

# Emergency Procedures



Every autumn many emergency procedures are rehearsed and then practised occasionally throughout the rest of the year.

The QAA Crisis Management Team, made up of teachers, administrators and support staff, has drawn up appropriate response steps for a variety of negative situations. They are posted throughout the school.

- When an emergency signal is given, whether during class time or not, everyone is to move quickly and quietly to their designated areas.
- If it should ever happen that classes cannot be resumed and the gymnasium is a safe rallying point, radio messages will instruct parents to come and pick up their daughters from the school parking lot.
- If students and staff cannot safely return to the building, everyone will proceed to the Bell Sigma building (200 Bouchard Boulevard) where attendance will be taken.
- Radio messages will instruct parents to pick up their daughters from there.

**QAA is a CLOSED CAMPUS** This means that once students arrive, they may not leave the building or the property without express permission from the school.

**The Academy assumes responsibility for student safety during the school day and, therefore, must be aware of student whereabouts at all times.**

Without written permission from a parent or guardian, unless there is an emergency evacuation situation, students may not ever leave the school premises at any time during the school day.

All doors are locked from the outside after 8:10 am.

An electronic surveillance security system is in effect, and hallways and entrances are monitored.