

# **School Emergency Plan**

**Revised October 2012**



**LOCH LOMOND  
SCHOOL**

## **School Response Team**

**Duties: to assist in the evacuation of the students to a safe location  
Seal building and keeping the students safe inside**

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**Transportation Director: Principal, Louise Johnson  
Alternate: Julie Daigle**

**Communications Director: Secretary – Grace Branscombe  
Alternate: Ethel McGrath**

**Student Welfare:**

**Captains of each outside cluster: Sue Cox, Karen  
Dickie and Krista Bishop**

**\*also assisting in a evacuation situation would be non-classroom  
teachers: Robert Cormier, Lori Goguen, and Angela Churley and David  
Fleming. These would come in to play if we have to evacuate to our  
alternate site, the airport and we need to cross the highway.**

- **Cluster captains and directors all have orange vests to identify  
them**

## **Communications Equipment**

- 1. The public address system in the office**
- 2. School Connects Talkmail and email**
- 3. Telephones within the school**

**Secretary 658-5350**

**Principal's office: 658-3095**

**VP office: 658-6344**

**Fax machine: 658-3981**

**Bottom floor old building 643-6077**

**Library 643-2821**

### **Teachers with cell phones:**

<b>Robert</b>	<b>721-3804</b>
<b>Sue C</b>	<b>643-0984</b>
<b>Krista</b>	<b>647-3559</b>
<b>Louise</b>	<b>Personal 639-4557</b>
<b>Louise</b>	<b>School 639-2836</b>
<b>Please see contact sheet at the back of the book for additional phones</b>	

**We also have walkie-talkies and bullhorn to communicate between VP and Principal as well as leader to classes.**

## **Contents of the Emergency Evacuation Toolbox**

- 1. Emergency plan**
- 2. Important District phone numbers**
- 3. Class contact lists**
- 4. Walkie-talkies/ loud hailer**
- 5. A first aid kit**
- 6. Flashlights**
- 7. Batteries for the above**
- 8. Whistle**
- 9. Paper, pencils, erasers**
- 10. Documentation book for detailed account of events (and call log)**
- 11. Orange vests are owned by captains**

**The kit will be taken by the principal or VP to the outside meeting location at the corner of the school. It will be taken to an alternate location if that is what is determined to be the plan of action.**

## Emergency Contact Numbers

<b>Fire</b>	<b>911 / 649-3030</b>
<b>Police</b>	<b>911 / 648-3333</b>
<b>D.O. Emergency Line</b>	<b>659-5448</b>
<b>Transportation</b>	<b>658-5603 \658-5397</b>
<b>Emergency Control Group for the Community at the Airport Fire Hall</b>	<b>638-5576</b>
<b>Hospital/Medical</b>	<b>911/648-6000</b>
<b>Lakewood Heights</b>	<b>658-5348</b>
<b>Rothesay Elementary</b>	<b>847-6203</b>
<b>Transportation (Iris)</b>	<b>658-5603</b>
<b>District staff important numbers are within the evacuation kit</b>	

## **Emergency Plan –** **Evacuating to an alternate location**

- **The fire alarm system will be evoked.**  
**Students will proceed to their fire drill locations and attendance will be taken. Captains from each cluster will meet the principal at the right hand corner of the school near Evergreen Ave. Where they will assess the situation and await instructions.**
  
- **Students will remain at their fire drill locations under staff supervision until it is safe to return to the building**
  
- **If it becomes necessary to evacuate all students from the area, the decision will be made between three choices, depending on the type and direction of the crisis.**
  - 1. Airport firehall**
  - 2. To transport students west to Lakewood Heights**
  - 3. To transport students north to Rothesay Elementary**

*Transportation from the school must be coordinated with the District Office Team as approximately 350 students require transportation.*
  
- **If it is necessary to detain students and staff in the school building, or to use the school as a community shelter for a lengthy period of time, the three areas of the Gymnasium, Music Room and Kindergarten Area will be used. K/1 will be in the K area, Grade two in the music room and 3-5 in the gym.**

## **Situational Emergencies**

***In the following situations, the District Office will be contacted, and parents and police will be notified when warranted.***

***\*Please note that at ANY time when the school is forced to evacuate following a fire alarm has sounded, the classes along with the teacher will report to the designated areas. A class count and note of absences will take place. Captains will meet with the Leaders in the front of the building. The staff will be notified of a decision to go to an alternate evacuation site.***

**BOMB THREAT: School personnel will assess the situation when a bomb threat is called in. Police will be called and if possible, the caller will be maintained on the phone. Students will be evacuated. The building will be searched by staff looking for anything suspicious or out of the ordinary. If the situation arises, students will be moved to one of the evacuation sites while the authorities search and/or contain a bomb. If the students have to be moved to an alternate location, parents will be contacted.  
(FIRE ALARM WILL BE PULLED)**

**DANGEROUS GOODS SPILL: If there was a gas spill or another dangerous substance in the air which created an unhealthy breathing situation for students, the custodian would be instructed to turn off the intake valve for the school. Teachers would hear “Code Blue” and that would mean all students would proceed to the gym and stay there until otherwise instructed. Communication with local authorities would be maintained and if instructed, students will be moved from the building (FIRE ALARM WILL BE PULLED)**

**DANGEROUS PERSON IN THE BUILDING:** lock-down mode- If there was an intruder in the building, you would hear “CODE WHITE” on the PA system. Teachers would close locked classroom doors, turn off the lights, and have the children get down on the floor out of sight of windows if possible. Teachers and students would wait there until the danger was over. Police would be notified and the situation assessed. Once the situation is clear, an announcement to that effect will be made via the PA or a visit to classrooms. A debriefing session will take place as soon as possible.

**DANGEROUS PERSON OUTSIDE THE BUILDING:** The same will occur as above except the doors to the building will be closed and locked. Police will be contacted. If the students are outside the building at the time, police will be called and the teachers on duty will divert the students back into the building and proceed as above “lockdown mode” Loud Hailer will be used to communicate to bring them in as well as a bell.

**MISSING STUDENT:** The school office will be notified immediately and a search of the building and the surrounding area will begin with all available personnel. If the student is not found in the building or immediate area, the police will be notified.



## **Documentation of Events**

**Specific book is in the Emergency Evacuation kit.**

**Communications director and principal will be responsible to keep a detailed account of events as they unfold.**

**The next pages of this Plan contain**

- **Map of building**
- **Staff contact list (this contains emergency contacts for staff)**