

Stewart Hawke School

Emergency Measures Plan

(January 2009)

Lost or Missing Child

1. Inform the office of the missing child.
2. Office will ask for supervision team to meet at the office for a quick staff meeting. Please come immediately. Your grade colleague will cover your class. All teachers will check their class for extra children.
3. DET, SL EA, Librarian and any teacher on spare will also report to the office.
4. DET will check the gym area, science hallway and all unoccupied classrooms.
5. SL EA will check the north wing - resource rooms, etc.
6. Librarian will check the two washrooms and the computer lab.
7. Secretary will remain in the office. She will phone daycare if appropriate.
8. The inside supervisor will go out the grade one doors and check the shed and the playground. The bike supervisor will go out the grade three doors and proceed east around the playground. The bus person will go out the grade one doors and proceed west past the bikes.
9. Principal will coordinate other searchers if needed.

EMERGENCY MEASURES PLAN
JANUARY 2008

Hudson Bay Police	865-5550	ARS	865-4211
Fire	911	Victim Services	865-5562
		(Cell)	865-7240
Ambulance	911	Hospital	865-2219
		Medical Clinic	865-2238
Social Services	1-800-487-8640	Division Office	1-888-752-5741
Sask Energy	1-888-700-0427	Custodian	865-2833
HBCH Response Team	865-2267 (2812)	(Cell)	865-7415
Pest Control Officer	865-7116	SERM	865-4400
Stewart Hawke Cell	865-6744		

**THE CALLER MUST STAY ON THE LINE UNTIL THEY ARE RELEASED BY THE
EMERGENCY OPERATOR.**

**THE DIVISION OFFICE AND THE COORDINATOR OF INTEGRATED SCHOOL SERVICES
WILL BE NOTIFIED OF ALL EMERGENCIES.**

IN ALL SITUATIONS PERSONNEL SAFETY SHOULD BE A FIRST PRIORITY.

EMERGENCY NUMBERS

TRAGIC RESPONSE UNIT

Principal/Vice Principal Diversity Education Teacher
Secretary Librarian
Speech Language Educational Assistant

The Principal or designate will:

- Follow procedures as outlined in Trauma Response Plan

TRAGIC EVENTS

ARMED OR VIOLENT INTRUDER

- lock or barricade all doors and windows - lower blinds
- move all students away from doors and windows - keep students calm and quiet
- keep students down on the floor
- listen for instructions over the intercom
- do not release students until directed by principal or designate
- **angry parent - remove students**
 - - remove target adult & replace with neutral adult
 - - stay in large area or go to large area
- **do not approach anyone carrying a weapon**
- **do not use intercom except to report the location of the intruder**
- **do not activate the fire alarm**

- **Signal will be: - Grade 7 Assembly will start in 5 minutes in the Library.**

ARMED OR VIOLENT INTRUDER

SCHOOL EVACUATION PLAN

- follow fire escape procedures to get everyone out of the building
- each teacher should do a quick head count of their class
- accompany your class to Churchill Apartments - **Level I - K,1,2 and students with physical disabilities**
Level II - 3 & 4 Level III - 5 & 6
- proceed to your homeroom grade level area and take class attendance (& Educational Associates)
- reporting missing students to Secretary / Librarian (Level I - Control Area)
- all teachers without homerooms will meet by the south door at Churchill Place to wait for assignment
- master list of all staff and students will be kept in **Emergency Kit** in office, backup at Apartment Building - this kit will be retrieved by Diversity Education Teacher.
- Principal will call Bus Garage to move students to HBCH - all students will be checked off master list at HBCH gym
- students can only be released to parent/guardian or bus driver (**document who child goes with**)
- students must be crossed off master list before they leave - table will be operated by Librarian/Secretary
- if extra people are needed the HBCH Emergency Response Team will be contacted
- Principal will notify the Bus Garage to notify the bus drivers to pick students up at HBCH as soon as possible
- teachers will remind students to take their inhalers

Bomb Threat

The Principal or designate will:

- instruct anyone receiving a bomb threat to record the exact statement, terminology and expressions, whether caller is female or male, (all significant to note). Be calm, courteous, listen, do not interrupt. Try to keep them on the line and ask specific, relevant questions.
- press *57 immediately after call is terminated so that call can be traced
- call Hudson Bay Police Service and report the threat - follow police instructions in regards to evacuation and searches
- request all personnel **NOT** to handle suspicious objects unless assistance is requested by the police

BOMB THREAT/SCHOOL EVACUATION PLAN

SEVERE ELECTRICAL STORM

The Principal or designate will direct students and / or staff to:

- find shelter in an enclosed building as soon as possible
- stay indoors
- stay away from open windows and doors, metal objects, electrical appliances and plumbing until the storm has passed
- leave the water during swimming events and go to the nearest shelter
- notify custodian for maintenance assistance as needed

TORNADO

The Principal or designate will:

- initiate the tornado drill immediately
- attend to student and staff safety
- notify the Director

TORNADO DRILL

The Principal or designate will:

- conduct a tornado drill a minimum of once a year
- familiarize all staff and students with the school evacuation plan
- transfer north wing students and staff to north hallway close to the fire doors
- transfer east and south wing staff and students to 5J & 6M hallway
- transfer 6L, Science Lab and gym students and staff to boys' bathroom
- instruct staff to direct students to sit knees up, head down, hands covering the head

ELECTRICAL STORM/TORNADO/TORNADO DRILL

HARASSMENT/ASSAULT INTERVENTION

If you observe harassment/assault;

- identify yourself
- use specific commands, (eg.) stop that (specific behavior)
- assist and support the victim physically and emotionally
- report the incident to the administration

If a student complains of harassment/assault/abuse:

- assess the severity of the complaint
- do not question the victim - just get facts you need and document the incident
- document the incident for appropriate agencies (RCMP and Social Services)
- report incident to office as soon as possible

BREAK-INS/VANDALISM

Break-ins with resulting theft and/or vandalism often occur during the night. In most cases, the security system will be triggered resulting in action by the Hudson Bay Police Service. If the occurrence is detected by you - call the Principal and the police. **DO NOT DISTURB THE CRIME SCENE**

The Principal will:

- visit the site
- arrange all emergency repair/clean up
- inform Division Office
- compile a list of missing or damaged equipment/materials

WILD ANIMALS

The Principal or designate will direct students and /or staff to:

- a safe place.
- students and/or staff will be transferred in a calm manner (eg. school bell may be used if danger is in schoolyard during recess)
- RCMP, Pest Control, & SERM will be notified
- medical assistance may be required

HARASSMENT/BREAK-INS/WILD ANIMALS

HAZARDOUS MATERIALS INCIDENTS

A. There are two basic actions:

- Evacuate students to a safe location upwind and away from the accident site, or
- Seal the building (windows/doors), shut off air handling equipment and remain inside the building until the emergency has been resolved.

B. Emergency Response Unit will instruct the principal to take the action deemed most appropriate.

C. The Principal or designate will:

- Alert the custodian and teachers to shut off air handling equipment
- Alert staff to close windows and be prepared for emergency action.
- Secretary will stand by the telephone - office if possible.

NATURAL GAS LEAK

If odor is detected in the building the Principal or designate will:

- notify Sask Energy 1-888-700-0427
- If the odor persists after all doors and windows are opened and the facility is deemed unsafe, the Principal or designate will **evacuate the building**.

CHEMICAL SPILLS

1. Staff member will:

- evacuate affected area and isolate it against student or staff entry
- check for injured parties
- notify principal or designate
- determine the hazard - unknown chemicals are to be treated as extremely hazardous and should be removed by appropriate agency (Fire Department)
- follow established guidelines for controlling "low risk" materials, disposing of them, and decontaminating area (control the source of spill and contain to prevent entry into the storm or sanitary sewer, identify, absorb and neutralize where appropriate). MSD and WHMS sheets are housed in the janitor room and in the Science Room store room.
- prepare a report for Principal with a copy for the Director

2. The Principal or designate will:

- notify the Fire Department where appropriate
- attend to safety of students and staff

HAZARDOUS MATERIALS/NATURAL GAS LEAK/CHEMICAL SPILLS

STAFF ASSIGNMENTS

<u>ASSIGNMENT</u>	<u>PERSON(S)</u>	<u>ALTERNATIVE</u>
<u>Initiate School Emergency Plan</u>	Principal/Secretary/Librarian	
<u>Gather and Confirm Details</u>	Principal	Diversity Education Teacher
<u>Check for Injuries or Trauma</u>	Teresa/Trudy	
<u>Contact Appropriate Agencies</u>	Principal/Secretary/Librarian	
<u>Contact Director</u>	Principal/Secretary/Librarian	
<u>Secure Building</u>	Individual Teachers	
<u>Confirm Attendance</u>	Individual Teachers	
<u>Check Washrooms</u>	6L teacher-east Librarian-south	
<u>Prepare Students</u>	Individual Teachers	
<u>Lead Evacuation (First Aid Kit)</u>	Diversity Education Teacher	
<u>Handle Phone Calls</u>	Superintendent	
<u>Handle Media</u>	Division Office	
<u>Tragic Response Team</u>	Principal/Secretary/Librarian/ Diversity Education Teacher	

STAFF ASSIGNMENT

EMERGENCY FIRST AID KIT

Will be located in the Secretary's Office and will contain:

Information

- list of students, including parent/guardian phone list and emergency contact, to be updated 1st Monday of each month
- medical information of special medical needs for students/staff
- copy of Emergency Measures plan
- floor plan of the school
- plan will indicate where all hazardous materials are stored
- plan will indicate emergency routes for all classrooms

Office Supplies

- cell phone
- minimum 3 clipboards
- office supplies: pens, pencils (sharpened) paper, string, tape, stapler

First Aid Supplies

- 500 paper cups (swish)
- matches (waterproof)
- 16 candles & holders
- flashlight & batteries
- special blankets (4)
- diabetic pack
- 6 rolls toilet paper
- 10 tea towels
- 50 bandaids
- rubber gloves
- gauze safety pins
- scissors
- triangular bandage
- pads
- cold packs
- large ziplock bags
- 20 large garbage bags