

St. John the Baptist – King Edward

Emergency Measures Plan

2010- 2011

Note: This plan is to be reviewed and updated in September of each school year. Copies are then to be provided to the following:

- All SJTB-KE employees. All staff should carry with them their binder containing this plan, a class list, and student contact information.
- Superintendent, Director of Education, Emergency Operations Control Director, Transportation Manager, St. John the Baptist Church.

A. EMERGENCY RESPONSE BACK PACK – MARKED E.M.P.

To be placed in the main office closet – contents:

1. Emergency first aid kit
2. A copy of this plan (sheets protected in plastic or laminated)
3. A supply of paper, pencils and erasers
4. A binder containing:
 - a. copies for all staff of: class lists (K-8) including home contact information and staff list, both of which should be updated monthly
 - b. two copies of E.M.P.
 - c. emergency telephone numbers (police, fire dept. and district office)
 - d. school floor plan showing locations of classroom and fire alarms
 - e. plan of gathering place
 - f. map
5. three (3) whistles
6. flashlight
7. five (5) red emergency vests – for members “a-e” of School Emergency Response Team

Notes:

1. **During any emergency, it is the responsibility of the administration to place the emergency student medications and the loud hailer into the backpack and take this bag to the School Emergency Response Team control center: St. John the Baptist church.**
2. **Monthly, a current student contact list will be done up.**

B. SCHOOL EMERGENCY RESPONSE TEAM

1. Principal
2. Vice-Principal
3. Administrative Assistant
4. Head Custodian
5. Community School Co-ordinator
6. Gary Langguth, Teacher
7. Any teacher, at any stage of the emergency procedure, who does not have a class supervision responsibility, is to assist the team under the direction of the Principal and Vice-Principal. These people include:

Music teachers
Tech teacher
PE teacher

Notes:

1. If these teachers do not have students with them, they are to check the bathrooms for students.
2. A major responsibility of the teachers listed in (g) might be to protect the evacuation process from interference with the general public, and to inform parents they can only pick up their children at the church. This would provide an orderly and safe dismissal of students to parents and/or guardians.

C. STAYING WITHIN THE CONFINES OF THE SCHOOL

If the emergency requires that students be kept at the school, the School Emergency Response Team will co-ordinate contacting parents via the media and teachers will telephone parents.

In co-ordination with the Superintendent and Emergency Response Team, arrangements for food, bedding and other necessary supplies will be made. Main sleeping areas: gymnasium and teen room.

D. COMMUNICATIONS

- intercom system at SJTB-KE
- cellular phones
- loud hailer
- emergency phone numbers (see binder in E.M.P. backpack)
- whistles (in E.M.P. backpack)
- list of parent contacts

E. EMERGENCY EVACUATION PLAN

Four stages:

1. building evacuation – to class gathering places
2. consolidation of students – school gathering place
3. off-site evacuation – St. John the Baptist church
4. second site – St. Malachy’s School

F. EMERGENCY EVACUATION PLAN – STAGE ONE: BUILDING EVACUATION

Evacuation signal: At the principal’s discretion, the intercom will be used to inform staff and students to begin **Stage I: Building Evacuation**. Students, employees and volunteers leave the building following the emergency button procedure and proceed to their designated gathering places in school parking lot or as directed by Principal, Vice Principal or their designate.

Notes:

1. During any evacuation, the School Emergency Response Team control center will be in school parking lot or as directed by Principal, Vice Principal, or their designate.

2. *Homeroom teachers (HRTs)* on prep periods meet their students at the class gathering place with that day's attendance and their binder. If possible, have your car keys with you (in cold weather for special students). *Specialist Teachers* – bring the students they are teaching to HRT at the class gathering place.
3. *Administration*: pack Emergency Response Bag.
4. *Principal*: supervise complete school evacuation
5. *Homeroom Teachers*: at the gathering place, take attendance and report missing students to Vice Principal and/or Ms. Dupere.
6. *Vice Principal*: primary responsibility is to verify/communicate (between HRTs and Principal) evacuation of all students from the building or walk through the building (check bathrooms) if possible.
7. *Resource and Methods Teacher*: leave the building, then verify the safe evacuation of children in wheelchairs and other medically at-risk students. Report problems to the Principal.
8. Designated special needs or medically at-risk students are to be taken to their gathering place by the Teacher Assistants or other personnel assigned to them for that purpose.
9. *Volunteers*: to vacate the building and proceed to their gathering place, which is out back in the parking lot and await further instructions from Administration.

II Stage I has been completed for each class when:

- a. the HRT has verified that all present students are at the class gathering place; and
- b. this information has been confirmed with Administration.

Notes:

1. **Stage II begins only when instructed by the Principal, Vice Principal or their designate.**
2. **Under the direction of the Resource and Methods teacher – and after informing the appropriate HRTs, designated handicapped or medically at-risk students may, with the help of teacher assistant, be kept in a more accessible area (in a vehicle parked away from the school and fire department routes) or at the church.**
3. **Students are NOT to be picked up by parent(s)/guardian(s) during Stage I. When Stage II or III has been completed, a child may be excused (only if the parent/guardian is present to take them). HRTs MUST record the name of any student and time with a phone number for the student who has been excused.**

III Emergency Evacuation Plan – Stage Three: Off-Site Evacuation

Off-Site Evacuation Location:

1. St. John the Baptist church
2. St. Malachy's school

Call to be made:

District Emergency Telephone Number	658-5448
Superintendent	658-5301
Director of Education	658-5303
Manager, Facilities Dept.	658-5398
Manager, Transportation Dept.	658-5397
Switchboard	658-5300
Police, Fire, Ambulance	911
Saint John Police	648-3333

Notes:

1. The decision to proceed to Stage III will be made by the Principal on the advice of the School Emergency Response Team, the Fire Department, Police and/or District Office, as appropriate and as time permits.

2. Update message on phone. Have Admin. Assistant place anew message on the phone. STAY CALM AND TELL WHERE STUDENTS ARE GOING AND WHEN THEY SHOULD BE PICKED UP.
3. The means used to undertake Stage III will be affected by such factors as:
 - a. weather conditions
 - b. injuries
 - c. safety hazards in the vicinity of the school
 - d. traffic control matters
 - e. amount of bus access (special needs and regular) to the school property or to off-site pick up points.
4. If possible, and/or necessary, handicapped and medically at-risk children will be transported in staff members' vehicles to the St. John the Baptist church.
5. Classes will be directed to walk, supervised and in pairs, to the designated pick up location (St. John the Baptist church).
6. All students and staff will proceed on foot, if possible, via the following streets: down Pitt Street from the school yard and turn from Pitt Street onto Broad Street.
7. If weather conditions prohibit prolonged exposure to the elements, then supervising teachers may go directly to the church. The supervising teacher must then inform the School Emergency Response Team by calling the school, or School District 8.

SUPERVISING HRTs ARE TO CHECK ATTENDANCE AT STAGE I AND II BEFORE EMBARKING ON STAGE II, AND AT THE CHURCH. THEY MUST MAKE WRITTEN NOT WHENEVER A STUDENT IS RELEASED TO A PARENT/GUARDIAN'S CUSTODY, EITHER DURING THE EMERGENCY PROCEDURES OR UPON LEAVING THE BOYS AND GIRLS CLUB.

Once at St. John the Baptist church the Principal, Vice-Principal, or their designate, will await for further instructions from school officials, police, fire, or Emergency Response Team.

TRAGEDY, EMERGENCY PLAN

If a tragic event occurs (e.g. death of a student) Mr. Kevin King (658-5602) will be contacted by administration.

LOCKDOWN PROCEDURE

A lockdown occurs when the principal deems there to be an unsafe situation occurring in or around the school and that student's need to be contained within their classrooms to be safe.

- full lockdown (external/internal)
- where danger exists immediately outside the school
- regular school routines are suspended
 - all doors locked
 - lights are off
 - curtains and blinds are drawn

Notification will be on the PA system

"Attention all students and staff. This is a SJTB-KE School emergency. The school is now in lockdown."

Role of staff

1. direct students in hallways to seek shelter in the closest classroom.
2. close and lock classroom doors and windows – cover the glass in the door.
3. remain calm and reassure students.
4. staff will have students gather quietly as far away as possible from the classroom door and classroom windows (and as far away out of view from the door as possible).
5. take attendance, including names of absent and additional students.
6. do not allow students to leave under any circumstances
7. ensure students remain silent.
8. ensure no use of cell phones, radios, etc.
9. prepare students to remain in lockdown for extended period of time.
10. any staff without a class will check washrooms and hallways.
11. all teachers should have a safe zone designated in their classroom.

Role of Administration

1. contact police
2. initiate lockdown mode through PA system
3. contact Superintendent (or designate)
4. dialogue with police/emergency personnel
5. ensure entry into and out of the facility is restricted
6. assignment of monitors to lock exterior doors and check hallways, washrooms, etc.
7. post signs on doors

COMMUNICATION

- review your plans with the police
- parents need to know that we will be practicing a lockdown
- once in lockdown, post signs on doors
- communicating injuries

EMERGENCY PREPAREDNESS FOR FIRE/EXPLOSION

Evacuation directions (i.e. the route to follow) are **to be clearly posted** near the exit in each classroom or teaching area. (See floor plan.)

Pupils are to be made **familiar with the evacuation routes** and with the proper procedures to be followed in evacuating the building. (See "Fire Alarms" below.)

Practice drills are to be conducted with the class as required so that students follow procedures automatically.

An **alternate route** must be planned for any student who is not able to safely use the designated exit route.

Once outside the building the teacher is to take **roll call**. The name of any student who is unaccounted for is to be reported immediately to the Principal (or designate) near the St. James Street entrance along with any pertinent information about the student's last known whereabouts.

FIRE ALARMS

When the fire alarm is sounded **all students are to evacuate** the building following the directions posted in each classroom or teaching area.

Students who are not with their classes at the time the alarm is sounded shall evacuate by the nearest exit and shall re-join their classes or groups only after they are outside the building.

During an evacuation students are to **walk quickly, quietly and orderly**. Evacuating students are to be alert for instructions from school staff or Fire officials.

The first students arriving at the exit doors are to hold doors open until all students are evacuated and then re-join their classes.

Students are to remain in their designated lines to await further instructions from school staff or Fire officials.

No student, under any circumstances, is to re-enter the building until the "all clear" is given by the Principal.

Lockdown Procedure for Life Skills Students

Two scenarios exist involving students being present at time of lockdown:

- signal in room #5, room #6, or both.

In Room #5, when the lockdown signal is sounded, the classroom doors will be locked and the student will be ushered into one of two possible sections of the room, depending upon the perceived direction of origin of the threat. If the treat is perceived as coming from the hall, students will be brought to the south east corner of the room in the vicinity of the chalkboard and away from the hall doorway. Should the treat be perceived as coming from outside the windows, students will be brought to the northwest corner of the room and crouch behind the barrier of bookshelves. These two options appear to allow the maximum amount of safety from projectiles from outside the room in either scenario.

In Room #6, when the lockdown signal is sounded, the classroom doors will be locked. If the treat is perceived as coming from either doorway OR from outside the windows, physically mobile students will be brought into the south west computer/light room section of room #6. This would appear to allow the maximum amount of safety from projectiles from outside the room from either windows or doorways.

Evacuation in the Event of Fire

In the event of a fire, physically mobile students have three possible routes for evacuation. They may use either the ramp system between the King Edward and Saint John the Baptist wings or one of the two stairways available at either end of the King Edward wing.

Students who are confined to wheelchairs must use the ramp system between the King Edward and Saint John the Baptist wings. If the ramp option is not safe, then those students will be removed from their chairs and physically carried out of the building by caregivers, if necessary, using one of the two stairways available at either end of the King Edward wing.

If either of the above two options are not feasible, the non-mobile students will be brought to a waiting area, in either room #5 or #10, whichever presents as the safest option (being furthest away from the fire). Those students and their caregivers will wait in the waiting area until help arrives.