

Calgary Changemakers in Education Society

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Calgary Changemaker School

Emergency Preparedness Response Plans:

The CCES Board recognizes that student safety is of paramount importance for all staff and community members. All members of our community are responsible for ensuring and supporting a safe learning environment. The board recognizes student safety needs to be the top priority. All situations that pose a threat to the safety and security of students, staff and visitors are considered emergency situations.

At the beginning of each school year, the Board will work with the Principal, office staff and teachers to implement the **Crisis Plan** for the school.

- The school's Crisis Plan will outline the roles and responsibilities of staff and the procedures to be followed by the school in the event of an incident.
- Each year there will be staff and student training and practice in crisis procedures. Appropriate parts of the Crisis Manual will be communicated annually to parents, students and the community.
- The Crisis Manual will be revised periodically to incorporate new understandings and conditions.

DEFINITIONS:

Crisis: the word "crisis" is defined as any unusual situation in the school that could interfere with the wellbeing and safety of students and staff. This would include, but is not limited to, events such as:

Potential types of crisis:

- Facility related emergency: Fire, flood, gas leak, power outage
- Threat: Intruder, Weapon or Bomb
- Other serious incident: Medical emergency, accident, off-campus incident

Potential responses to crises during school hours:

- Alarmed fire drill
- Silent fire drill
- Lockdown

After school hours response:

- Staff notification and check-ins

Response to Crisis:

Members of the Emergency team:

Administration: Head of School, Principal and office staff

Staff: Teachers, support staff, caretakers, contracted employees

School Emergency – Daytime

1. Administration or office staff learns of emergency situation by observation, from staff, student, parent or media.
2. Administration or office staff will phone emergency services.

Emergency: Fire, Police, Ambulance **Call 911**

Non emergency: Cochrane RCMP - 403.932.2211

3. Administration will give precise instruction to staff and students. (Staff will refer to Emergency Response Folder)
4. Administration will direct with any special instructions.
5. Administration will contact the evacuation location in the case of a school evacuation.

School Emergency – After Hours

1. Administration learns of emergency situation by contact by staff, student, parent or media.
2. Administration will contact the first names on the school fan out with information to be shared and instructions to be followed.
3. Staff will pass information and instructions along the fan out to parents.

Emergency Preparedness Response Plans:

Lockdown:

There are two types of lockdown, External and Internal lockdown. The following are the procedures to be followed in each case.

External Lockdown:

An external lockdown is requested by the Police if there is a situation in the neighbourhood that threatens the safety of students and staff. In an external lockdown, students are to remain inside the building and all external doors are locked. No one is allowed to enter or leave the building. If students and staff are located in the outdoor green space, they will be notified directly by cellphone and/or by walkie-talkie and students will be quickly escorted inside the building, locking external doors behind.

Internal Lockdown:

Internal lockdown is necessary if there is a threatening intruder in the building. In this case, exterior doors are to remain unlocked to allow Police access to the building. Interior doors are to be locked once staff and students are secured inside rooms.

The first person that becomes aware of the threat calls 911 or relays the information to an individual who is able to call 911. The internal lockdown is announced.

- The person in contact with police moves to a secure location.
- Teachers are to clear areas directly outside classroom for students and are to close and lock all doors.
- Students in hallways know to run to the closest lockable room, quickly and quietly.
- Students and staff are to stay away from doors and windows and remain quiet and seated in the room.
- Teachers are to take attendance in the room and are to wait for instructions via phone.
- When the threat has been lifted, administration will unlock doors. Teachers will notify administration of any students for whom no one can account.
- Administration will take responsibility to locate student. If student cannot be found they will notify police.
- All occupants must remain in rooms until the announcement is made that it is safe to leave rooms.
- If the fire alarm is activated during a lockdown- **do not respond.**

Emergency Preparedness Response Plans:

Dangerous Intruder in the school:

1. Notify Police – **Call 911.** Establish and open phone line with police.
2. Initiate lock down procedure.
3. Students need to be informed of the gravity of the situation and remain quiet and calm.
4. Obtain suspect description: height, weight, gender, clothing, hair, vehicle, etc.
 - Obtain information on how suspect is armed.
 - Identify suspect's location in school.
5. Identify a safe route in for police.
6. Assign a person knowledgeable in the incident to meet police.
 - Provide information in the evacuation folder to police (class lists, emergency contact numbers for students and staff, building floor plan, attendance sheet, classroom phone numbers.)
7. Anyone approached by the suspect should try to isolate the person in a room with a phone.
 - Using a calm voice use comments such as "How can I help you?" or "I'll arrange for someone to help you."
 - Attempt to stall the suspect. Do Not become confrontational. Do Not try to negotiate.

Dangerous Trespasser outside the school:

1. Notify police – Call 911. Establish and open phone line with police.
2. Obtain suspect description: height, weight, gender, clothing, hair, vehicle, etc.
 - Obtain information on how suspect is armed.
 - Identify suspect's location outside the school.
3. Secure the building from the outside. Initiate lockdown procedure.
4. Students need to be informed of the gravity of the situation and remain quiet and calm.
5. Identify a safe route in for police.
6. Assign a person knowledgeable about the incident to meet police.
 - Provide information in the evacuation folder to police (class lists, emergency contact numbers for students and staff, building floor plan, attendance sheet, classroom phone numbers.)

Emergency Preparedness Response Plans:

Fire:

-In case of fire all staff, students and visitors are to evacuate the building and assemble at the designated meeting area, the far field at least 200m from building. The following procedures are to be followed in the event the fire alarm is sounded:

- All staff and students are to evacuate building as quickly as possible:
- Staff and students will exit the building through the nearest exit
- Students should line up quietly at the door for quick evacuation
- Staff will retrieve the emergency evacuation folder located at the nearest exits. Inside these evacuation folders are class lists, emergency contact numbers for students, building floor plan, attendance sheet for each class and pen.
- Designated Staff will ensure that lights are turned off and doors are closed.
- Staff are to be the last to leave the classroom.
- Administration will sweep hallways and washrooms.
- Students and staff will assemble in the designated meeting area outside, in the field at least 200m from the building.
- Students will remain outside in the designated area until it is deemed safe to enter the building or parents will be contacted for pick up at the emergency evacuation site.

Bomb threat:

- Every bomb threat must be taken seriously.
- RCMP must be notified using the complaint line: 403-938-4202
If it is an immediate threat, call 911
- Notify staff to search their rooms for any suspicious objects.
- A search should be carried out as thoroughly and inconspicuously as possible. The search

should be completed by person(s) familiar with each area being searched. (ie teacher for homeroom, etc.) Strange objects should be visually identified. DO NOT TOUCH any unidentified packages or objects.

-When evacuation is warranted, it should be carried out according to fire drill procedures. (Evacuate at least 200 meters from a suspicious object/device.)

-A bomb threat is usually carried out by someone who for reasons of mischief wishes to see the normal operation of the school disrupted. It discourages bomb threats if that wish is not fulfilled. Remember, any bomb threat could be real. People who answer the phones must know how to elicit the most information from the caller. The response to the bomb threat must be carried out as quickly and as quietly as possible. Evacuation should only occur if there is reason to believe the threat is real.

Bomb Threat Checklist:

It is important when logging a complaint that you remain calm, do not interrupt, gather information and do not hang up.

Call RCMP: 403-938-4202

Date:

Time reported:

Exact wording of threat:

Time call ended:

Ask:

What TIME is the bomb set for?

WHERE is the bomb?

What kind of bomb is it?

What does it LOOK like?

WHY are you doing this?

WHAT is your name?

Where are you calling from?

Description of caller's voice:

Gender: Male Female

Age: Young Middle Age Old

Accent:

Tone of Voice:

Intoxicated:

Speech impediment:

Any recognizable background noise:

Manner: Hostile Calm Emotional Other_____

Does the caller seem familiar with the building?