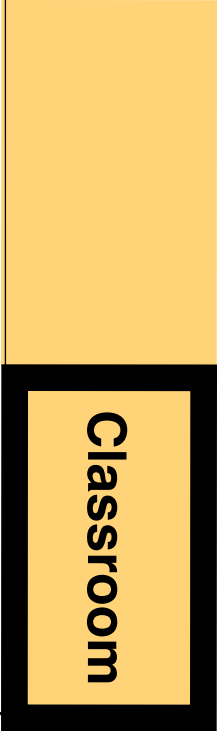
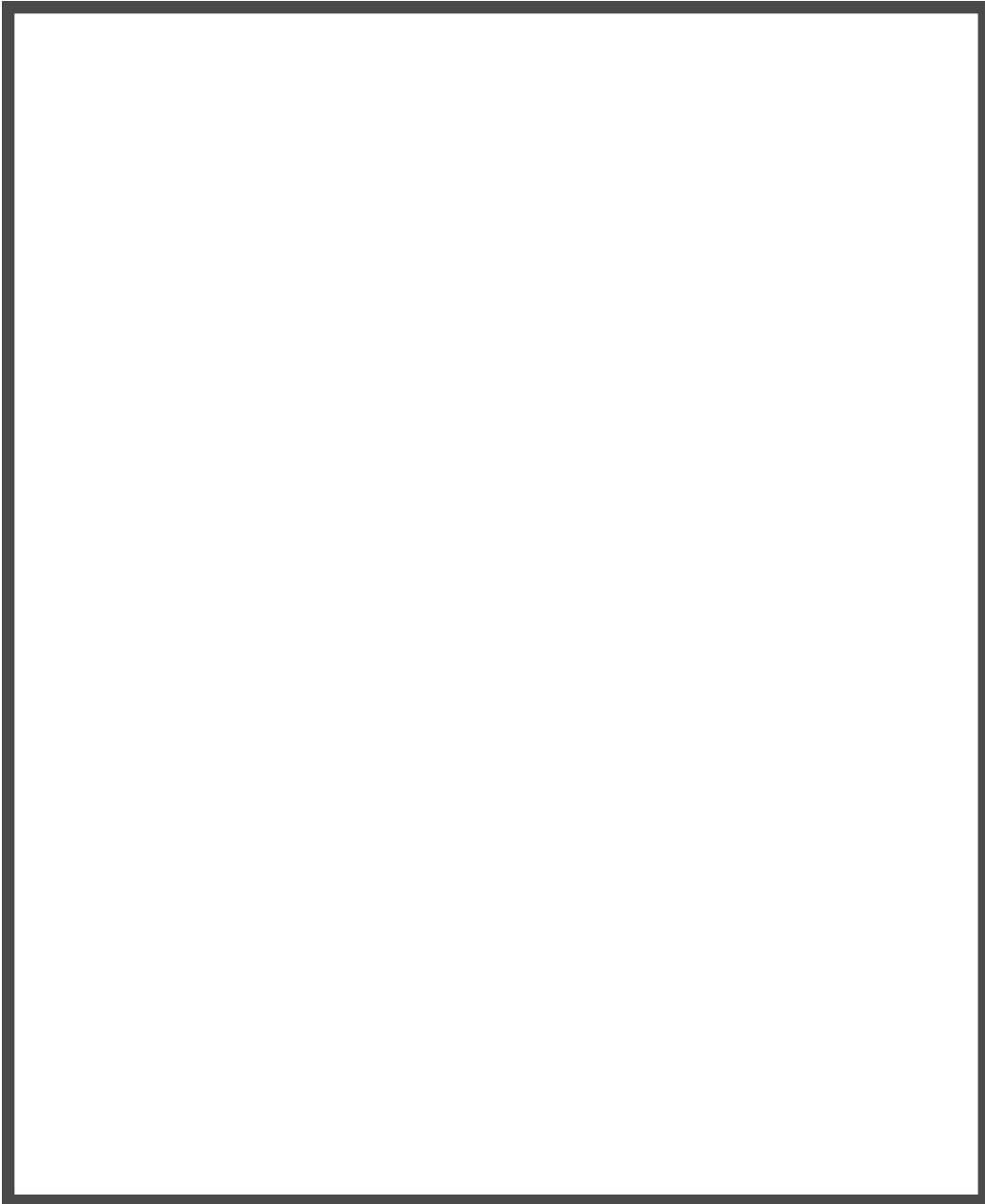
= Emergency Folder is located here.



= Fire Alarm : Student line up here



= Code Red : Students lie down here





**If you hear a fire alarm...**

- 1) Ask students to line-up at the classroom door. Turn off lights.
- 2) Pick up emergency folder on teacher's desk.
- 3) Remind the last student to close the door behind them.
- 4) Walk the students out the fire exit located beside the classroom.

map

- 4) Walk students to the \*\*\*\*\*.
- 5) Wait with students until contacted by the principal to return to the school or alternative plans.
- 6) Class lists and additional information is located in the blue folder.

**If you hear "Code Red" on the announcements...**

- 1) If in the hallway, walk students to the nearest room.
- 2) Close and lock door.
- 3) Turn off all lights.
- 4) Ask students to lay on the floor away from the window and doors.
- 5) Remind students to stay silent and still. (No exceptions)
- 6) Cover windows and doors with paper.
- 7) Lie down on the floor near students.
- 8) Remain on floor until you hear "Code Green" on the announcements.



**\*\*As soon as arriving in the safe location take a head count and attendance. Then wait for homeroom teacher.\*\***

<b>Student</b>	Allergy/Medical Info
photo	Symptoms
	Emergency Procedure

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photo	Symptoms
	Emergency Procedure

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	Emergency Procedure

**Allergies & Medical**

picture	picture	picture	picture	picture
<b>name</b>	<b>name</b>	<b>name</b>	<b>name</b>	<b>name</b>
notes	notes	notes	notes	notes

picture	picture	picture	picture	picture
<b>name</b>	<b>name</b>	<b>name</b>	<b>name</b>	<b>name</b>
notes	notes	notes	notes	notes

picture	picture	picture	picture	picture
<b>name</b>	<b>name</b>	<b>name</b>	<b>name</b>	<b>name</b>
notes	notes	notes	notes	notes

**Class List**

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other