

Standard Emergency Operating Procedures

Appendix 3 – Emergency Actions/Crisis Management



EMERGENCY ACTIONS

CRISIS MANAGEMENT

PROTOCOLS

Appendix 3

1

Drop, Cover and Hold

- Typically taken during an earthquake to protect students and staff from flying and falling debris.
- Used in the event of an explosion.

EXAMPLES



Earthquake



Explosions

DROP, COVER AND HOLD

“Activate Drop, Cover and Hold – Immediately!”

****Repeat announcement as required****

Principals: TABS 11 & 17

In case of Explosions/Earthquakes

1. Initiate the appropriate emergency procedures (take cover for 60 seconds if earthquake).
2. Call 911 and the Director of Facilities and Transportation at the Facilities Department.
3. Notify all students and staff of the potential danger and evacuate school.
4. Contact Area Assistant Superintendent as soon as practical.
5. Provide any other necessary support to ensure student safety.
6. Do not allow re-entry to the building until authorized by fire/safety officials.
7. Refer all media inquiries to the Superintendent, Secretary-Treasurer or Communications Manager at the School District Administration Office.

Teachers:

In case of Earthquake

1. Issue the ‘take cover’ order. Face away from windows. Assume “Crash” position on knees, head down, hands clasped on back of neck or head covered with book or jacket.
2. Take cover for 60 seconds. Count aloud to 60 (this is calming).
3. Instruct students to evacuate when all shaking has stopped.
4. Lead class to the designated assembly area.
5. Be prepared to choose alternative escape route in case of fire or exit blockage.
6. Take class list, I.D. tags, first aid kit.
7. Apply I.D. information to all primary and injured students.
8. Administer first aid if necessary.
9. Do not re-enter the building unless instructed by the principal.

In case of Explosions

1. Follow the principal’s instructions for appropriate fire drill/emergency procedures.
2. If told to evacuate, try to get at least 200 metres from the building.
3. Account for all students and remain in the designated area.
4. Take the class list and emergency manual with you.

Keep everyone calm

Special Considerations:

- Teachers and Supervisors should make special considerations for the care and evacuation of students with special needs.

2

Shelter in Place (External Hazard)

- Short term measure to protect students and staff from environmental weather-related emergency, or any situation where evacuation may pose a greater risk than sheltering in place.
- Personal safety is a factor if anyone leaves the school and/or classroom.
- Windows and exterior doors are closed and locked (including portables).

EXAMPLES



Weather events
e.g. sudden blizzard



Missing Child



Environmental events e.g.
chemical or hazardous materials spill external to the school



Dangerous wild animal



Police initiated lockdown



Medical Emergency that
requires hallways to be clear of traffic

SHELTER IN PLACE

“Activate Shelter in Place Immediately”

****Repeat announcement as required****

All students and staff shall remain in the school and classroom and are not permitted to leave without approval.

(Principal to clarify in announcement if Shelter in Place – environment/weather related)

Principals: TABS 8, 9, 12, 18, 22, 30

1. Lock exterior doors and monitor to allow students outside to enter.
2. Contact Area Assistant Superintendent as soon as practical.
3. School may continue to function as normal.
4. Students should not be permitted to leave the building.
5. Notify transportation that field trips should not return.
6. Bring in any students/classrooms that are currently outdoors.
7. Confirm with police when the school can return to normal functioning.

Teachers:

1. Check hallways/common areas and get people into rooms immediately.
2. Close and lock doors.
3. Continue teaching. Do not allow students to leave classroom, school building or portable without approval.
4. Ignore class change bell until further notice.
5. Listen for instructions and follow necessary procedures.
6. Be prepared to check internal communication systems.

Keep everyone calm

Special Considerations:

- Ensure loud (P.E./shop) classrooms are aware of Shelter in Place.
- If fire alarm sounds await direction from principal unless physical evidence of fire or smoke.

Shelter in Place CANCELLED

An announcement by the principal will be made. “Shelter in Place is now cancelled”

3

Evacuate (Internal Hazard)

- Typically implemented when conditions make it unsafe to remain in the building.

EXAMPLES



Fire



Post earthquake



Chemical accident



Gas leak inside the school building



Explosion or threat of explosion in school

EVACUATE

“Activate Evacuation procedures.”

Add specific detail about safe routes if hazard location is known.

****Repeat announcement as required****

Principals: TABS 4, 5, 10, 17, 18

1. Arrange transport to another site if weather is a problem.
2. Contact Area Assistant Superintendent as soon as practical.

Teachers:

1. Evacuate the building once given direction, avoiding parking lots if possible, in a calm orderly manner using only the exit and directions given.
2. During a Controlled Evacuation - take your personal effects, backpacks, laptops, keys, and leave the area- they may not be available to you for some time.
3. Proceed to, and remain at, the assigned designated area away from the building by 600- 1000 meters. Keep away from parking lots and equipment.
4. Stay with students, keeping them in a group.
5. Account for all students and remain on the same side of the building where the evacuation took place. Follow school procedures for reporting information.
6. Wait to be contacted. Do not return to, or move to, another site unless told to do so.
7. Report information to the principal.
8. Take the class list and emergency manual.

Keep everyone calm

Special Considerations:

- In the case of fire or earthquake when the elevators should not be used, persons using wheelchairs or with mobility impairments should move toward the nearest stairwell and request assistance from others in the area.
- If assistance is not immediately available the person should remain in the area and call for help until assistance arrives.
- Bomb Threats- The principal will decide to either evacuate or not. This decision will be made with the advice of the police and Area Assistant Superintendent.

4

Lockdown (Intruder)

- Used to prevent intruders from entering occupied areas of the building.
- Isolate students and school staff from danger on the school grounds or from within a building.
- Involves the restriction of student and staff movement due to a threat of violence within or in relation to the school.

EXAMPLES



Dangerous Intruder

LOCKDOWN

“Activate Lock Down Immediately, Activate Lock Down Immediately, Activate Lock Down – Now!”

Teachers please direct any students from the hallway into your classrooms and remain in lock-down until I give you further notice.

****Repeat announcement as required****

Principals: TAB 20

1. Activate lockdown procedure without delay.
2. Call 911 if not done already (stay on phone with operator if safe to do so).
3. Identify threat and location of threat to police if able.
4. If possible, bring in students/classrooms currently outdoors.
5. If possible, notify transportation to not send buses to school.
6. Contact Area Assistant Superintendent as soon as practical.
7. Secure yourself and leave exterior doors “as is”.

Teachers:

1. Check hallways/common areas (including nearby washrooms) and get people into rooms immediately.
2. Close, lock and barricade (if possible) classroom doors.
3. Cover and stay away from windows and doors; turn off lights.
4. Keep quiet. NO CELL PHONES.
5. DO NOT open door for anyone.
6. Do not open door if fire alarm sounds unless physical evidence of fire.

Keep everyone calm

Special Considerations:

- Ensure loud (P.E. /shop) classrooms are aware of lockdown.
- Those in open-air classrooms (PE/library /shop) should secure themselves in a smaller room if able.

LOCKDOWN CANCELLED

Remain in the class until the police have attended and authorized you to leave.

CLASSES NOT IN SESSION (Between classes, lunch time, after/before school and in hallways)

- If inside school, direct staff and students to nearest room.
- If outside, move away from school and proceed to secondary evacuation point.