

Emergency Response Training V2c

1. Emergency Response

1.1 Title



The Emergency Response Training was developed in accordance with Safe Schools and Ontario Emergency Management and Civil Protection Legislation and the Emergency Response Administrative Procedure AP-AD-72.

1.2 Why Prepare for Emergencies?



WHY SHOULD WE PREPARE FOR EMERGENCIES?

It's important to know what to do in an emergency situation to ensure the safety of staff, students and visitors.

Emergencies can arise at any time. From natural disasters to human-created emergency situations, it's important that everyone knows what to do in order to ensure the safety of staff, students and visitors.

1.3 Emergency Response Team



Each site has a Safe Schools/Emergency Response/Medical Emergency Team. At schools the team is comprised of the Principal, Vice Principal (as may be applicable), Secretary, Teacher, Support staff member, Staff First Aider, Parent/Guardian, Community Partner and Student (where appropriate).

At other sites, the team is comprised of the Site Supervisor, Staff First Aider, Secretary and other staff where appropriate.

Team members are listed on the Health and Safety Bulletin Board.

The team meets twice a year, in October and in February, and utilizes the emergency response minute template (AP-AD-72 Appendix B). The meeting involves a check of the site's strategically placed emergency response supplies such as flashlights, megaphone etc. Meeting minutes are submitted to the Administrative Assistant for the Superintendent of Safe Schools within 1 week of the meeting occurrence and posted on the Health & Safety Bulletin Board.

1.4 Evacuation Site

EVACUATION SITE

Primary evacuation site is an assembly/ gathering area on the grounds surrounding the building.

If the grounds must be evacuated, refer to AP-AD-72 Appendix D for a list of secondary evacuation sites.

GEOCOSH SITE EVACUATIONS FOR SITE BASED EMERGENCIES		Approved by: As of September 2018
SITE	EVACUATES TO	
Maxco ALU	Administration Building	
Nanacore Hexation Centre	Administration B-300g	
Belle River PG	Belle River 0505	
Centennial Central PG	Belle River 0505	
Lambton Recovery PG	Belle River 0505	
Teatonsville VISTA Academy	Belle River 0505	
Palma Island PG	Co-op	
Colborne North PG	Exton 0405	
Chapman Village PG	Exton 0405	
Johns Island PG	Co-op	
Chapman Village PG	Exton 0405	
Chapman Village PG	Exton 0405	



Most emergency response events only involve the evacuation from the building to the grounds surrounding it.

This assembly or gathering area is known as the primary evacuation site. Larger buildings (higher occupant loads) may have more than one evacuation site on the grounds. If you are not sure where the primary evacuation site is, ask the site Supervisor.

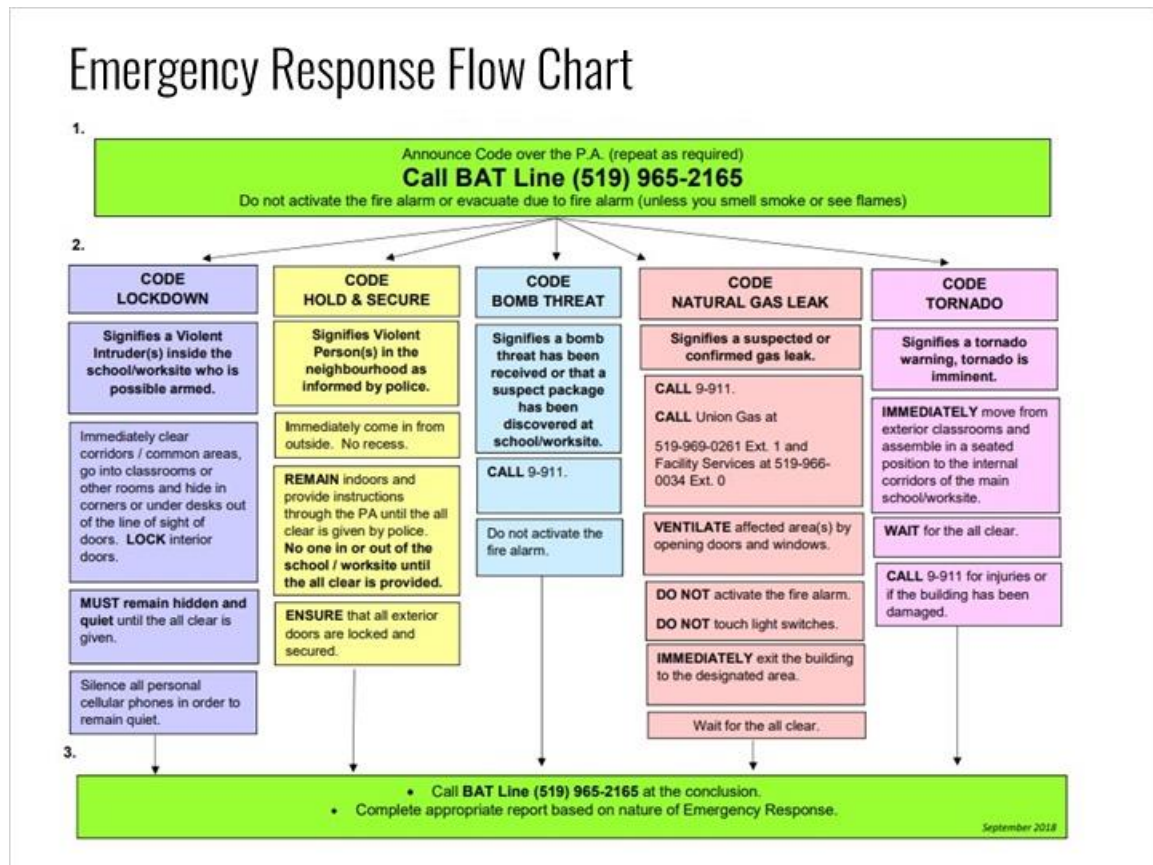
In the unlikely event that the building grounds must be evacuated, staff and students will evacuate to a secondary evacuation site (off the grounds).

Reference AP-AD-72 Appendix D for a list of secondary evacuation sites.

Ensure all life-saving medication or evacuation kits for students are brought to the evacuation site, a list of classes with name and contact information (parent/guardian) is available and consult with receiving school administration.

If transportation is needed, this will be coordinated by the Board's Administration staff.

1.5 Emergency Response Flow Chart



The Board's Emergency Response Flow Chart (AP-AD-72 Appendix A) provides a quick reference on what to do in the event of a Code Lock Down, Hold & Secure, Bomb Threat, Natural Gas Leak or Tornado.

When an emergency situation occurs, the Administrator in charge of the building will announce the code over the P.A. system and then they will call the BAT Line 519-965-2165. The BAT Line call is received by an Administrative Assistant who shall immediately contact and coordinate the emergency with the Director's office. This is a live response during business hours.


After an emergency event, the Administrator in charge of the building shall fill out the Emergency Response Report Form (Appendix C) and submit it to the Superintendent of Safe Schools within 24 hours of the occurrence.

Let's discuss each of the emergencies in the flow chart in more detail.


1.6 Code Lockdown

CODE

LOCKDOWN



Violent intruder(s) in the building possibly armed



Clear the hallways, common areas, go into classrooms
hide in corners, under desks

Close and lock interior (classroom) doors

Silence cell phones

Remain hidden

If fire alarm is pulled remain hidden unless you smell smoke or see fire

Code Lockdown signifies a violent intruder(s) inside the building who is possibly armed.

Upon hearing “Code Lockdown”, staff, students and visitors must immediately clear the hallways and common areas, go into classrooms or other rooms and hide in corners or under desks out of the line of sight of doors. Close and lock the interior (classroom) doors.


Silence all personal cell phones. Remain hidden and quiet until the all clear is given.

If the fire alarm is pulled during a lockdown, remain hidden unless you smell smoke or see fire.


Lockdown drills are practiced twice a year, in the fall and in the spring.

If you are visiting a Board site that happens to be holding a drill during your visit, participate in the drill as required.

1.7 Code Hold & Secure

CODE 
HOLD & SECURE

*Violent person(s) in
the neighbourhood as
informed by Police.*



Immediately come inside the building

Ensure all exterior doors are locked and secure

No one in or out of the building until all clear is given – no recess

Hold and Secure signifies a violent person(s) in the neighbourhood as informed by the Police. The threat is outside the building, and staff and students will continue to function normally inside.

Upon hearing “Code Hold and Secure”, all staff, students and visitors are to immediately come inside from outdoor activities.

Ensure that all exterior doors are locked and secure as per school Administration.

Staff, students and visitors are to remain indoors until the all clear is given by Police. No one can go in or out of the building until the all clear is given.

1.8 Code Bomb Threat

CODE



BOMB THREAT

A bomb threat has been received or a suspect package discovered



Immediately exit the building in a calm and orderly fashion and report to the primary evacuation site

Administrator will call 911

Do not activate the fire alarm


A bomb threat is the threat of a bomb/explosion received by telephone, mail, email etc., or a suspect package that has been discovered in the building or on the grounds.

Upon hearing “Code Bomb Threat”, all staff, students and visitors must immediately exit the building in a calm and orderly fashion and report to their primary evacuation site. If the threat is a suspect package, no one should try to locate the package in the building or on the grounds.

The Administrator in charge of the building will call 911. Remember when calling 911, remain calm and be detailed. Know the building address and the nature of the emergency.


After exiting the building and gathering at the evacuation site, staff and students are to await further instructions from the Administrator in charge of the building. Next steps will be coordinated with emergency services and the Director’s office.

1.9 Code Gas Leak

CODE 

**NATURAL
GAS LEAK**

Signifies a suspected or confirmed gas leak.



Immediately exit the building to the designated area

Staff will ventilate affected area(s) by opening doors and windows

Administrator will call 911, Union Gas and Facility Services

Custodian will call Security One (if after hours)

Do not activate the fire alarm or touch light switches

Wait for the all clear

A natural gas leak is when a leak is suspected or has been confirmed in the building.

A natural gas leak is usually accompanied by a distinct rotten egg or sulphur like odour. A natural gas leak can pose a serious risk of fire.

Upon hearing "Code Natural Gas Leak", all staff, students and visitors are to immediately exit the building in a calm and orderly fashion and report to their primary evacuation site.

If possible, staff should help ventilate the building by opening windows in their rooms and leaving doors open upon exiting.


The Administrator in charge of the building will call and report the gas leak to 911, Union Gas, and Facility Services.

If after hours, the Custodian will call the Alarm Response Company so that the Security Response Company can be dispatched to follow their Gas Leak protocol.

During a confirmed or suspected natural gas leak it is important to not activate the fire alarm or touch light switches.


After exiting the building and gathering at the evacuation site staff and students are to await further instructions from the Administrator in charge of the building. Next steps will be coordinated with emergency services and the Director's office.

1.10 Code Tornado

CODE 

TORNADO

Signifies a tornado warning, tornado is imminent.



Immediately move from classrooms (portables enter school) and assemble in a seated position in the internal corridors of the main school/work site

Wait for the all clear

Call 911 for injuries and Facility Services if the building has been damaged

Code Tornado signifies a tornado warning, tornado is imminent.

The “All Hazards Radio” at the school/work site will broadcast a tornado watch or warning. A tornado watch means the conditions are favourable for the formation of tornados. A tornado warning is a severe weather warning issued to alert the public when a tornado has been sighted or indicated by weather radar. When a tornado warning is issued people in affected areas should take immediate safety precautions.

Upon hearing “Code Tornado”, staff, students should move from classrooms (portables enter school) and assemble in the internal corridors of the building in a seated position.

Wait for the all clear.

Call 911 for injuries or if the building has been damaged.

1.11 Duties and Responsibilities

The Board	Administrators/Supervisors
	
Educate and promote emergency preparedness	Establish and maintain Safe Schools/ Emergency Response/Medical Emergency Team
Make arrangements for transportation as needed	Follow Emergency Response Flow Chart
Develop communication messages	Complete Emergency Response Report Form after each emergency
	Be aware of evacuation plan
	Understand receiving school expectations (if applicable)

The Board will educate and promote emergency preparedness to help protect the safety of staff and students in the unlikely event of an emergency situation occurring within or external to our school board.

The Board will make the required transportation arrangements in the event of a site evacuation, develop communication messages and any additional services as needed.

Administrators/Supervisors will establish and maintain a site-based Safe Schools/Emergency Response/Medical Emergency Team to address emergency situations, follow and comply with the actions prescribed in the Board's Emergency Response Flow Chart, complete the Board's Emergency Response Report Form after each emergency and submit it to the Superintendent of Safe Schools within 24 hours of the occurrence, ensure all life-saving medication or evacuation kits for students are brought to the evacuation site, along with list of classes and parent/guardian information, and consult with the receiving school administration. The Administrator/Supervisor should review and be familiar with any sites they will receive in an emergency (AP-AD-72 Appendix D). This involves liaising with the school superintendent to determine the best plan for dealing with and addressing the media, coordinating appropriate signage with the Safe Schools/Emergency Response/Medical Emergency Team so staff and students know what they are expected to do.

1.12 Conclusion



Thank you for reviewing this module on Emergency Response.

The next step is to finish the Completion Declaration to log your training.

For further details on this topic, please reference the Administrative Procedure on Emergency Response AP-AD-72.