

Lakefield Elementary School

EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE BAG

To be hung in principal's office closet – contents:

- a) emergency first aid kit
- b) a kit containing the following:
 - 1) a copy of this plan (sheets protected in plastic or laminated)
 - 2) a supply of paper, pencils, and erasers
 - 3) 25 copies of the class check off list
 - 4) 10 copies of Appendix A
 - 5) 5 whistles
 - 6) spare keys for 4 staff vehicles
 - 7) flashlight
 - 8) 5 red emergency vests – for members a – e of School Emergency Response Team
 - 9) 3 walkie-talkies – note: use channel 7

During any emergency, it is the responsibility of the school secretary to place the emergency student medications (kept in the filing cabinet behind the secretary's desk) into the emergency response bag, and to take this bag and the loud hailer (also kept on the principal's bookcase) to the School Emergency Response Team control centre.

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 talkmail, the media, and teachers telephoning parents. In co-ordination with the Superintendency Emergency Response Team and/or E.M.O., arrangements for food, bedding, and other necessary supplies will be made. Main sleeping areas: gymnasium, music theatre, library.

SCHOOL AS A RECEPTION CENTRE

In the event of a wide spread emergency, the school may be utilized as a reception centre or temporary shelter for neighborhood people or students from nearby schools. Again, food and other supplies will have to be brought to the school depending on the length of stay of these people. The gymnasium, music theatre and library will be utilized.

LOCK DOWN – INTRUDER IN THE BUILDING

If there is a dangerous person in the building, the staff will follow this procedure: The Principal, Vice Principal, or Secretary will make the announcement to "**Emergency Lockdown**". The call to 911 will be made immediately.

Students are to huddle in one of the corners of the class (preferably one that is difficult to see when looking in the door window). Try to keep them quiet as possible.

All staff are to lock their doors and close any curtains or blinds. Take attendance to ensure everyone is accounted for.

If students are with another teacher, that teacher will be responsible for those students and remain with them.

If a student is out of the room, call down to office to notify secretary.

If a student is in the washroom/hallway/etc they are to go to the closest classroom. That teacher will call into the office to inform the secretary that the student is safe (give name and homeroom teacher). The secretary will then let the homeroom teacher know the location of their student.

Once the building is again safe, an announcement will be made.

COMMUNICATIONS

- intercom system
- telephones
- emergency cellular phone
- loud hailer
- whistles (in Emergency Response Bag)

EMERGENCY EVACUATION PLAN

Three stages:

- I. Building Evacuation – to class gathering places.
- II. Consolidation of Students – school gathering place.
- III. Off-site evacuation.

I. Emergency Evacuation Plan – Stage One: Building Evacuation

Evacuation signal: fire bell – failing that, or at the principal's discretion, the intercom or loud hailer.

Students, employees and volunteers leave the building following the fire drill procedure and proceed to their designated gathering places.

Notes:

- 1) During any evacuation, the School Emergency Response Team control centre will be in the area of the baseball backstop in front of the school.
- 2) Homeroom teachers (HRTs) on prep periods meet their students at the class gathering place.
Specialist teachers bring the students they are teaching to the HRT at the class gathering place.
- 3) Secretary: bring (a) Emergency Response Bag (see above), (b) emergency student medications and (c) loud hailer to the Principal.
- 4) Principal: Supervise complete school evacuation; assist secretary by relieving her as soon as possible of some of the items to be taken to the School Emergency Response Team control centre.
- 5) Homeroom teachers: at the gathering place, take attendance and report missing students to the Vice-principal.
- 6) Vice-principal: primary responsibility is to verify evacuation of all students from the building (walkie-talkie).
- 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) Core French teachers: a) escort the class you are teaching to the class gathering place, then b) the first available Core French teacher goes, with a walkie-talkie, to parking lot #2 to confirm with the HRTs that all present students are accounted for. Report status to the Vice-principal. The second Core French teacher, using the second walkie-talkie, confirms the same with HRTs of classes gathered at the front of the building, and reports the status to the Vice-principal.
- 9) Designated special needs or medically fragile students are to be taken to their gathering place by the teacher assistants or other personnel assigned to them for that purpose.
- 10) Volunteers: to vacate the building and proceed to their gathering place, which is the asphalt area, and await further instructions from the vice-principal.

II Emergency Evacuation Plan – Stage Two: Consolidation of Students

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 the Core French teacher who has been assigned to check that class gathering place.

Stage II begins only when instructed by the principal. Classes whose class gathering places are in the schoolyard at the front of the school stay where they are. Classes that gather in parking lot #2 are to proceed in an orderly fashion, and taking a route through parking lots #2 and #1 that are as far as possible from the school, to their designated position in the front schoolyard.

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 assistants, be kept in a more accessible area or in a vehicle parked away from the school and fire department routes.

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

Off-site Evacuation Locations:

- 1) Quispamsis Middle School
- 2) Quispamsis Elementary School
- 3) Fairvale Elementary School

Note: Unless circumstances dictate otherwise, classes must travel in pairs or larger groups. Buddy upper elementary and primary classes.

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, E.M.O. and/or Superintendency Emergency Response Team as appropriate and as time permits.

The means used to undertake Stage III will be affected by such factors as:

- weather conditions
- injuries
- safety hazards in the vicinity of the school
- traffic control matters

- amount of bus access (special needs and regular) to the school property or to off-site pick up points.

If at all possible, bus transportation will be used.

If necessary, handicapped and medically fragile children will be transported in staff members' vehicles.

If bus transportation is impossible, severely delayed, or possible only at another pick up location, then classes will be directed to walk, supervised and in pairs, to the designated pick up location or to an assigned off-site shelter, via:

- a) the driveway sidewalk,
- b) a path to Pettingill Road beyond the parking lot #1 guardrail, or if leaving via Kensington Ave. to the Pettingill Road is not possible,
- c) a path beyond the modulars to the corner of Kensington and Winchester, or
- d) a path from the corner of the front play area below the equipment to the corner of Auburn and Winchester.

Should the Kensington Avenue to Pettingill Road route be blocked, access from the school by vehicle or on foot is possible via the following streets (distance: approx. 2 km) from the corner of Winchester Drive and Kensington Avenue; proceed along Winchester Drive, turn left to Queensbury Drive down Princeton Avenue or Kingsley Avenue, at Queensbury proceed right and then turn right up Colchester Drive, turn right on Southwood and proceed to Pettingill Road.