

# SEMINARY OF CHRIST THE KING

## SAFETY PROCEDURES AND DRILLS

SEMINARY OF CHRIST THE KING | PO BOX 3310 | MISSION, BC | V2V 4J5 | PHONE: 604-826-8715 | FAX: 604-826-8725

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### Emergency Procedures Policy

**In case of an intruder** on the seminary property the following procedures are to be observed.

Students and teachers are to stay in their class rooms.

Close and lock all windows, draw all blinds.

All doors are to be locked or secured. If doors cannot be locked they are to be secured by other means. All classroom doors, except those in room 100, open outward. These can be secured by wedging a chair under the door handle, moving desks and/or shelves in front of the door. Doors that can be locked must be locked.

Students should take cover under desks away from door and window entrances.

The first teacher to be aware of a threatening situation must call 911 as soon as reasonably possible.

Students and teachers are not to leave their places and positions of safety until notified by the Abbot, Prior, Rector or their representative.

#### **Frequency of drills:**

**Fire** drills 3-4 times for year.

**Earthquake** instruction and drill once per year.

**Lock down** instruction and drill once per year.

