

**Havelock-Belmont Public School**

# Emergency Response Plan

Date Field

Oct 3, 2023

Principal

Jason Huffman

Vice-Principal

Vice-Principal

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## **Staff Emergency Response Team**

School Name	Havelock-Belmont Public School
Principal	Jason Huffman
Vice-Principal	
Vice-Principal	
Secretary	Valerie McMaster
SERT	Jonathan Swift
Teacher-in-Charge	Jonathan Swift and Erin King
Custodian	Adam Post
Night Custodian	Cindy Herdman
Health and Safety Committee	Jason Huffman, Kim Hutchinson (Teacher), Adam Post (Custodian)
Emergency Response Team, First Aid Providers	Jason Huffman, Kim Hutchinson, Renee Ryckman
NVCI Trained Staff	All EA staff

## **Emergency Response Notes**

In the event of an emergency, student safety is our first priority. This plan provides an outline of the procedures and roles of staff when responding to specific situations. It is impossible to predict the challenges that could occur during an emergency situation, however, the following plan does outline in detail the procedures which will help staff work through such an event. There will be opportunities to practice different scenarios throughout the year in order to prepare staff and students for the challenges of such emergencies. During any emergency, staff are expected to use their professional judgement in order to keep our students safe.

Teachers should have the following in their Emergency Response Bag:

1. A copy of the Emergency Response Plan
2. An up-to-date class list with contact phone numbers
3. Classroom First Aid kit
4. Pencils, paper and a list of simple games students can play.

The Emergency Response Bag is located:

Back of doors in classroom, gymnasium and learning commons

Supply teachers need to know its location as indicated in the teacher's day plans.

## Planning Considerations

1. Annual training and review of emergency procedures with all staff, students and parents is required by legislation. Please record the dates of all staff meetings, school assemblies, new student meetings, safety plans for students and health and safety meetings.
2. Teachers are requested to record the dates in their Day Plans when Safety Procedures have been reviewed with students as directed by administration. Secondary technology teachers follow specific student safety training for technology specific courses.
3. There must be 6 mandatory Fire Drills and 2 Lockdown drills each school year. These are spread out during the entire school year. At least 1 Fire Drill should take place where an alternate exit must be used and 1 Lockdown Drill should occur outside of regular class time.
4. Staff and student handbooks should summarize expectations of these emergency plans. It is recommended that they be posted on the school website as well as in EDSBY.
5. If the Principal is away, either the Vice-Principal or the Teacher-in-Charge will oversee the emergency process.

Supportive administrative duties will be assumed by:

Teacher in Charge (Erin King or Jonathan Swift)
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6. Teachers who are on prep time during an Emergency should:  
**ELEMENTARY - Immediately meet their homeroom class where they are presently located.**  
**SECONDARY - assigned duties.**
7. Staff members have specific duties and it is important that all staff allow other staff to assume their roles as quickly as possible. The only exception to this rule is during a lockdown, where everyone will immediately proceed to the closest secure area and remain there until instructed otherwise.
8. In the event of an evacuation, such as fire, students who are not with their homeroom class at the signal to evacuate the building should leave the building using that area's designated exit and then meet their class at the designated spot outside the school for attendance purposes.
9. The Principal/Vice-Principal will bring the megaphone from the office. All staff with walkie-talkies should bring them.
10. Supply Teachers are expected to review and know their roles in the event of an emergency. Any Safety Plans or medical need of individual students need to be provided with educator day plans when absent.

## Emergency Telephone Numbers

Updated on: Oct 3, 2023

Fire, Ambulance, Police		911
Principal	Jason Huffman	705-927-3503
Principal - after hours #1		705-927-3503
Principal - after hours #2		705-772-1877
Vice Principal		
Vice-Principal - after hours #1		
Vice-Principal - after hours #2		
Vice Principal		
Vice-Principal - after hours #1		
Vice-Principal - after hours #2		
Board Office		705-742-9773
Superintendent	Drew McNaughton	905-244-5369
Superintendent - after hours #1		
Superintendent - after hours #2		
Transportation (STSCO) - Stephen Jackson, Manager of Operations		705-748-5500 ext. 221
Transportation - after hours #1		613-475-1179
Transportation - after hours #2		705-740-4076
Transportation (STSCO) - Kevin Forrest, Route Supervisor		705-748-5500 ext. 240
Health and Safety - Donna Saworski		705-742-9773 ext. 2219
Communications - Judy Malfara		705-742-9773 ext. 2001
Communications - after hours #1		705-750-8016
Communications - after hours #2		705-875-5216
Animal Control		705-768-4117
Children's Aid Society (CAS)		705-743-9751
Kids Help Line		1-800-668-6868
Drug Abuse Centre - Four Cast		(705) 876-1292
Drug Abuse Centre - Other		
Enbridge Gas		1-866-763-5427
Environmental Spill		1-800-268-6060 or 1-416-325-3000

Evacuation Site	Havelock Community Centre	39 George Street east Havelock 705-778-2891
Evacuation Site - Church	Havelock Fellowship Baptist	16 Union Street Havelock 705-7782412
Township or Municipal Office	i Ottawa street 705-778-2308	
Fire Department (Local Number NOT 911)	705-778-3415	
Health Unit	705-743-1000	
Hospital	Campbellford Memorial Hospital	705-653-1140
Hydro One	1-800-434-1235	
Elementary school near by	Norwood Elementary School	
Principal name	Krista Ferrier	705-768-0465
Secondary school near by	Norwood Intermediate/Highschool	
Principal name	Darlene Davidson	705-639-5332
Ministry of the Environment	416-327-5519 or 1-800-268-6060	
Ministry of Natural Resources	705-755-2000	
Trent-Severn Waterway	705-750-4900	
Pesticides and Pollution Control	1-800-268-6060	
Police Services (Local Number NOT 911)	1-800-222-8477	
OPP	705-742-0401 or 1-888-310-1122	
Poison Centre	1-800-268-9017	
Radio Station	Pure Country 105	705-876-1051
Radio Station	Energy 99-7 Country 105	705-742-8844
Radio Station	The Wolf 101.5	705-742-8844
Radio Station	Belleville 95.5	613-966-0955
Newspaper	CHEX	705-742-0451
Newspaper		
School Board Counsellor	Sharon Skutovich	705-872-2872
School Board Counsellor - cell phone		
Television		
Trent Security	705-743-9774	

## Accidents

### Pre-Emergency Planning

1. Staff are aware of the location of FIRST AID kits, AED (Defibrillator) and how to contact other staff for support. Training and review of all procedure needs to be done in a staff meeting early in the school year.

### Emergency Staff Duties

Header	Header
First Teacher/ Staff member on the scene EA's and CYW	<ul style="list-style-type: none"><li>- assess situation</li><li>- call 911 if necessary</li><li>- administer first aid, organize adults and students to assist where necessary</li><li>- follow the student's individual emergency response plan (IEPR) and / or safety plan should there be one</li><li>- contact the office for the Emergency Response team</li><li>- ensure all students are safe</li></ul>
Principal/Vice Principal	<ul style="list-style-type: none"><li>- escort participants to office or secure area</li><li>- notify family</li><li>- interview witnesses</li></ul> <p>IF NEEDED contact</p> <ul style="list-style-type: none"><li>- Communications department at 742-9773 ext. 2001</li><li>- Superintendent <span style="border: 1px solid black; padding: 2px;">Drew McNaughton 905-244-5369</span></li></ul>
Secretary	<ul style="list-style-type: none"><li>- make the announcement - "The Emergency Response team is asked to report to location / room number _____"</li><li>- inform the Principal / Vice-Principal</li><li>-if student is injured, print a copy of the Trillium student information sheet and contact information for Administration to call parents</li><li>- may be directed by Administration to make phone calls</li><li>- may need to call 911 (police and ambulance)</li></ul>
Emergency Response Team	<span style="border: 1px solid black; padding: 2px;">Jonathan Swift, Kim Hutchinson, Renee Ryckman</span> <ul style="list-style-type: none"><li>- administer First Aid (SERT will cover class if needed)</li></ul>
FOLLOW UP	<p>Contact Parents / Guardians for follow up (i.e. safety plans)</p> <p>Contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724)</p> <p>Complete OSBIE Incident Report and forward to Manager of Central Services</p> <p>Contact Health and Safety Officer if staff and/or students are critically injured</p> <p>Collect appropriate information: witnesses, photos</p> <p>Arrange for counseling if appropriate</p>
Supporting Documents	<p>Link to Critical Incident criteria and flow chart:</p> <p><a href="https://kawarthapineridge.sharepoint.com/sites/DocumentCenter/Documents/Critical%20Injury%20Flow%20Chart%20-%20At%20the%20Scene%20Mar%202017.pdf">https://kawarthapineridge.sharepoint.com/sites/DocumentCenter/Documents/Critical%20Injury%20Flow%20Chart%20-%20At%20the%20Scene%20Mar%202017.pdf</a></p>

## **Bus Accident**

**Examples: Regular Bus Run, Day Field Trip, Extended Field Trip**

### **Pre-Emergency Planning**

1. Students and Staff practise a bus evacuation drill annually.
2. Bus Drivers need to provide you with an accurate seating plan (for regular daily bus routes only).
3. Before departure on a class / school trip, the supervising teacher will prepare a travel kit which will include: a travel first aid kit, telephone numbers of school and Board Office, a class list with emergency contact numbers and an accurate passenger list for each bus.
4. The supervising teacher will leave an accurate passenger list for each bus at the school office. A copy of the itinerary will also be left at the school office.
5. The supervising teacher and Principal will ensure appropriate adult to child supervision ratios are followed as outlined in the Program Safety Manual.

### ***Emergency Staff Duties***

First Teacher / Staff Member on the scene	<ul style="list-style-type: none"><li>- assess situation</li><li>- call 911 if necessary</li><li>- evacuate the bus, administer first aid, organize adults to assist</li><li>- ensure all students are safe</li><li>- if bus is still at school, contact the office for the Emergency Response Team</li><li>- contact the school and principal</li><li>- all communication to home / community will be supported through the Communications department</li></ul>	
Bus Driver	<ul style="list-style-type: none"><li>- assess situation</li><li>- call 911 if necessary</li><li>- evacuate the bus and ensure the safety of all students</li><li>- administer first aid</li><li>- report to STSCO (748-9250 ext. 500) and police</li></ul>	
STSCO (Student Transportation Services of Central Ontario)	- notify Principal	Jason Huffman - 705-927-3503
	- notify Superintendent	Drew McNaughton 905-244-5369
	- Communications department (742-9773 ext. 2001)	
Principal / Vice Principal	<ul style="list-style-type: none"><li>- ensure communication with Superintendent Drew McNaughton 905-244-5369</li><li>- seek support of the Communications department (742-9773 ext. 2001)</li><li>- inform STSCO (748-9250 ext. 500)</li><li>- notify parents using bus list</li><li>- will support and initiate involvement of the Staff Emergency Response Team if feasible and/or necessary</li><li>- contact School-Based Critical Response Team</li></ul>	
FOLLOW UP	<p>Contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724) Complete OSBIE Incident Report and forward to Manager of Central Services Contact Health and Safety Officer if staff are injured Collect appropriate information: witnesses, photos Arrange for counseling if appropriate (School Board Counsellor)</p>	



## **Anaphylactic Shock**

### **Pre-Emergency Plan**

1. Post in staff rooms, work areas the **Individual Student Emergency Response** plans, with current student photo, for each anaphylactic student (or staff).
2. Share photos, emergency response plans, and EpiPen procedures with staff.
3. Share plan with the bus drivers.

### ***Emergency Staff Duties***

First Teacher / Staff member on the scene	<ul style="list-style-type: none"><li>- assess situation: looking for signs of difficulty with breathing, swallowing, hives, redness, general itching and general swelling</li><li>- notify the office to call 911</li><li>- IS EPIPEN WITH STUDENT / STAFF?</li><li>- send for Emergency Response Team and if needed the EpiPen</li></ul>
Principal / Vice Principal	<ul style="list-style-type: none"><li>- get the Individual Student Emergency Response Plan and EpiPen</li><li>- secure the site, ensure ambulance has been called</li><li>- call family</li><li>- assign someone to meet and direct emergency responders to scene (SERT, EA, etc.)</li></ul>
Emergency Response Team	<ul style="list-style-type: none"><li>- administer EpiPen</li><li>- lie student on side (recovery position) in case of vomiting</li><li>- if breathing does not improve after 10-15 minutes administer a second EpiPen</li></ul>
Secretary	<ul style="list-style-type: none"><li>- may need to call 911 (ambulance); confirm it has not been called already</li><li>- make the announcement - "The Emergency Response Team is asked to report to location / room number_____ "</li><li>- inform the Principal / Vice-Principal</li><li>- if student, print a copy of the Trillium student information sheet and contact information for Administration to call parents</li></ul>
FOLLOW UP	<ul style="list-style-type: none"><li>Complete Administration of Medication Log (in Individual Emergency Response Plan binder in office)</li><li>Contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724) and report event</li><li>Complete OSBIE Report Form (Safe Schools)</li><li>Contact Health and Safety Officer if it is a staff member who was treated</li><li>Collect all appropriate data (witnesses, photos)</li><li>Contact STSCO if incident occurred on bus</li><li>Update Individual Student Emergency Response Plan</li></ul>

## **Assaults**

### **Fights**

### **Pre-Emergency Plan**

1. Inform staff and students of Code of Conduct.
2. Share with parents the safe schools policy / code of conduct and consequences.
3. Ensure appropriate staff in Non-Violent Crisis Intervention is trained (Principal, EA's/CYW).

### ***Emergency Staff Duties***

Principal / Vice Principal	<ul style="list-style-type: none"><li>- separate individuals</li><li>- if needed, assist with restraint</li><li>- escort participants to office or secure area</li><li>- interview witnesses</li><li>- notify Family</li></ul>
First Teacher / Staff member on the scene EA's and CYW Staff on prep	<ul style="list-style-type: none"><li>- separate individuals</li><li>- if needed, assist with restraint</li><li>- escort participants to office or secure area</li></ul>
Secretary	<ul style="list-style-type: none"><li>- if someone is hurt seek staff member who is trained in First Aid</li><li>- if directed call 911</li></ul>
Emergency Response Team	<ul style="list-style-type: none"><li>- administer First Aid (SERT will cover class if needed)</li></ul>
EA's and CYW	<ul style="list-style-type: none"><li>- if needed, assist with restraint</li></ul>
FOLLOW UP	<p>Contact and cooperate with police Take appropriate disciplinary action according to the Safe Schools Policy Collect all appropriate information (witnesses, teacher present) If serious injuries, contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724) Complete OSBIE Incident Report form Contact Health and Safety Officer if staff are injured Arrange counseling support if appropriate Review of and / or develop the Safety plan?</p>

## **Assaults**

### **Sexual Assault**

#### **Pre-Emergency Plan**

1. Inform staff and students of Code of Conduct.
2. Review with staff the Child in Need of Protection policy and the Duty to Report requirements.
3. Ensure appropriate staff is trained in Non-Violent Crisis Intervention.

#### ***Emergency Staff Duties***

Principal / Vice Principal	<ul style="list-style-type: none"><li>- address any medical or safety concerns</li><li>- find a private and safe room for the victim</li><li>- if based on the information provided, you reasonable suspect a sexual assault has occurred:<ul style="list-style-type: none"><li>- STOP THE SCHOOL INVESTIGATION AND CONTACT THE POLICE IMMEDIATELY</li><li>- take direction from the police</li><li>- DO NOT notify parent / guardian / family until you have consulted with the police</li><li>- notify CAS if under 16 years of age</li><li>- offer phone number of sexual abuse line</li><li>- separate individuals and let the POLICE gather information from witnesses</li><li>- advocate to go in ambulance with victim or send a caring staff member</li></ul></li><li>- take appropriate disciplinary action according to Safe Schools Policy in consultation with the Superintendent</li><li>- contact Superintendent <div>Drew McNaughton 905-244-5369</div></li></ul>
SERT / SST / Lead Teacher / Guidance	<ul style="list-style-type: none"><li>- secure scene</li><li>- assist Principal</li></ul>
Emergency Response Team Staff on Prep	<div>Jonathan Swift, Erin King, Stephanie Racine</div>
Secretary	<ul style="list-style-type: none"><li>- if someone is hurt, request for a member of the First Aid Team</li><li>- print a copy of the Trillium student information sheet and contact information for Administration to call parents</li><li>- if directed, call 911 (police, ambulance)</li></ul>
FOLLOW UP	<p>Contact and cooperate with police regarding the timing of the investigation Take appropriate disciplinary action according to the Safe Schools Policy Collect all appropriate information (witnesses, teachers present) If serious injuries, contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724) Complete OSBIE Incident Report form Contact Health and Safety Officer if staff are injured Contact Supervisor of Clinical Services for appropriate supports Consult with chief social worker about the need to conduct a VTRA Review of and / or develop the Safety Plan?</p>

## **Bomb Threat**

### **Pre-Emergency Plan**

1. Practice lockdown and evacuation procedures with staff and students.
2. Most often bomb threats are made by a phone call but are increasingly made through Social Media and / or text threats.
3. Ensure the Bomb Threat Response Card is located by main office phones.
4. Emergency Response Announcements Sticker is placed near all phones.

### ***Emergency Staff Duties***

Staff / Person Receiving Call	<p>Following the Bomb Threat Response Card:</p> <ul style="list-style-type: none"><li>- be calm and courteous</li><li>- listen</li><li>- record the number if possible</li><li>- signal administration</li><li>- do not interrupt the caller</li><li>- keep caller on the line as long as possible</li><li>- obtain as much information as possible</li></ul> <p>Following the Bomb Threat Response Card, ask the following questions if possible:</p> <ul style="list-style-type: none"><li>- What time will the bomb explode?</li><li>- Where is it?</li><li>- What does it look like?</li><li>- Where are you calling from?</li><li>- Why did you place a bomb?</li><li>- What is your name?</li><li>- What kind of bomb is it?</li></ul> <p>- record time call received, exact words of the caller, condition or emotional state, gender, estimated age of the caller, accent, and any peculiarities</p> <p>- note the line the call came in on and trace the call using *57 followed by calling Bell Security (1-800-267-0627)</p>
Principal / Vice Principal	<ul style="list-style-type: none"><li>- call 911 and request the police</li><li>- the following information will be provided to the police:<ol style="list-style-type: none"><li>a) the information recorded on the bomb threat response card</li><li>b) activities taking place in the school at the time of the threat (ie. exams)</li><li>c) the status of any evacuation that may be underway</li><li>d) the status of any safe, visual scan that may be underway</li><li>e) the in-school contact person for the police, once they are on scene</li></ol></li><li>- follow police instructions for immediate next steps</li></ul> <p>- call Fire Department and clarify that no explosion has occurred and police have been informed</p> <p>- announce over the P.A. "Attention staff, students and visitors. Members of the Emergency Response Team are asked to report to the office."</p> <p>For threats to the entire facility, the following areas may be considered for visual inspection:</p> <ol style="list-style-type: none"><li>1) The building exterior and parking lots</li><li>2) Entrances</li><li>3) Large gathering areas within the school (cafeteria, auditoriums)</li><li>4) Hallways, stairways and elevators</li><li>5) Washrooms</li><li>6) Classrooms, the main office and staff rooms</li><li>7) Service and mechanical rooms and spaces</li></ol> <p>- consider calling a HOLD &amp; SECURE to restrict student and staff movement until POLICE arrive</p> <p>- contact Communications department (742-9773 ext. 2001)</p> <p>- call STSCO if a full evacuation is necessary and/or the school's schedule is altered (1-866-433-4441)</p> <p>- contact Superintendent <span style="border: 1px solid black; padding: 2px;">Drew McNaughton 905-244-5369</span></p>

Emergency Response Team	<ul style="list-style-type: none"> <li>- Follow directions of Principal or designate as well as police</li> <li>- Review the visual scan procedure - NO staff member is to touch any suspicious package or object</li> </ul>
Secretary	<p>FOLLOW THE BOMB THREAT RESPONSE CARD NEAR THE PHONE as indicated in the first box</p> <ul style="list-style-type: none"> <li>- IF POSSIBLE, SIGNAL FOR SOMEONE ELSE TO CONTACT THE OFFICE TO CALL THE POLICE <ul style="list-style-type: none"> <li>- note the line the call came in on and trace the call using *57 followed by calling Bell Security (1-800-267-0627)</li> </ul> </li> <li>- Follow the Principal's direction, if directed make the announcement... "Attention staff, students and visitors. Members of the Emergency Response Team are asked to report to the office."</li> </ul>
Teachers in classrooms	<ul style="list-style-type: none"> <li>- Follow evacuation procedures if necessary</li> </ul>
Staff on Prep	<ul style="list-style-type: none"> <li>- Follow evacuation procedures if necessary</li> </ul>
FOLLOW UP	<p>Principal or designate completes a Bomb Threat Report (Appendix B of Safe School's Manual)</p> <p>Attach the Bomb Threat Telephone Log (Appendix A of Safe Schools Manual, Section C), sending a copy to the Superintendent</p> <p>Consult with the Communications department about sending a letter to students and parents about the incident</p> <p>Debriefing with police services and Superintendent and other board staff</p> <p>Consult with chief social worker about the need to conduct a VTRA</p>

## **Chemical / Hazardous Materials Accident**

### **Pre-Emergency Planning**

1. Practise evacuation procedures.
2. Ensure staff and parents know appropriate evacuation sites.

### ***Emergency Staff Duties***

#### **(1) Shelter in Place - Students Remain In The School**

**Situation - Environmental Threat outside of building: stray animal, chemical spill, weather**

### ***Emergency Staff Duties***

Principal / Vice Principal	<ul style="list-style-type: none"><li>- bring all students inside to their homerooms (EDIT SCHOOL SIGNAL)</li><li>- announce "Shelter in Place" READ STICKER BY OFFICE PHONE</li></ul>
SERT / SST / GUIDANCE / LIBRARY Emergency Response Team	<div>Jonathan Swift, Erin King, Stephanie Racine to assist in directing students into school</div> <ul style="list-style-type: none"><li>- Report to the office for further duties</li></ul>
Secretary	<ul style="list-style-type: none"><li>- responsible for the phones</li><li>- will support the PA system and announcements intercom</li><li>- will note student attendance from teachers (missing students and additional students)</li></ul>
Teachers	<ul style="list-style-type: none"><li>- all teachers will follow the instructions of the Principal or designate</li><li>- take attendance and report to office via the PA system if anyone is missing</li><li>- close all doors and windows</li></ul>
Portable Teacher (if applicable)	<ul style="list-style-type: none"><li>- pick up Emergency Classroom Kit</li><li>- IF SAFE TO DO, staff and students are to proceed to the: <div>Library</div> and sit together as a class</li><li>- take attendance and report to office via the PA system if anyone is missing</li></ul>
Custodian	<ul style="list-style-type: none"><li>- ensure all outside doors are locked</li><li>- turn off ventilation system</li><li>- meet emergency crews</li></ul>
TEACHERS / STAFF on PREP	<ul style="list-style-type: none"><li>- assist quickly where directed by the Principal or designate</li><li>- ensure calm entrance of students</li><li>- clear halls and washrooms</li></ul>
Principal / Vice Principal	<ul style="list-style-type: none"><li>- assess situation and determine need to (1) REMAIN in the SCHOOL - shelter in place OR (2) EVACUATE THE SCHOOL by consulting appropriate agencies (Utilities, Environment Canada)</li><li>- contact Communications department (742-9773 ext. 2001)</li><li>- contact Health and Safety Office (742-9773 ext. 2219)</li><li>- contact Superintendent <div>Drew McNaughton 905-244-5369</div></li></ul>
Secretary	<ul style="list-style-type: none"><li>- call 911 (Fire Department)</li><li>- announce over the P.A. "Attention staff, students and visitors. Members of the Emergency Response Team are asked to report to the office."</li></ul>
Emergency Response Team TEACHERS / STAFF	Follow instructions of Principal

## **(2)Chemical / Hazardous Materials Accident - EVACUATION**

**Situation - Environmental Threat inside the building: gas leak, fire, utility failure**

### ***Emergency Staff Duties***

Principal / Vice Principal	<ul style="list-style-type: none"> <li>- consult with agencies to determine which evacuation site to use</li> <li>- USE THE EMERGENCY RESPONSE ANNOUNCEMENTS STICKER BY PHONE</li> <li>- give the order to evacuate</li> <li>- take the megaphone and the school's Emergency Preparedness Kit</li> </ul>
SERT / SST / Lead Teacher / Guidance	<ul style="list-style-type: none"> <li>- support the evacuation of classes using the fire drill exits and to Jonathan Swift, Erin King, Stephanie Racine to assist classes in exiting building</li> <li>- Or board buses as appropriate</li> <li>- sweep school with CUSTODIAN / SERT / EMERGENCY RESPONSE TEAM to be sure everyone has left</li> </ul>
Emergency Response Team	<p>Follow directions of Principal</p> <p>If no injuries to address, support the evacuation of classes with Administration</p>
Secretary	<ul style="list-style-type: none"> <li>- call evacuation site to inform them of the school's arrival Valerie McMaster</li> <li>- call STSCO if buses are needed or let them know of the evacuation 705-748-5500 ext. 221</li> <li>- take student meds, student information, attendance</li> <li>- confirm whereabouts of missing students as reported by teachers</li> <li>- go ahead to prepare evacuation site or help load buses</li> </ul>
Custodian	<ul style="list-style-type: none"> <li>- post evacuation posters at exits</li> <li>- lock all doors</li> <li>- close ventilation system</li> </ul>
Teachers / EAs / CYW in class	<ul style="list-style-type: none"> <li>- take attendance, report any concerns to Secretary or Principal</li> <li>- take Emergency Preparedness classroom kits</li> <li>- when notified, exit building using fire drill exits and have students proceed to Front and back fields, as directed on emergency exit signs.</li> <li>or load buses</li> </ul>
FOLLOW UP	<p>Complete the Ontario School Board's Insurance Exchange (OSBIE) Incident Report if student injured or hospitalized</p> <p>Call OSBIE (1-800-668-6724) and contact Manager of Central Services work with other agencies to determine causes</p> <p>If employee affected, contact Health and Safety Officer</p>

## **Earthquake**

### **Pre-Emergency Planning**

1. Practise evacuation procedures.
2. Ensure staff and parents know appropriate evacuation sites.

### ***Emergency Staff Duties***

Principal / Vice Principal	<ul style="list-style-type: none"><li>- Drop to the floor</li><li>- Cover with table or desk</li><li>- Hold on</li></ul>
Emergency Response Team	<ul style="list-style-type: none"><li>- Drop to the floor</li><li>- Cover with table or desk</li><li>- Hold on</li></ul>
Custodian	<ul style="list-style-type: none"><li>- Drop to the floor</li><li>- Cover with table or desk</li><li>- Hold on</li></ul>
Secretary	<ul style="list-style-type: none"><li>- Drop to the floor</li><li>- Cover with table or desk</li><li>- Hold on</li></ul>
Classroom Teacher / Students EAs and CYW	<ul style="list-style-type: none"><li>- Move away from the windows or computer</li><li>- Drop to the floor</li><li>- Cover with table or desk</li><li>- Hold on</li></ul>
Staff on Prep	<ul style="list-style-type: none"><li>- If time, turn off any stoves or heat sources</li><li>- Stay out of the doorways</li><li>- Drop to the floor</li><li>- Cover with table or desk</li><li>- Hold on</li></ul>
SERT / SST / Guidance	<ul style="list-style-type: none"><li>- Drop to the floor</li><li>- Cover with table or desk</li><li>- Hold on</li></ul>
Emergency Response Team	If class is outside keep them outside away from <ul style="list-style-type: none"><li>- Building</li><li>- Hydro lines</li><li>- Gas Lines</li></ul>
FOLLOW UP	Document the incident Contact the Facilities department to assess structural damage and safety  If serious injuries, contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724) Complete OSBIE Incident Report form Contact Health and Safety Officer if staff are injured



## **Evacuation**

### **Pre-Emergency Planning**

1. Practise evacuation procedures.
2. Ensure staff and parents know appropriate evacuation sites.

### ***Emergency Staff Duties***

Principal / Vice Principal	<ul style="list-style-type: none"><li>- consult with agencies to determine which evacuation site to use</li><li>- USE PRE-DETERMINED SIGNAL to bring students into their homerooms if they are outside</li><li>- use PA system to notify school to prepare for evacuation immediately</li><li>- take the megaphone and the School Emergency Preparedness Kit</li><li>- sweep school with CUSTODIAN / SERT / EMERGENCY RESPONSE TEAM</li></ul> <div>Evacuation Announcement</div> <div>Jason Huffman</div>
SERT / SST / Lead Teacher / Guidance	<ul style="list-style-type: none"><li>- direct classes in an orderly fashion to leave the school using the fire drill exits and proceed to: <div>Jonathan Swift, Stephanie Racine, Erin King</div></li><li>- Or board buses as appropriate</li><li>- sweep school with CUSODIAN / SERT / EMERGENCY RESPONSE TEAM</li><li>- if needed coordinate the loading of the buses / or walking to LOCATION</li></ul>
Emergency Response Team	<div>Report to main office</div> <div>Prepare to sweep the building and assist as directed by the Principal or designate</div>
Secretary	<ul style="list-style-type: none"><li>- if directed by Principal - use PA system to notify school to prepare for evacuation immediately</li></ul> <div>Valerie McMaster</div> <ul style="list-style-type: none"><li>- call evacuation site</li><li>- call STSCO if buses are needed or let them know of the evacuation</li><li>- take student medications, student information, attendance</li><li>- confirm whereabouts of missing students as reported by teachers</li><li>- go ahead to prepare evacuation site or help load buses</li></ul>
Custodian	<ul style="list-style-type: none"><li>- post evacuation posters at exits</li><li>- sweep school with CUSTODIAN / SERT / EMERGENCY RESPONSE TEAM</li></ul>
Teachers / EA / CYWs in classrooms	<ul style="list-style-type: none"><li>- take attendance, report any concerns to Secretary or Principal</li><li>- take emergency classroom kits</li><li>- when notified, exit building using fire drill exits and have students proceed to EDIT LOCATION</li></ul>
FOLLOW UP	<div>Complete the Ontario School Board's Insurance Exchange (OSBIE) Incident Report if student injured or hospitalized</div> <div>Call OSBIE (1-800-668-6724) and contact Manager of Central Services</div> <div>Work with other agencies to determine cause</div> <div>If employee affected, contact Health and Safety Officer</div> <div>Follow up with disciplinary / legal actions if necessary</div> <div>Arrange for counseling support if appropriate</div>

## Fire

### Pre-Emergency Planning

1. Establish a designated meeting location (PRE-DETERMINED CLASS LOCATION).
2. Emergency exit and alternative exit to be posted in each room.
3. Practise 6 fire drills annually with one drill requiring the use of an alternative exit.
4. Ensure fire extinguishers, alarms and sprinkler systems are inspected regularly.
5. If possible, consider planning a fire drill with the support of your local fire department.

### Emergency Staff Duties

Principal / Vice Principal	<ul style="list-style-type: none"><li>- oversee evacuation procedures</li><li>- sweep the halls including washrooms, check classroom doors are locked</li><li>- take the megaphone and the School Emergency Preparedness Kit</li><li>- determine if transportation to evacuation site is necessary</li><li>- contact:<ul style="list-style-type: none"><li>1) Superintendent <input type="text" value="Drew McNaughton 905-244-5369"/></li><li>2) Maintenance Supervisor <input type="text" value="AL Kimble 705-872-2373"/></li><li>3) Communications department (742-9773 ext. 2001)</li></ul></li></ul>
Secretary	<ul style="list-style-type: none"><li>- take student medications, first aid kit, student information, attendance</li><li>- take VISITORS LOG to verify all visitors evacuated</li></ul>
Emergency Response Team	<ul style="list-style-type: none"><li>- sweep pre-assigned sections of the school</li></ul>
Custodian	<ul style="list-style-type: none"><li>- FIRE panel</li></ul>
Teacher in Class with students EA / CYW	<ul style="list-style-type: none"><li>- shut windows, turn off lights, take Class Emergency Preparedness Kit</li><li>- shut AND LOCK doors</li><li>- escort students in an orderly manner to the meeting site on the yard</li><li>- ensure staff and parents know appropriate evacuation sites</li><li>- Itinerant teachers and therapists etc. shall exit with their pupil(s) and then join the student's homeroom class outside</li><li>- once outside take attendance, SIGNAL THE ATTENDANCE TO THE SERT</li><li>IE - point thumb down if you <u>cannot</u> account for all students, raise thumb up if all students are accounted for</li><li>IE - HOLD UP BINDER - GREEN OKAY - RED MISSING A PERSON</li><li>- remain with students for further instructions</li></ul>
Staff on Prep	<ul style="list-style-type: none"><li>- assist students with mobility issues</li><li>- assist teacher ensuring all students are out of the school</li></ul>
SERT / SST / Lead Teacher / Guidance	<ul style="list-style-type: none"><li>- record the PRE-DETERMINED SIGNAL <input type="text" value="Jonathan Swift"/></li><li>- if AN ISSUE IS INDICATED, determine the problem and notify the fire fighters and the Principal to solve the problem</li></ul>
FOLLOW UP	<p>Review and debrief procedures with staff Call OSBIE (1-800-668-6724) and contact Manager of Central Services if student injured or hospitalized Complete OSBIE Incident Report Work with other agencies to determine cause If employee injured, contact Health and Safety Officer</p>

Emergency Response Announcements	
 <b>LOCKDOWN</b> To be used in response to a threat of danger <b>inside</b> the school	<b>Lockdown Announcement:</b> Attention staff, students and visitors. The school is now in Lockdown. This is not a drill. All students and visitors should report immediately to the nearest classroom. Staff, please initiate Lockdown procedures as detailed on the classroom emergency response sheet. (Read 2x if possible)
 <b>HOLD &amp; SECURE</b> To be used in response to a threat of danger <b>outside</b> the school	<b>Hold &amp; Secure Announcement:</b> Attention staff, students and visitors. The school is now in Hold and Secure. This is not a drill. Staff, please close/lock your classroom door, close your blinds, take attendance and continue with your lessons. Members of the Emergency Response Team are asked to report to the office. (Read 2x)
 <b>SHELTER-IN-PLACE</b> To be used in response to environmental danger (e.g. weather)	<b>Shelter-in-Place Announcement:</b> Attention staff, students and visitors. The school is now in Shelter-in-Place. All students are to remain inside. Please close your blinds and move students away from the window. Members of the Emergency Response Team are asked to report to the office. (Note: The explanation of what staff and students are expected to do will be dependent on the reason for the Shelter-in-Place). (Read 2x)
 <b>BOMB THREAT</b> To be used in response to a bomb threat	<b>Bomb Threat Announcement:</b> Attention staff, students and visitors. Members of the Emergency Response Team are asked to report to the office. (Note: The explanation of what staff and students are expected to do will be dependent on the reason for the Bomb Threat). (Read 2x)

LOCKDOWN	HOLD & SECURE	SHELTER-IN-PLACE	BOMB THREAT
To be used in response to a threat of danger <b>inside</b> the school	To be used in response to a threat of danger <b>outside</b> the school	To be used in response to environmental danger (e.g. weather)	To be used in response to a bomb threat
GOAL FOR STAFF	GOAL FOR STAFF	GOAL FOR STAFF	GOAL FOR STAFF
To ensure all staff and students get to a secure location and make the location appear deserted (as quickly as possible).	To ensure all students remain inside and away from exterior doors and windows.	To ensure all instructions specific to the environmental hazard are followed.	To ensure all instructions for the bomb threat response are followed.
<b>R – REMAIN CALM</b> <b>S – SECURE</b> If safe to do so: • gather everyone in immediate area into nearest securable classroom/space • lock and barricade the door • turn off lights • close blinds and cover windows <b>A – ALL QUIET</b> Tell everyone to remain absolutely quiet. <b>F – FIND THE SAFEST SPOT</b> Move everyone to the pre-determined safe area in the room. In a portable, move to the middle of the room and turn tops of desks outward – with all staff and students inside the circle. <b>E – ELECTRONIC DEVICES OFF</b> Tell everyone to turn off and put away all cell phones.	Close the classroom door. Close the blinds and keep everyone away from the windows. Take attendance. Continue classroom routines/lessons. Do not change classes or go outside until the Hold & Secure is lifted. Staff and students in portables may be relocated into the school in consultation with emergency services personnel.	Follow the instructions for a Hold & Secure, unless given directions specific to the environmental hazard. <b>For example:</b> Hurricane/Tornado: move away from outside walls and windows, take cover under desk or in the hallway. Earthquake: move away from windows and possible falling objects; get on the ground and under desk.	If directed to do so, conduct a visual scan of the immediate area for a suspicious package/device. Staff of students should never touch a suspicious package/device. If a suspicious package/device is located, inform Administration immediately so evacuation decisions can be made. If directed to do so, follow evacuation instructions. Evacuees should take personal belongings from the immediate area to assist the police search. Turn off and put away cell phones.
<b>In the event of a fire alarm during any of these situations:</b> • Remain in position until directed by emergency personnel unless there is an obvious and imminent risk of fire. The termination of a Lockdown, Hold & Secure, Shelter-in-Place or Bomb Threat Response will be announced over the PA, or ended on a room to room basis by Police of Administration.			

## Lockdown Procedures

To be used in response to a threat of danger **inside** the school.

Who	What To Do
Staff members in classrooms, and secure locations in school building	<ul style="list-style-type: none"> <li>- Be calm</li> <li>- Look into the hallway and gather students into the nearest classroom</li> <li>- Lock door</li> <li>- Lights off, windows covered if possible</li> <li>- Move out of sight</li> <li>- <b>Student devices and electronics off</b></li> <li>- No one is to leave until released by Police</li> <li>- Monitor potential medical needs</li> <li>- <b>Ignore fire alarms and bells unless there is obvious and imminent risk or if directed by Police</b></li> <li>- <b>ENTER SITE SPECIFIC INFORMATION REGARDING RELEASE OF LOCKDOWN PROCEDURE</b></li> </ul> <div>Jason Huffman will make the announcement "The lock down had ended"</div>
Staff in Portables	<ul style="list-style-type: none"> <li>- Be calm</li> <li>- Lock door</li> <li>- Lights off, windows covered if possible</li> <li>- Move out of sight</li> <li>- Turn tops of desks outward</li> <li>- Staff &amp; students gather inside the circle of desks</li> <li>- <b>Student devices and electronics off</b></li> <li>- No one is to leave, until released by Police</li> <li>- Monitor potential medical needs</li> <li>- <b>Ignore fire alarms and bells unless there is obvious and imminent risk or if directed by Police</b></li> <li>- <b>ENTER SITE SPECIFIC INFORMATION REGARDING RELEASE OF LOCKDOWN PROCEDURE</b></li> </ul> <div>N/A</div>
Staff & Students outside	<ul style="list-style-type: none"> <li>- Do no re-enter the building</li> <li>- Proceed to a predetermined, safe location: <div>Havelock Community Centre</div></li> <li>- Take attendance at predetermined, safe location</li> </ul>
Unique and site specific locations in your building	<p><b>Consider gym, library, cafeteria or other areas in your building unique to your building including day care</b></p> <div>If in the gym- enter the storage closet</div>
Staff & Students in Open Areas (Hallways, Cafeteria)	<ul style="list-style-type: none"> <li>- Educators / Staff direct students to make their way to closest classroom or safe space</li> <li>- <b>CONSIDER THE SAFEST OPTION MAY BE TO LEAVE THE BUILDING TO A PREDETERMINED SAFE LOCATION</b></li> </ul>
Staff on Prep	<ul style="list-style-type: none"> <li>- Quickly scan hallways for students and direct them to the nearest safe space</li> <li>- Follow Lockdown procedure</li> </ul>
Other Staff	<ul style="list-style-type: none"> <li>- Go to nearest safe space</li> <li>- Follow Lockdown procedures</li> </ul>
Administration	<ul style="list-style-type: none"> <li>- Follow Lockdown procedures</li> <li>- Take direction from police</li> </ul>
FOLLOW UP	<ul style="list-style-type: none"> <li>- Principal or designate</li> <li>- Complete Emergency Lockdown Procedures Debrief</li> <li>- Plan for communication strategies (ie. letter) to parents after consulting with Superintendent and Communications Department</li> <li>- Debrief with staff</li> <li>- Debrief with police services / board administrations</li> <li>- Depending on Threat maker consider conducting a VTRA</li> <li>- Supporting Documents</li> <li>- Police / School Board Protocol (2016)</li> <li>- Follow Board debriefing protocol (see Police Protocol pg. 65)</li> </ul>

## **Hold & Secure Procedures**

To be used in response to a threat of danger **outside** the school.

Who	What To Do
All staff in all locations	<ul style="list-style-type: none"><li>- Be calm</li><li>- Close classroom door</li><li>- Close blinds &amp; keep everyone away from windows</li><li>- Continue classroom routines / lesson</li><li>- Do not change classes or go outside until the Hold &amp; Secure is lifted</li><li>- Staff &amp; students in portables may be relocated into the school in consultation with emergency services personnel</li><li>- Ensure all exterior doors are locked</li><li>- Students outside will be moved into the building to a specific location</li></ul>

## **Shelter-In-Place**

To be used in response to environmental danger (ie. weather).

Who	What To Do
All staff in all locations	<ul style="list-style-type: none"><li>- Be calm</li><li>- Close classroom door</li><li>- Close blinds &amp; keep everyone away from the windows</li><li>- Continue classroom routines / lesson</li><li>- Do not change classes or go outside until the Shelter-In-Place is lifted</li><li>- Staff &amp; students in portables may be relocated into the school in consultation with emergency services personnel</li><li>- Ensure all exterior doors are locked</li><li>- Students outside will be moved into the building to a specific location</li><li>- Specific environmental hazard instructions will be provided</li></ul>

## **Missing Child / Kidnapping**

### **Pre-Emergency Planning**

1. Inform students and parents of visitor protocol.
2. Ensure all safety plans and Individual Emergency Response plans for students are up to date.
3. Inform appropriate staff of custody orders and special relationships with organizations such as Children's Aid, etc.

### ***Emergency Staff Duties***

Principal	<ul style="list-style-type: none"><li>- assess situation to determine order of calls and delegate accordingly</li><li>- assemble Emergency Response Team for search of missing child</li><li>- gather information and cooperate with police</li><li>- keep witnesses separate and available to police</li></ul> <div>- contact Superintendent <div>Drew McNaughton</div></div> <ul style="list-style-type: none"><li>- contact Communications department (705-742-9773 ext. 2001)</li><li>- contact organizations, such as Children's Aid, if required</li><li>- document</li></ul>
Secretary	<ul style="list-style-type: none"><li>- inform stakeholders of the emergency as directed by principal or designate</li><li>- conduct attendance check</li><li>- have a complete description of child and when they went missing</li><li>- call parents</li><li>- call 911 if necessary</li></ul>
Custodian	<ul style="list-style-type: none"><li>- assist in search of school</li></ul>
Emergency Response Team Staff on Prep	<ul style="list-style-type: none"><li>- assist in search of school for child</li></ul>
Teachers	<ul style="list-style-type: none"><li>- notify office immediately and remain vigilant to find student</li></ul>
SERT / SST / Lead Teacher / Guidance	<ul style="list-style-type: none"><li>- check OSRs for any custody information and bring to attention of Principal</li></ul>
FOLLOW UP	<p>Complete incident form</p> <p>Prepare appropriate communication to parents</p> <p>Determine what supports may be needed</p>

## Supporting Documents

Type of Incident	Documents
Accidents - In School - Bus	Administrative Regulation ES-2.1.1 Emergency Preparedness Administrative Regulation ES-1.5, Health and Medical Needs Board Policy ES-1.5, Health and Medical Needs  Health and Safety Documents Police / School Board Protocol (2016)  Safe Schools Manual - Responding to Health and Medical Needs Guidelines Checklist: When to call an ambulance Responding to Critical Incidents Guidelines STSCO Transportation Manual
Anaphylactic Shock	Administrative Regulation ES-2.1.1 Emergency Preparedness Administrative Regulations ES-1.5, Health and Medical Needs (Sabrina's Law) Board Policy ES-1.5, Health and Medical Needs  Safe Schools Manual, Responding to Health and Medical Needs Guideline Resource Information Re: Anaphylaxis, Safe Schools Manual Safety Plan of Student updated
Bomb Threat	Administrative Regulation ES-2.1.1 Emergency Preparedness Admin. Reg. ES-1.1.8  Responding to a Bomb Threat Checklist, Bomb Threat Telephone Log, Bomb Threat Report Police / School Board Protocol (2016)  Safe Schools Manual: Responding to a Bomb Threat Guidelines, Preparing for a possible Bomb Threat Checklist Student Welfare, Safe Schools: Procedures in Event of a Bomb Threat VTRA (Violent Threat Risk Assessment)
Chemical Hazards / Spills	Administrative Regulation ES-2.1.1 Emergency Preparedness Administrative Regulation, ES-2.1.1 - Evacuation Procedures  Emergency Evacuation Kit Emergency Response Directory on mykpr an in orange binder  Ontario Fire Code - Re: Fire Drill / Evacuation Parent procedures to pick up student at alternate sites School evacuation plan and evacuation site
Evacuation	Administrative Regulations ES-2.1.1 Emergency Preparedness Administrative Regulations, ES-2.1.1 - Evacuation Procedures  Emergency Evacuation Kit Emergency Response Directory on mykpr and in orange binder  Ontario Fire Code - Re: Fire Drill / Evacuation Parent procedures to pick up student at alternate sites School evacuation plan and evacuation sites
Fire	Administrative Regulation ES-2.1.1 Emergency Preparedness Administrative Regulations, ES-2.1.1 - Evacuation Procedures, - Emergency Evacuation Kit Custodial Services Manual - Emergency Situations Guidelines  Emergency Responsive Directory on mykpr and in Classroom Emergency Kit  Ontario Fire Code - see Fire Drill Evacuation Police / School Board protocol (2016) - (if deliberately set) Parent procedures to pick up students at alternate sites School evacuation plan and evacuation site VTRA (Violence Threat Risk Assessment) - (if deliberately set)

<p>Lockdown</p> <ul style="list-style-type: none"> <li>- Lockdown</li> <li>- Shelter In Place</li> <li>- Hold and Secure</li> </ul>	<p>Administrative Regulation ES-2.1.1 Emergency Preparedness</p> <p>Administrative Regulation, ES-1.1.6 - Critical Incident</p> <p>Announcement Sticker 2016</p> <p>Board Policy, ES-1.1, Safe Schools</p> <p>Police / School Board Protocol (2016)</p> <ul style="list-style-type: none"> <li>- Follow Board debriefing protocol Police pg. 65</li> <li>- Resource A pg. 66, 67</li> <li>- Medically Fragile Student pg. 27</li> </ul> <p>VTRA (Violence Threat Risk Assessment) - (if student)</p>
<p>Assaults</p> <ul style="list-style-type: none"> <li>- Fights</li> <li>- Sexual</li> </ul>	<p>Administrative Regulation ES-2.1.1 Emergency Preparedness</p> <p>Administrative Regulations, ES-1.1.1, Safe Schools,; Discipline / Code of Conduct</p> <p>Board Policy, ES-1.1, Safe Schools</p> <p>Safe School Manual - Dealing with Violence</p> <p>Police / School Board Protocol (2016)</p> <p>VTRA (Violence Threat Risk Assessment)</p>
<p>Missing Child / Kidnapping</p>	<p>Administrative Regulation ES-2.1.1 Emergency Preparedness</p> <p>Administrative Regulation, ES-1.1.6 - Critical Incident</p> <p>Board Policy, ES-1.1, Safe Schools</p> <p>Police / School Board protocol (2016)</p>



## School Emergency Evacuation & Classroom Lockdown Kits

It is required that each school has:

- a) A Main Office "School Emergency Evacuation" kit containing items and information pertaining to the safety of all staff and students.
- b) Classroom kits containing items and information pertaining to that particular class. A subsection of the classroom kit is the travel kit for trips.

The lists of suggested contents of the kits may need to be revised to reflect the individual needs and concerns of each school.

### **CONTENTS OF "School Emergency Evacuation" kit located in the MAIN OFFICE**

#### **(1) In ONE BINDER or Travel Pack**

- a) A copy of School Emergency Response Plan
- b) Current Staff Directory, indicating the names of staff members trained in First Aid.
- c) List of staff member who are part of the **Emergency Response Team**
- d) Recent lists of all students attending the school (**alpha listing or by class**), including their parents' telephone numbers, their addresses, bus route numbers, medical problems, an emergency contact, and, **if applicable, iodide pill information**.
- e) Access Daily attendance records (as available)
- f) Administration of Oral Medication consent forms and corresponding medication are to be placed in the kit upon notification of evacuation.
- g) Floor plan of the school, showing all emergency exits
- h) One Local Street and zone map
- i) List of assigned roles for school personnel (provided to staff)
- j) Lists of students who ride buses, including bus / route number
- k) Summary of information to be made public during an emergency, including the name and position of the spokesperson

#### **(2) First aid manual and kit**

#### **(3) One battery-operated bullhorn**

Location of bullhorn

Main office
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## CONTENTS OF CLASSROOM KIT

Sufficient white peel-off stickers to identify each student and adult in the class at the site of emergency - **preprinted with names.**

- a) List of assigned roles for school personnel. Copy of **Emergency Response Plan.**
- b) Class list indicating the information in the Main Office Kit.
- c) Class list indicating attendance.
- d) Floor plan of the school, showing all emergency exits.
- e) Emergency medical list of students requiring medical care, including provisions for handicapped students.

Any special considerations needed for COMMUNITY LIVING / LLS programs

N/A
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## CONTENTS OF TRAVEL KIT

### CONTENTS OF TRAVEL KIT SHOULD INCLUDE:

- a) Names of all students and adults on trips identified by bus and / or driver indicating the bus company and driver's name.
- b) Signed Consent for Educational Travel forms, for each student, or consent for Athletic Participation and Travel forms.
- c) Destination and / or itinerary for out of Class Trips greater than one day (Policy 330).

**Note:** One copy of the above travel information is to be left in the office at the school.

## **ADDITIONAL TEMPLATES**

**Can add these to your site specific school plans.**

### **Standard Blank Template**

Principal / Vice Principal	
Emergency Response Team	
Custodian	
Secretary	
First Teacher / Staff member on the Scene EA's and CYW	
Staff on Prep	
SERT / SST / Guidance	
FOLLOW UP	<p>Document the incident</p> <p>Take appropriate disciplinary action according to the Safe Schools Policy</p> <p>Collect all appropriate information (witnesses, teacher's present)</p> <p>If serious injuries, contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724)</p> <p>Complete OSBIE Incident Report form</p> <p>Contact Health and Safety Officer if staff are injured</p> <p>Arrange counseling support (if appropriate)</p> <p>Safety plan(s)?</p>

## For All Critical Injuries on School Board Property\*\*

### Critical Injury Flow Chart - At the Scene

Critical Injury Occurs

Attend to the Injured Person

Secure the Scene - ensure nothing that  
contributed to the injury is disturbed

Report Incident to:  
HR-OHS Representative  
1-877-741-4577 ext. 2219  
cell phone - 705-930-2495  
or OHS Manager ext. 2249

Critically injured defined under the Occupational Health and Safety Act means an injury of a serious nature that:

- a) places a life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg, foot, arm or hand, but not a dingle finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

(amended to reflect guidance from MOL March 2017 - legal definition does not change but interpretation has been updated)

\*\*report critical injuries which occur to staff, students, visitors, and anyone else critically injured on school board property.

For a reportable critical injury there must be a connection between the hazard giving rise to the critical injurt and the worker health and safety.