

EMERGENCY PROCEDURES

Accidents/Illness - STUDENT AT SCHOOL

If a student is ill, or has sustained an injury, the teacher should:

- Report the situation to the Main Office immediately
- Send the student (escorted) to the Main Office (if appropriate)

NOTE: UNDER NO CIRCUMSTANCES SHOULD THE TEACHER EXCUSE A STUDENT FROM CLASS FOR ILLNESS OR INJURY WITHOUT FOLLOWING THE ABOVE PROCEDURES.

The supervising teacher must complete a *Student Accident Form* immediately after the incident.

Accidents – STAFF AT SCHOOL

Any staff member who sustains an injury while at work must report the injury to the office immediately. The appropriate written accident report is to be completed immediately and submitted to the office.

Teacher Responsibilities In All Emergencies

- Prepare the students for a drill as well as for real emergencies. Information given by the teacher will do much to protect the safety and emotional health of the students.
- Direct the students to the assigned "safe" area. You should be the last person to leave the classroom and should accompany your class to their "safe" location.
- Take attendance to be sure all students can be accounted for once you arrive at your safe location.
- In the event of a lengthy intruder alert, collect all electronic messaging devices at the front of the room to curtail the use during the emergency.
- Plan for a lengthy confinement, i.e., keep attendance information at hand, plan for "washroom" needs, misbehaviour, health emergencies, etc. in locked and quiet classroom.

Bomb Threat Procedures

These procedures are subject to revision after any incident occurs. The code name will be changed after each incident.

- When the bomb threat is received, the Principal/designate will:
 - call 9-1-1
 - assemble school emergency response team
 - notify WRDSB urgent response (519-570-0003 ext. 4123)

- Search teams will be summoned to the office via a HALLS ONLY CALL CODE: **"If you have the BLUE E.R.T. BINDER, please return it to the office."** A secretary will announce this code.
(E.R.T. stands for Emergency Response Team).
- This code will not be received in the classrooms. Teachers hearing the code and not supervising a class are encouraged to respond and to pass on the message **quietly** to other available teachers. **DO NOT** inform students of the bomb threat.
- Staff members who do not have teaching responsibilities and are comfortable assisting the search teams are encouraged to report to the Main Office. This will be a visual search only. Results of the search will be reported to the Principal.
- If you have a class, **DO NOT LEAVE IT** to offer your assistance.
- School life should continue on as normal until a threat is determined by the authorities. Do not lock doors, or tell students to get out of the halls if you are aware of the search.
- When it has been determined that there is no threat, a hall call will be made stating: **"THE BLUE BINDER HAS BEEN RETURNED, thank you for your cooperation"**.
- **AGAIN**, never let students know that a bomb threat has been made at any time after the school has been alerted or during any evacuation (if this occurs). This invites copycat activities. This is the responsibility of the Principal **if deemed necessary**.
- Remain calm and do not overreact!
- On the advice of Security and the Police, we will either:
 - Stay in the building (and give the "no threat" code) or
 - Evacuate the school
- If a suspect object is located in an evacuation route, staff and students will be rerouted to another exit by Search Team members.
- Teachers will be alerted by search team members as to the reason for the evacuation. Please be diligent in seeing that all people are at least 50 feet back from the school.
- Teachers must actively supervise students during the evacuation.
- A return to the school will probably take longer than in a fire drill situation or may not occur at all.

Prank Bomb Threats are unfortunately all too common. We will respond to every threat but will only evacuate the school if the threat is deemed valid by the authorities.

Fire Drill Procedures

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Evacuation Procedure

- Six fire drills will be scheduled during the school year.
- A continuous ringing of the fire bell will signal a fire drill.
- Everyone will immediately evacuate the building.
- Each class must use the fire exit designated for the particular classroom in which it is located at the time of the drill. The proper exit is indicated on a poster on the bulletin board in each classroom.
- Teachers will close the windows and the classroom door and follow the students outside.
- Students in the cafeteria will use the main door.
- There are no exceptions: students, support staff and teachers **MUST LEAVE** all areas of the school including the washrooms, Phys-ed change rooms, staff rooms and offices, counselling offices, cafeteria, etc. when a fire drill is called.

- Teachers in classrooms adjacent to washrooms should ensure that all washrooms have been evacuated.

Evacuation – Orthopaedic Students and Upper Floors

- Do not use the elevator during a fire drill or evacuation. Students and their teachers should wait at the top of their nearest stairs, behind the smoke doors, i.e., in the stairwell. The teacher waiting with the student must request a second staff member to report the location of the orthopaedic student and the accompanying teacher to the firefighter at the front of the school.
- Should the nearest stairwell result in a dangerous setting, proceed to your closest alternate exit, and notify the firefighter in the same manner.
- If an emergency situation exists and evacuation must be immediate, the teacher will commandeer the necessary assistance (preferably from other staff members) to move the students to the main floor.

Lockdown Procedures

A lockdown will occur whenever administration determines that the best way to manage an imminent threat to personal safety is to immediately move all occupants into predetermined safe and secure locations. A lockdown drill will happen each year before October 1.

- Report any suspicious person sightings immediately to the Main Office. Call the emergency phone in the Main Office (**#5555**).
- The administration will investigate and determine the level of threat to the school.
- The administration will notify the entire school through the P.A. system.
- The P.A. address to the school to initiate a lockdown will be "CODE RED – CODE RED – CODE RED – THIS IS A LOCKDOWN" followed by a specific location in the school and the designated command centre if other than the Main Office. "Code Red" will be repeated several times.
- REMAIN CALM. Lock all doors.
- Students and staff in the halls should either find a secure classroom or leave the building immediately by the shortest and safest route, i.e., avoid the announced intruder location. (Treat the elevator as a hallway). Students and staff leaving the building should make their way to the nearest safe location. Our nearest safe locations are **Abraham Erb Public School** and **St. Nicholas Elementary School** on Laurelwood Drive.
- Teachers in classrooms should ensure that their doors are locked and their curtains pulled, if appropriate. Turn off your classroom lights and have students sit against the interior wall away from windows and remain quiet.
- Collect and turn off all electronic messaging systems (e.g., cell phones, blackberries, pagers, etc.) so phone lines are not tied up and that misinformation is not spread.
- Do not answer the door if someone knocks.
- Do not call the office for information, i.e., to avoid tying up phone lines.
- Do not move from your location until you hear an "ALL CLEAR" over the P.A. system, or you are directed to leave by emergency personnel.
- Plan for a lengthy stay, e.g., plan for "washroom" needs, misbehaviour, health emergencies, etc.)
- Keep your class list and attendance information with you.
- Ignore a fire alarm during a lockdown.

Tornado Procedures

A tornado warning means a tornado has been sighted and persons must proceed at once to the designated refuge area. There will be no dismissal of pupils during a tornado warning, unless parents pick them up.

A tornado watch means there is a chance of severe weather approaching involving dangerous winds. Lookouts should be posted and radio should be monitored. During a tornado watch, principals will use available information to decide the suitability of dismissal.

Safety Information During a Tornado

- The safest place is in a designated interior corridor. Large open spaces such as gymnasias, cafeteria and the auditorium are not safe. Students in portables should move into the main building.
- Staff should refer to the **Procedural Instructions Sheet** which will be provided by administration.

Evacuation Procedures

- 1 The signal to move students to their "safe" locations (noted on the "Evacuation Plan") will be repeated rings of school bells, or repeated whistle blasts if power is lost.
- 2 Students are not to stop for personal property. e.g. lockers.
- 3 Students and staff should be seated in the hallways with one row seated with their backs to the lockers/walls and another row of students facing those students with their backs to the wall, cross-legged, face covered with arms.
- 4 A pathway through the centre of the hallways must be kept clear to allow for passage of emergency personnel.
- 5 Hallway sections that intersect with stairwells must be kept clear.
- 6 Outside physical education classes should move inside to change and shower rooms as quickly as possible.