

Section Seven – Emergency Procedures

7.1 Emergency Administration Centres

The Emergency Administration Centre is generally located in the site administration office where the Site Response Team (to be determined by each situation) will convene once a crisis has been identified and declared. In the event the administration office is unavailable during an emergency, an alternate location will be determined at the time of the emergency. Administrators or designate should make contact to confirm the primary alternate evaluation site on a yearly basis. A review of the evacuation plan should be undertaken at that time.

The School is responsible to have the necessary equipment and supplies available at this site, to enable them to coordinate and respond appropriately to the crisis.

The Emergency Response Centre should contain the following communication equipment:

- Control of the school PA system
- Email linkup with each computer in the school
- Telephone
- Cell phone
- Fax and photocopier
- Megaphones (in the event of power outage or evacuation)

The following supplies should be arranged in a storage container (in each Emergency Administration Centre) for quick access:

- Student and staff rosters with emergency contact numbers
- Emergency first-aid kit
- Flashlights (batteries)
- The Safety Manual with quick reference to Section 7 Emergency Procedures
- School map, including gas shut off locations
- Master keys

These storage containers should be updated as needed and the contents reviewed annually.

Note: The site may be used as a reception centre in the case of an emergency or disaster, to receive those displaced or evacuated from their municipality, or students and staff from another site.

When notified that the site is to be used as a reception centre, the Administrator will:

- Contact the Superintendent or designate who will coordinate any media relations strategies that are required, and determine any other communication requirements.
- Convene the Site Response Team - this may include the administrator and Counsellor at school sites.
- Ensure that a site liaison person is available to the Municipal Disaster/Social Services team during initial setup, and for the duration of the time the site is used as a reception centre.

- Inform the Superintendent when evacuees have left the site.

7.2 Emergency Procedures

The following procedures should be **followed by staff** and are to be posted in every classroom, office area, and staff room in a visible area and on a bright coloured document.

EMERGENCY PROCEDURES

Fire Alarm (see 7.3 for Administrative Procedure for Fire Safety)

- Line up quickly and quietly
- Take class list(s) and keys
- Leave lights on and close doors
- Exit building and meet at designated meeting area at least 20 meters from the building
- Take attendance of students
- Send student runner with attendance sheet to administration or designate
- Do not enter the building until the “all clear” is given by administration or fire department

Lockdown (see 7.5 for Administrative Procedure for Lockdown / Secure and Hold)

- Close and lock the classroom door
- Close window blinds if reasonable/possible
- Move to the interior wall, away from windows or any other line of sight
- Keep students quiet in the smallest group possible
- Take attendance if possible and include any other students who may be present in the room
- Ignore all alarms during the lockdown
- Remain quiet and stay in the classroom until notified by the police/principal

Evacuate Building

- Keep away from windows and building
- This may be announced using the fire alarm procedures or announcement, or silent drill
- Remember to take class, or staff list(s) with you if this is your role
- Meet at the designated meeting area
- Wait for communication from the Principal or crisis team leader before returning to the building

Wind events

- Remain in the building and leave the classroom door open
- Stay away from windows, outside walls
- Take attendance

7.3 Fire Safety / Emergency Procedures / Emergency Response Plan

The Fire Safety Plan was developed to ensure the safety of all students and staff in the event of a fire. All schools within CRPS **must** comply with the *Alberta Fire Code 2014* Section 2.8.2

A copy of the Fire Safety Plan placed in a **red** folder is to be kept in the Principal's Office in each school within CRPS. Emergency procedures and an escape diagram are to be posted in every classroom.

The frequency of fire drills for schools, as specified by the *Alberta Fire Code*, is three times in the fall, and three times in the spring school terms. **Site Administrators are responsible for fire drills.**

7.3.1 Fire Safety Plan

These procedures are posted to assist staff and students at the time of a fire. The Site Administrator must ensure that the procedures listed below are customized to fit the site and its facilities. This should be posted in all classrooms and offices and located with the fire evacuation diagrams.

See appendix A for **In Case Of Fire and Emergency Procedures** posting.

REMAIN CALM

7.3.2 Instructions to Occupants

These instructions are intended to be given to building occupants once they are customized to fit the specific facility eg. designating specific staff for washroom checks. These instructions may be given during training sessions or posted in classrooms, staff rooms, and offices.

IN THE EVENT OF FIRE/FIRE ALARM, TEACHERS WILL:

- Appoint a class monitor or teacher to lead the students out of the building
- Take key(s) and the class register
- Exit last, making sure no students remain
- Close all doors
- Proceed to the designated exit
- If the designated exit presents a danger, proceed to a secondary exit
- Assemble students at the previously determined gathering area, well away from the fire, ensuring that fire lanes are kept clear; use an alternate facility if required
- Take attendance and notify office personnel via student attendance runner of results, ensuring at least one teacher is with the students at all times
- Do not re-enter the building until fire services has declared it safe to do so

IF YOU ARE IN A ROOM AND THE FIRE ALARM IS HEARD

- Before opening the door, feel the door knob with the back of your hand for heat
- If the knob is not hot, brace yourself against the door and open it slightly
- If you feel air pressure or a hot draft, close the door quickly
- If there is no fire or smoke in the hallway, exit the room, closing the door behind you

- Leave the building by the nearest safe exit
- If you encounter smoke in the hallway or stairwell, consider taking another exit if available, or return to your classroom

IF YOU CANNOT LEAVE YOUR AREA OR HAVE RETURNED BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR ROOM

- Close the door
- Ensure that the door is unlocked for possible entry by firefighters
- If you have a phone available call 911 and inform the operator of your location; signal out the window if possible
- Seal all cracks where smoke can enter using wet towels, sheets, or anything else available; a roll of wide masking tape or duct tape is useful

IN THE EVENT OF A FIRE/FIRE ALARM, OFFICE STAFF WILL:

- Upon hearing “fire, fire, fire”, or the sounding of the fire alarm, call 911 to ensure they have received the alarm
- Evacuate the building; take the emergency binder to the designated area clear of the fire route
- Do not re-enter the building until the “all clear” is given by the Fire Department

IN THE EVENT OF A FIRE/FIRE ALARM THE CUSTODIAL STAFF WILL

- Exit the building and inform designated office personnel
- Do not re-enter the building until the “all clear” is given by the Fire Department

IN THE EVENT OF A FIRE/FIRE ALARM, ADMINISTRATORS WILL:

- Ensure the fire alarm has been activated
- Designate one person to meet the fire department with a master key for the facility
- Take attendance reports from the teachers, noting those students/staff/visitors who were at school, but are now missing
- Notify the fire department of any missing students, staff, or other conditions in the building
- See that the fire alarm is not silenced until the Fire Department has responded and the cause of the alarm has been investigated
- Re-enter the building only after the Fire Department allows you to do so
- Notify the Facilities Manager to conduct an investigation

7.3.3 Administrative Responsibilities

Every site shall prepare a Fire Safety Plan using 7.3.1 as a guide to ensure the site’s compliance with the provisions of the *Fire Code*. This document is to be used as a resource for developing an individual Fire Safety Plan. There are numerous responsibilities related to fire safety. Ensure that the following measures are incorporated in your Fire Safety Plan:

The Fire Safety Plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Every site shall conduct fire drills 6 times a year. The Monthly Fire Alarm System Test Record (Appendix A) shall be completed. These records shall be retained for a minimum of two years.

7.3.4 Fire Control

If staff is not trained in the use of fire extinguishers, they should concentrate on evacuation of the building and not the extinguishment of the fire, regardless of the size of the fire.

7.3.5 Fire Extinguishment – Control or Confine

In the event of a small fire, staff comfortable in the use of fire extinguishers shall attempt to extinguish the fire. In the event that school staff are not comfortable in the use of fire extinguishers, or smoke presents a hazard to the operator, then the fire door to the area should be closed to confine and contain the fire. Ensure the Fire Department has been informed and proceed to your gathering area.

7.3.6 Fire Drills

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in an orderly evacuation with efficient use of exit facilities, as required by the *Alberta Fire Code*. Fire drills in schools shall be conducted at least 3 times in each of the fall and spring school terms.

Other CRPS facilities must hold fire drills at least annually. Prior to initiating the fire drill, ensure that the alarm company is notified. The Principal or designate will be responsible for initiating the fire drill. On completion of the drill, the alarm company must be notified that the drill has concluded.

7.3.7 Record of Fire Drills

On completion of the fire drills, the result must be recorded on the Monthly Fire Alarm System Test Record. The alarm test record and fire drill report are kept onsite for at least two years from the date of the drill.

7.3.8 Alternate Measures

Each site must include in their Fire Plan, actions to take in case of fire alarm malfunction and/or the fire route being blocked.

7.3.9 Monthly Inspections

When the Fire Prevention Officers do their inspections they will check to ensure that the required checks, inspections, and/or tests are made on equipment and systems within the site. The documentation for these checks, inspections, and/or tests and any corrective measures taken, must be retained onsite for a period of two years after they are made.

The Facilities Manager or designate is responsible for the monthly inspection of the fire extinguishers, exit lights, and emergency lights.

These inspections include:

Fire extinguishers – Check that the pressure gauge is in the “green”, the pin is in and seal intact, and there is no white residue coming out of the hose.

Exit lights – Ensure that the exit light is properly illuminated at all times. Replace bulbs as necessary.

Emergency lighting – Isolate the power to the emergency lighting units by unplugging or turning off the breaker to ensure the emergency lights work. Check the alignment of the emergency lighting heads to ensure they are aimed properly. While the power is isolated to the emergency lighting units, check all exit signs to ensure the emergency bulb is functional.

If you experience any problems, should be referred to the Facility Department as a priority repair.

7.3.10 Building Diagrams and Evacuation Plans

Evacuation Plans

Evacuation plans are typical diagrams that provide instructions to occupants and visitors to your site, highlighting the exit route and exits. They should also include an orientation tool “You Are Here” as well as direction arrows leading to exits. As required by CRPS these evacuation diagrams are to be posted in each classroom. Additionally, these diagrams should also be near the public access to the gym. Once the evacuation diagram is posted, teachers are to familiarize their students with the fire exits and evacuation procedures

7.4 Administrative Procedure- Bomb Threats

Background

The Division believes that all bomb threats are to be taken seriously and that, when they occur, immediate and quick action to ensure the safety of all personnel in the building is of paramount importance.

Guidelines

1. All schools are to develop an emergency plan that follows the intent of this procedure. The staff is to be reminded of this plan at the beginning of each school year.

Procedure:

1. **Person receiving the telephone call, letter, parcel or other means of bomb threat:**
 - a. Use the **Bomb Threat Telephone Procedures** (appended to this procedure) to record as many details of the telephone call as possible.
 - b. Attempt to get someone’s attention and have him or her call 911 without alerting the caller. If no one is available, record caller’s number from the display or use the received calls feature to record the number; then call 911.

- c. Keep the caller on the telephone as long as possible and attempt to record everything said, especially the exact wording of the threat.
- d. Note all background noises you hear that may identify the source of the call.
- e. Note any identifying characteristics of the caller such as gender, accent, voice level and speed, pronunciation, and manners (emotional, calm or vulgar).
- f. Attempt to ascertain what time the bomb will explode, where it is, and why it was placed. Ask the caller's name and how familiar they are with the facility.
- g. Tell the caller that the building is occupied and the detonation of a bomb could result in the death or serious injury of many innocent people.
- h. Immediately upon hanging up the telephone put a trace on the call. **Do not let anyone use the telephone before you initiate the trace.**
- i. Inform your administrator/site manager of the phone call, and turn over any notes and the completed Bomb Threat Telephone Procedure. Be prepared for a de-briefing.
- j. If the threat is received in a tangible form, all the materials, including envelopes and containers, must be saved; contact with these materials must be minimized. Excessive handling might destroy fingerprints or other evidence that may be on the items.

2. **Administrator/Site Manager**

The Administrator/Site Manager or designate will work in conjunction with the First Responders.

3. **Evacuation**

If deemed it is safe to do so, evacuate to your designated alternate location immediately. Before an evacuation is carried out, a scan of the evacuation routes must be conducted to ensure that no suspect objects have been placed there. Safe places where possible should be located a minimum of 100 metres from the facility, and where it is estimated that injury from post-blast debris would be minimal.

All people leaving the school or facility should be instructed to take their small personal items with them (if they are close by the person). This reduces the number of unknown items (e.g. purses, briefcases, lunch bags, backpacks), which search teams have to check. This requirement could be overridden if the location of the device and detonation time is known.

Under no circumstances should a student be part of a search.

4. Post-Incident Actions

- At the conclusion of a bomb threat, an assessment of the original analysis of the threat should be made, as well as an assessment of how effectively and promptly the threat was countered.

In order to assist Police in identifying bomb threat trends, a report should include such pertinent information as:

- Who or what was the target of the threat?
 - What was the nature of the threat?
 - Were demands made?
 - What type of person was making the bomb threat?
 - Where was the threat received?
- Debrief with staff, RCMP, senior admin
 - Prepare and send out a letter explaining the situation to parents coming from Central Office
 - Prepare a **Critical Incident Report** (see Appendix A) and plan a follow-up

See Appendix A

7.5 Administrative Process Secure and Hold/Lockdown

Background

The Division believes that the safety of students and staff is the most important aspect of learning in Canadian Rockies Public Schools. Therefore establishing an efficient method of performing secure and hold and lock down procedures in each building of Canadian Rockies Public Schools is essential.

Note – There is a high probability of fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures. It is advisable therefore, that parents, students, and staff be consulted and briefed prior to any drills (see sample letter). However, all staff working in the building must be familiar with and trained in these procedures.

Secure and Hold Procedures

1. Secure and Hold - to be used when there is not an imminent threat. Examples of a “Secure and Hold”: may be called include but not be limited to are:
 - a. If a student has a medical emergency in the corridor such as a seizure and you want to provide them with privacy until assistance arrives

- b. An upset person is in the office and you want to provide privacy for the individual and limit exposure of students to the event
2. Announce Secure and Hold over the public address system.
3. Schools should have a contingency plan in case of a power outage, PA failure, etc.
4. Administration should contact local emergency response authorities and/or Superintendent, if applicable to the situation.
5. Teachers and staff check hallways for students/volunteers and direct them to the nearest classroom.
6. Teachers are to take attendance, noting absent students and any additional students who have entered the room.
7. Teachers are to page the main office if an emergency situation arises in an area.
8. Teachers are to wait for administration to contact them regarding attendance and or other necessary information.
9. Do not allow students to leave the area.
10. Remain calm and continue teaching until the Secure and Hold call is lifted.
11. Schools shall develop procedures that address situations in which the Secure and Hold call is made during unstructured times e.g. recess.
12. Consult with the district office regarding potential post-event communication to parents.

Lock Down Procedures

Procedure: Lockdowns

Administration Office

1. When a threat is reported, the Principal or Designate, initiates a lockdown. There will be a general announcement made: "This is a Lockdown (*Drill*)"
2. Call 911 for Emergency Services and inform the Superintendent of the situation as soon as possible.
3. Monitor the intercom and e-mail to obtain information about the incident if possible

4. Compile a list of missing students, location of students, etc.

Other Adults without Direct Student Supervisory Duties

1. Proceed immediately to the nearest designated safe area.

For All Staff in Classrooms

1. Teachers and staff check hallways for students/volunteers and direct them to the nearest classroom.
2. Ensure your classroom door and windows are locked if possible.
3. Turn off lights if possible.
4. Have all students sit on the floor away from the door and windows if possible.
5. Check your attendance against the attendance list if possible. Add any students to your list that may be in your classroom.
6. E-mail attendance to the administration office when possible.
7. **Do not use the classroom telephone or cell phones and remain silent.**
8. Stay in the locked classroom until the lockdown is lifted. Under no circumstances unlock your door.

Police will enter the school to search for the perpetrator(s) and staff and students will remain in their classrooms until the police can safely evacuate them.

For Staff Not in Classrooms

1. Go to the closest, most secure location.
2. If there are students in the area, take them with you into the room.
3. Make a list of the names of the student(s) with you, if possible.
4. **Do not use the classroom telephone or cell phones and remain silent.**
5. Stay in the locked classroom until the Lockdown is lifted.

For Students Not in Classrooms

1. Once the lockdown has been initiated, the classroom doors are locked. They will not be unlocked under any circumstances until the lockdown has been lifted.

2. Go to the closest secure location and remain there until the lockdown has been lifted. If you are in a secure location already, stay there and remain quiet.
3. Stay in this location until the police evacuate you.
4. Report to the office.

For Classes Outside of the Building

Internal Threat

1. **If possible, when you hear “this is a lockdown” go to the designated alternate site.**
2. All students in the area accompany the supervisor to the designated alternate site.
3. If possible, the supervisor makes a list of the names of the students.
4. Supervisor ensures that students remain at the designated alternate site until advised of the lockdown has been lifted.

External Threat

1. **Ring the bell 3 times or use some other means** to alert that danger exists within the community area, and that all staff and students are to proceed into the school immediately.
2. Once inside, secure all perimeter doors
3. Take attendance. **NO ONE ENTERS OR LEAVES THE BUILDING!**
4. Remain in lockdown until advised by the Police to move to Secure and Hold or an all clear is given.

Once the Lockdown Order is lifted by the Proper Authority:

1. **The administrator, designated school staff or the police, will visit each classroom to open doors and advise of the all clear.**
2. Inform parents when and how children may be picked up.
3. Relay dismissal instructions to every classroom by the most rapid and efficient means.
4. Review the dismissal procedure already provided to parents to ensure that it is followed. This procedure should provide guidance to parents who have made special arrangements for care in the event the parents are not home.
5. If circumstances permit, when a student is released to an individual other than a parent, obtain a signed statement from that person including the child’s name, pick-up time, pick-up person’s name, final destination, and phone number at final destination.

6. The school Principal may request assistance from Senior Administration and/or emergency responders to disperse students to minimize hazards and reduce congestion.
7. The school Principal will arrange for counselling as required.
8. Complete a **Critical Incident Report** (see Appendix A).

7.6 Intruder/Trespasser

An intruder (trespasser) is a person who is not authorized to be on school property but enters school board property and has not checked in at the main office. In order to maintain good order and discipline on school property it may sometimes be necessary to have unauthorized persons leave the school property.

1. **When an intruder is encountered on school property:**
 - a. Politely greet the intruder and identify yourself
 - b. Always consider asking another staff member to accompany you before approaching the intruder
 - c. Inform the intruder that all visitors must register at the main office
 - d. Ask the intruder the purpose of their visit; if possible, attempt to identify the individual and/or their vehicle
 - e. If the intruder's purpose is not legitimate, inform them that they are trespassing and ask them to leave the property; accompany them to the nearest exit
 - f. Notify the Site Administrator and the Police if necessary
2. **If an intruder refuses to leave:**
 - a. Notify the Site Administrator and Police if the intruder refuses to leave; give a full description of the intruder to the Police and also initiate a Lockdown/Secure and Hold.
 - b. Back away from the intruder if they indicate a potential for violence; allow an avenue of escape; try to maintain visual contact with the intruder
 - c. Be aware of the intruder's actions at this time (where they are located in the school or facility, whether they are carrying a weapon or package, etc.) and convey that information to the Principal or Site Administrator
 - d. Maintain a visual of the intruder from a safe distance
 - e. Once the Police arrive, obey all their commands. Once circumstances are evaluated by the Police, they will give you further directions to follow

7.7 Abduction or Lost Student

If witnessed:

- Notify School Administration with a description of the suspect, a description of the student and the circumstances of the situation
- Move other students present, away from the area of abduction. Initiate a Secure and Hold.
- School Administration should call 911 to inform the Police of the abduction, and to provide a description of the suspect and the student.
- Confirm if any other students are missing
- Notify the Superintendent of Schools and the parents of the student involved

If not witnessed:

- Confirm that the student was present during school hours and is now missing
- Notify School Administration with a description of the suspect, a description of the student and the circumstances of the situation
- School Administration should call 911 to inform the Police and to provide a description of the missing student.
- Confirm if any other students are missing
- Notify the Superintendent of Schools and the parents of the student involved
- Search the building and grounds

7.8 Student Threat Assessment

Protocol:

Canadian Rockies Public Schools follows the [BOW RIVER COLLABORATIVE SERVICE DELIVERY \(BRCS\) VIOLENCE THREAT RISK ASSESSMENT \(VTRA\) & INTERVENTION](#) (to be updated)

7.9 Natural Disasters

Site Administration Action:

1. Upon hearing of a warning for your site or a town wide event:
 - a. Listen and verify the general area to be affected.
 - b. Listen to the local radio stations for additional information.
 - c. Call Environment Canada for additional information
 - d. Determine if the site is in the affected area.
 - e. CRPS will follow the town emergency response plan

- f. Communicate with senior administration. Messaging to originate from the Central Office.
2. If the school is not in the affected area:
 - a. Proceed with the normal school schedule.
 - b. Keep the radio tuned for further updates.
 3. If the school is in the affected area:
 - a. The town will take over the school as necessary and work with the CRPS Administration/OH and S Officer, Facilities Manager, Senior Administration, Custodial Supervisor.
 - b. RCMP will be involved as needed.
 - c. Should the school need to be opened for students: a coordination and plan will be implemented for school operation and safety.

7.10 Environmental Hazards - Toxic Spills

1. Verify information.
2. Determine if evacuation is required, or remove students and staff from the immediate area.
3. Call 911.
4. Provide first aid where necessary (trained personnel only).
5. Inform the Superintendent of Schools.
6. Follow the direction of the emergency response personnel
7. If students or staff are taken to Hospital:
 - a. note the names of all students/staff transported
 - b. provide staff member for each hospital
 - c. notify parent(s)/guardian(s) or spouse about the incident and about anyone who has been hospitalized
 - d. Debrief with Administration, OH and S Officer, Facilities Manager and Senior Administration
 - e. Complete a Critical Incident Report (see Appendix).

7.10.1 Shelter in-place

CRPS will follow the protocol from Emergency Services.

Shelter-in-Place is the practice of going or remaining safely indoors during an outdoor release of a hazardous substance. Shelter-in-Place has been demonstrated to be the most effective response during the first few hours of a substance release where the public would be at higher-risk outdoors. When you Shelter-in-Place, an indoor buffer

protects you from higher (more toxic) concentrations that may exist outdoors. It is based on using a building that is not too snow drifts for typical Canadian winter weather conditions.

The goal of Shelter-in-Place is to reduce the movement of air into and out of a building until either the hazard has passed or other appropriate emergency actions can be taken (such as evacuation).

Shelter-in-Place is a viable public protection measure in circumstances when:

- There is sufficient time or warning to safely evacuate the public who may be at risk.
- Residents are waiting for evacuation assistance.
- The release will be of limited size and/or duration.
- The public would be at a higher risk if evacuated.

7.11 School Bus/Motor Vehicle Accident

In the event of a busing or motor vehicle (transporting CRPS students for a school sponsored event) accident immediately inform the CRPS Transportation Department Personnel and The Superintendent of Schools.

CRPS and the Transportation Department will work with the RCMP and Fire Department as necessary.

Transportation, School Administration and The Superintendent of Schools (or designate) will communicate with families.