

FORREST ELEMENTARY SCHOOL

EMERGENCY RESPONSE PROCEDURES 2015-16

PURPOSE: THIS DOCUMENT IS INTENDED TO PROVIDE A SIMPLE AND PRACTICAL APPROACH TO THE PRINCIPAL AND STAFF WHO MUST HANDLE/MANAGE THE RESULTS OF A CRISIS WHICH IMPACTS UPON THEIR SCHOOL. AT ALL TIMES THE PRINCIPAL IS IN CHARGE. IN HIS/HER ABSENCE, THE PRINCIPAL OR DESIGNATE AND SCHOOL SECRETARY WILL BE IN CHARGE.

PROCEDURE: AN EVENT OCCURS WHICH HAS A CRISIS EFFECT ON THE SCHOOL

THE ADMINISTRATOR DETERMINES THE APPROPRIATE COURSE OF ACTION:

HANDLES THE SITUATION INTERNALLY FOLLOWING GUIDELINES ESTABLISHED.

CALLS THE SUPPORT TEAM TO ROLES AND RESPONSIBILITIES AS ASSIGNED PRE DETERMINED.

CALLS EXTERNAL SUPPORTS AS REQUIRED.

THE ADMINISTRATOR SHOULD DELEGATE AS MANY TASKS AS POSSIBLE TO ASSURE THAT:

HE/SHE CAN MAKE DECISIONS REQUIRED AND BE AVAILABLE FOR CONSULTATION.

HE/SHE IS VISIBLE TO/FOR STAFF AND STUDENTS.

ROLES: PRINCIPAL OR DESIGNATE:

DETERMINE PROCEDURE/SITUATION.

MAKE PLANS AVAILABLE TO STAFF.

INFORM PARENTS RE PLAN PROCESS.

ACTIVATE COMMUNICATION EXTERNALLY (IE) DIVISION OFFICE/MAINTENANCE ETC.

COMMUNICATION CODES

LOCKDOWN: PLEASE ACTIVATE LOCKDOWN PROCEDURE. REPEATED 4X STAFF WILL COMMUNICATE ATTENDANCE TO OFFICE BY WAY OF E MAIL OR CLASSROOM TELEPHONE SYSTEM AS ACCESSIBLE.

INTRUDER IN THE BUILDING: WOULD ALL VISITORS IN THE BUILDING PLEASE REPORT TO THE OFFICE. REPEATED 4X

INTRUDER IN A CLASSROOM: WOULD ALL CLASSROOM VISITORS PLEASE REPORT TO THE OFFICE. REPEATED 4X

FOR ANY INTRUSIVE ACTIVITY, LOCKDOWN WILL BE ACTIVATED AS DETERMINED BY THE PRINCIPAL OR DESIGNATE.

SHELTER IN PLACE: ALL STAFF AND STUDENTS PLEASE REPORT TO THE GYM TO ACTIVATE SHELTER IN PLACE. REPEATED 4X

SHELTER IN PLACE PROCEDURE

ALL CALL TO SHELTER IN PLACE AREA-FORREST GYM OR PLAYGROUND EVACUATION PROTOCOL 3 BELLS TO CLASSROOM AREAS AND WAIT FOR RESPONSE NOTIFICATION/DIRECTION FROM PRICIPAL OR DESIGNATE.

FURNACE AND AIR SHUTDOWN PROCEDURE TRAINED STAFF AS OUTLINED BELOW WILL BE IN CHARGE OF FACILITIES SHUTDOWN UPON NOTIFICATION TO SHELTER IN PLACE.

STAFF STUDENT ATTENDANCE.

SEALING OF DOORS AND WINDOWS AND ASSIGNED RESPONSIBILITIES-**TEAM MEMBERS AS OUTLINED BELOW**

WAIT FOR CLEARANCE TO UN SHELTER

IF EVACUATION IS REQUIRED.....

UPON NOTIFICATION STUDENTS WILL PROCEED AS DIRECTED BY CLASSROOM TEACHER AND PRINCIPAL TO BUS IN DESIGNATED PICK UP AREA. PROTOCOL WOULD BE SIMILAR IN A SIMPLE EVACUATION DRILL THAT MAY OR MAY NOT BE PRECEDED BY SHELTER IN PLACE.

MEDICAL/ACCIDENTAL: FOR THE PURPOSES OF APPROPRIATE RESPONSE PLEASE REFER TO STUDENT SPECIFIC HEALTH CARE PLANS POSTED IN THE MAIN OFFICE.

CRITICAL

SUMMON CHAD/BARB-CALL 911

NOTIFY PARENT GUARDIAN.

ENSURE STUDENT IS ATTENDED TO AT ALL TIMES.

COMPLETE ACCIDENT REPORT.

NON CRITICAL

SUMMON CHAD/BARB

NOTIFY PARENT GUARDIAN.

ENSURE STUDENT IS ATTENDED TO AT ALL TIMES.

COMPLETE ACCIDENT REPORT.

STORMS/SCHOOL CLOSURES:

PRIOR TO SCHOOL DAY:

WHEN NOTIFIED BY THE SUPERINTENDENT, THE PRINCIPAL WILL NOTIFY ALL STAFF VIA PHONE TREE.
SUPERINTENDENT WILL NOTIFY MEDIA AND COMMUNITY AS REQUIRED.

DURING SCHOOL HOURS:

WHEN NOTIFIED BY THE SUPERINTENDENT, THE PRINCIPAL WILL DIRECT AVAILABLE STAFF TO CONTACT
STORM BILLETS OR PARENTS.

STUDENTS WILL BE DISMISSED ONCE CONTACT WITH BILLETS OR PARENTS HAS BEEN MADE.

SUPERINTENDENT WILL NOTIFY MEDIA AS REQUIRED.

IN THE EVENT THAT PARENTS CANNOT BE CONTACTED/ATTEND, STUDENTS WILL REMAIN AT THE
SCHOOL UNTIL SUCH CONTACT OR ALTERNATE ARRANGEMENTS HAVE BEEN MADE IN CONSULTATION
WITH PARENTS.

TORNADOES:

UPON NOTIFICATION OF TORNADO SIGHTINGS, STUDENTS AND STAFF WILL GATHER IN THE MAIN
HALLWAY-CLOSING ALL DOORS AND AWAY FROM ALL WINDOWS UNTIL FURTHER INSTRUCTIONS ARE
GIVEN.

FIRE/EXPLOSION:

ACTIVATE BUILDING ALARM-CALL 911.

EVACUATE BUILDING.

ADVISE SUPERINTENDENT.

DO NOT RE ENTER THE SCHOOL UNTIL ADVISED.

DETERMINE SAFE INDOOR OUTDOOR EVACUATION SITE ONCE ASSEMBLED ELTON
COLLEGIATE/OUTDOOR ASPHALT AREA.

FAILURE OF SERVICES:

NOTIFY CUSTODIAN/MAINTENANCE DEPARTMENT.

ALERT PRINCIPAL/DESIGNATE.

DETERMINE IF OTHER SERVICES WILL BE AFFECTED.

CONSULT WITH SUPERINTENDENT.

DETERMINE WEATHER STUDENTS ARE DISMISSED RETAINED OR RELOCATED.

NOTIFY ELTON COLLEGIATE.

OUTDOOR CHEMICAL SPILL EXPLOSION:

NOTIFY PRINCIPAL/DESIGNATE CALL 911

ALERT ELTON COLLEGIATE.

NOTIFY SUPERINTENDENT.

EVACUATE SCHOOL/SHELTER IN PLACE AS DIRECTED.

CLOSE ALL WINDOWS AND DOORS.

SHUT DOWN AIR VENTS.

LISTEN TO RADIO AND AWAIT FURTHER EXTERNAL INSTRUCTIONS.

WEAPON THREAT:

DO NOT SOUND ALARM.

ALERT PRINCIPAL/DESIGNATE.

PRINCIPAL TO CALL 911 OR RCMP AND ALERT ALTERNATE POINT OF ENTRY.

ENGAGE CODE TO KEEP STAFF AND STUDENTS IN THEIR CLASSROOMS IN LOCKDOWN MODE.

NOTIFY ELTON COLLEGIATE.

NOTIFY SUPERINTENDENT.

IF A WEAPON DISCHARGES OR A VIOLENT ACT OCCURS:

USE PA TO INFORM OCCUPANTS OF EMERGENCY AND TAKE DEFENSIVE ACTION IMMEDIATELY.

THOSE OUTDOORS WILL SEEK PROTECTIVE COVER OR DROP TO THE GROUND AND REMAIN STILL.

DO NOT MOVE FROM POSITIONS UNTIL ADVISED BY THE PRINCIPAL.

BOMB THREAT:

WHEN CALL IS RECEIVED, ASK THE FOLLOWING:

NAME

ADDRESS

PHONE NUMBER

WHERE IS THE BOMB?

WHEN IS THE BOMB SET TO GO OFF?

ALERT PRINCIPAL

PRINCIPAL TO ALERT ELTON COLLEGIATE AND RCMP.

EVACUATE THE BUILDING.

ACCOUNT FOR ALL STAFF AND STUDENTS.

CONTACT SUPERINTENDENT.

RE ENTER SCHOOL ONCE ADVISED.

REPORT TO SCHOOL DIVISION ADVISING OF OUTCOME.

***WHEN REQUIRED WPSH COMMITTEE MEMBERS WILL TRACK AND REPORT INCIDENTS WITHIN THE WORKPLACE AS OUTLINED IN RRSB POLICY.**

VIOLENT STUDENTS/CHILD REMOVAL:

AGGRESSIVE OR VIOLENT STUDENT BEHAVIOURS:

REMAIN CALM.

NOTIFY PRINCIPAL/DESIGNATE.

PRINCIPAL TO CONTACT RCMP IF NECESSARY.

FOCUS ON YOUR OWN SAFETY AND THOSE IN YOUR CHARGE.

TRY TO DE ESCALATE STUDENT VERBALLY.

USE PHYSICAL RETRAINT WHEN THE CHILD PRESENTS AS A DANGER TO HIS OR HER SELF OR OTHERS

CHILD REMOVAL BY PARENT GUARDIAN:

ASK FOR ID RELATIONSHIP TO THE CHILD.

DETERMINE PURPOSE OF REMOVAL.

IF POSSIBLE ALERT PRINCIPAL/DESIGNATE.

CHECK FILE FOR RESTRAINING ORDER.

CONTACT LEGAL PARENT GUARDIAN.

IF NECESSARY CALL 911

WRITE DOWN A VISUAL DESCRIPTION.

DOCUMENT VERBAL EXCHANGE.

CONTACT ELTON COLLEGIATE IF THERE ARE SIBLINGS.

INTRUDERS:

NOTIFY PRINCIPAL.

LOCKDOWN IF NOT YET IN THE BUILDING

APPROACH TO DETERMINE PURPOSE AT THE SCHOOL.

REMOVAL FROM THE PREMISES REQUIRED IF THERE IS NO PURPOSE DETERMINED.

NOTIFY ELTON COLLEGIATE.

IF CONFRONTATION AND AGGRESSION ENSUE CONTACT RCMP.

IF NECESSARY, REMOVE STUDENTS FROM THE AREA.

IF STUDENTS ARE IN CLASSROOMS ACTIVATE CODER TO ASSURE THEY REMAIN IN PLACE.

TEAM MEMBERS:

PRINCIPAL CHAD STILES

CUSTODIAN JACK ESPEY

SECRETARY ALLISON RYPLANSKI

GUIDANCE COUNSELLOR CORY STOCKS

STAFF TODD FOSTER

STAFF SHAWN RYCKMAN

STAFF BARB HILDEBRAND

ROLES AND RESPONSIBILITIES OF TEAM MEMBERS

IN CHARGE CHAD STILES AND DESIGNATE

UTILITY SHUT OFF CHAD STILES JACK ESPEY SHAWN RYCKMAN TODD FOSTER

FIRST AID BARB HILDEBRAND

STUDENT ATTENDANCE TRACKING ALLISON RYPLANSKI

EA TO ASSIST AS ASSIGNED BY CLASSROOM OR RE DIRECTED

COMMUNICATION DEVICES CHAD STILES: WIRELESS COMMUNICATION/SCHOOL WIDE COMMUNICATION/BUS RADIO COMMUNICATION

SEALING FOR SHELTER IN PLACE CHAD STILES AND ATTENDING EA SUPPORT STAFF

EVACUATION AREAS

OUTDOOR BASKETBALL COURT

INDOOR FORREST RINK/ELTON COLLEGIATE

NORTH TANNERS CROSSING

SOUTH KIRKCALDY HEIGHTS