

# **Emergency Action Plan:**

## **Strathmore High School**

**RCMP/EMS Dispatch # - 911**

**RCMP Administration Line – 403-934-3535 Fire Department – 403-934-3022**

### **Location of Emergency Equipment SHS**

**AED-** Main office

**EPI Pen-** Main office

**Fire Alarms-** 6 on the main level, 2 in the gym, 4 in the hallways on the main level

**Fire Extinguishers-** 7 on the main level, closest to the gym is just outside of the gym by the west doors

### **Location of Emergency Equipment CMJHS**

**AED-** Main office

**EPI Pen-** Main office

**Fire Alarms-** 7 on the main level, 2 in the gym, 5 in the hallways

**Fire Extinguishers-** 8 on the main level, just outside the gym

<b>Event</b>	3A Boys Basketball Provincials
<b>Venues:</b>	Strathmore High School Crowther Memorial Junior High School
<b>Address</b>	Strathmore High School 100 Brent Blvd Strathmore, Alberta  Crowther Memorial Junior High School 190 Brent Blvd Strathmore Alberta
<b>Ambulance Access</b>	Strathmore High School Northeast gym doors Parking lot access on the North side of the building  Crowther Memorial Junior High School Teacher entrance doors Parking lot on the Southeast side of the building.
<b>Charge Person</b>	Matthew Laslo 403-901-9211 Cole Hintz 403-861-0641

<b>Call Person</b>	Gate person will be designated call person
<b>EMS Dispatch #</b>	9-1-1
<b>Location of Phone/Cellphone</b>	Phones are located in both gym offices, and main offices. CHARGE person will be carrying a cell phone at all times
<b>Emergency equipment available</b>	A stocked first aid kit will be available on site. This kit will include bandages, ice packs, and other general medical supplies for minor injuries. Blankets will be kept onsite as well in cases where major medical services are needed and the risk of shock is possible.
<b>Obstacles that may interfere:</b>	Parked cars Spectators Equipment
<b>Location of Nearest Emergency Facility:</b>	See below



Address: 200 Brent Blvd, Strathmore, AB T1P 1J9

Turn east out of either schools parking lot onto Brent Boulevard. The hospital will be down the street on the left-hand side

## **Potential Threat Evacuation Process**

An evacuation of Strathmore High School and Crowther Memorial Junior High School can be caused by many different situations. Follow instructions of the On-Site staff during the evacuation.

- **If you are told to evacuate or hear the fire alarm:**
  - Stop the exercise / game / workout and evacuate the area

- Close doors as you go and leave lights on
- Exit building via nearest possible exit unless re-routed by an Evacuation Supervisor or PWA Staff member and proceed to closest Meeting Point
  - Strathmore High **gym** has four (4) exit routes that go to the **Muster point** in the student parking lot on the west side of the school
- Crowther Memorial Junior High School has four (4) exit routes that go to the **Muster Point** in the parking lot west of the school

### **Point in the west parking lot (SHS) or west parking lot (CMJHS)**

- Exit out the main entrance of the gym, out the back of the rear entrance of the school and into the parking lot
  - The two back corner exits go directly outside behind the gym and into the parking lot
- If smoke is encountered, stay low to the ground
- **If you cannot evacuate:**
    - Try to proceed to a room with an outside window
    - Close doors between you and fire
    - To keep smoke out of room, stuff cracks around door and cover ventilation openings
    - *If you have access to a working phone, **call 911** & report your location & that you are unable to evacuate*
    - If smoke fills room, place article of clothing in window as a marker for rescuers and stay low to floor
    - If water is available, dampen a cloth and breathe through it
      - When the Fire Department arrives on scene, they will assume overall command with the Emergency Response Team working in collaboration
      - The incident is terminated when the Fire Department declares an ‘All Clear’

## **In the event of an emergency**

Tournament coordinator or first on site will contact 9-1-1. First Aid kits will be located in the PE office at each location.

When an injury occurs:

1. Initially, when coming in contact with the injured student athlete, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
2. Keep in mind the following - Do not move the injured student athlete
  - a. If a student athlete cannot move by him/herself, do not move the body part for him/her
3. Instruct any bystanders to leave the injured student alone
4. Do not remove the student athlete's equipment unless emergency treatment is required e.g. CPR or artificial respiration
5. Assess the injury; evaluate the severity of the injury and decide if further assistance is required
6. If an ambulance is not needed, then decide what action is to be taken to remove the injured student athlete from the playing surface
7. If an ambulance is required: request assistance from another person by having this person call an ambulance with the all relevant information (nature of emergency, precise location, telephone number of location) and have them report back to you with estimated time of arrival, then send them to the access entrance to wait for the ambulance.
8. Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student until professional help arrives
9. Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration...
10. Stay calm and speak reassuringly
11. When ambulance arrives, describe incident and what has been done
12. An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury
13. The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury
14. Complete any necessary incident/accident reports and file with appropriate school administrator

# **Strathmore High School Lockdown Procedure**

## **A: External Lockdown (threat is outside)**

An administrator uses the PA to inform staff and students of an external lockdown and to return to their classrooms and remain inside. Ring Siren (601 #15) **All cell phones are to be turned off.**

1. **Front doors, LOCKED BY ADMINISTRATION. Call GHSD (403) 934-5121, Call 911, Family Centre (403)934-4772, Aquatic Centre (403) 934-3325**
2. **Lorelei locks** East gate and doors and checks South fire exit.
3. **Phys Ed staff** close all doors- **(Students in the gym to be taken into change rooms for lockdown. Doors to be locked behind).**
4. **Drama teacher locks** theatre doors.
5. **Shop teachers** lock all Industrial Ed doors.
6. **Kenton/Travis** locks Northwest student entrance.
7. **Dion/Cole** locks Southwest student entrance.
8. **Kevin** locks the staff room hallway door.
9. **Kevin** will sweep upstairs hallways and direct students into classrooms.
10. **Counselling staff** locks the hallway gate by the counselling office, then locks Student Services exterior doors and adjacent office door.
11. **Learning Commons** door locked by Jan and students in Learning Commons moved to room 114 or back book storage area.
12. **Cafeteria** Tim and Janet rolls down cashier door and locks cafeteria door.
13. **Agnieszka** will sweep downstairs academic wing and direct students to the classrooms.
14. **Kyle** will sweep the cafeteria and pit, check the gate and fire exit by the Foods room and direct students to the gym, then return to the main office.
15. **Main Office staff** lock the office door and move to the conference room.
16. **Individual teachers check the hallway outside their door, lock their own classrooms and move students away from the windows. Create cover by moving furniture and keep students quiet and below the level of the windows.**
17. **Teachers who have classes outside, move your students to the Family Centre or nearest safe location.**

## **B: Internal Lockdown (threat is inside the building)**

Administration uses the PA to inform staff and students of an internal lockdown. **Call 911. Ring the Siren (601 #15). Call GHSD (403) 934-5121. All cell phones are to be turned off.**

1. **Phone Family Centre (403) 934-4772, Aquatic Centre (403) 934-3325**
2. **Individual teachers** check the hallway outside their door, lock their own classrooms and move students away from the door. Create cover by moving furniture and keep students quiet and below the level of the windows.
3. **Students** in the cafeteria, pit and street areas are to move to the gym.
4. **Teachers who have classes outside**, move your students to the Family Centre or nearest safe location.

## **C: Strathmore High School Lockdown Procedure with Students out of**

**Classrooms-** Procedures and Responses Determined by the location of the threat inside vs. outside

Administration uses the PA to inform staff and students of an internal lockdown. **Call 911. Ring the Siren (601 #15). Call GHSD (403) 934-5121. All cell phones are to be turned off.**

1. **Teachers not on supervision** are to immediately return to their rooms.
2. **Staff on supervision** will direct students to the nearest secure area, i.e., gym, theatre, teacher occupied classrooms, or the nearest exit.
3. Main Office Gate, Counselors Gate, and Staff Room Door will be locked by Office Staff
4. **Kevin** will sweep upper academic wing. **Agnieszka** will sweep lower academic wing. **Kyle** will check Cafeteria and Pit areas.

#### **D: Ending the Lockdown**

1. Follow police directions with respect to ending the lockdown.
2. The **principal** will announce the end of the lockdown through the PA system.
3. Institute emergency closure procedures to facilitate dismissal of students, dependent on situation.
4. No response to the media, this will be looked after by Golden Hills.
5. A message will be posted on the website giving a fact sheet and a phone fan out will be sent to parents regarding the incident.
6. Staff meeting will occur at the end of the incident and prior to the next school day to address any issues or concerns that occurred during the lockdown.
7. School counsellors in consultation with the Crisis Intervention Response Team Leader, assess what supports are needed by students.
8. Complete the Critical Incident Report.

## **Lockdown Procedure for CMJHS**

### **COMMUNICATIONS PROCEDURES FOR PERSON IN CHARGE**

1. Phone for help. **ALL EMERGENCY SERVICES: 911**  
Poison Control Center: 1-800-332-1414  
Environmental Emergency 1-800-222-1514  
Crisis Management Help: 1-800-779-5057  
Contact Anchors School to notify of event 403-901-1410 or on voip 3282
2. Establish an Emergency Administration Center at a pre-arranged location that has privacy and communication equipment. Tell dispatcher exactly where your Emergency Communication Center is (where person in charge can be found at all times). **REMAIN THERE UNTIL HELP ARRIVES.**
3. Control the P.A. system and give instructions to students and staff:  
External threats: "PERFORM SCHOOL LOCKDOWN PROCEDURES"  
Internal threats: "PERFORM EVACUATION PROCEDURES"  
Clear all Halls: "PERFORM PARTIAL LOCKDOWN PROCEDURES"
4. Deploy School Response Team. If it is necessary to send anyone to hospital by ambulance, send a staff member along to serve as a liaison between the hospital and district administration, with instructions to relay progress reports as soon as possible. Keep a key communicator/assistant at your command post.
5. School Response Team includes;
  - Principal Mrs Linda Tucker  
403-9340600 Voip 3297

- Associate Principal            Mr Colin Lenox  
403-324-0647 Voip 3298
  - Associate Principal            Mr. Ryan Hunter  
403-361-0725 Voip 3299
  - School Counsellor    Ms Jane Gallacher
  - School Secretary Mrs. Lorna Kreft
  - Staff Member(s) Resource Team Personnel
6. After calling emergency services and following safety procedures for your building, it is imperative that the person in charged IMMEDIATELY relay factual information regarding an emergency or disaster to the Superintendent's office at 934-5121. The Superintendent's office will be responsible to notify the Crisis Intervention Response Team
- Superintendent, Mr. Bevan Daverne
  - Associate Superintendent, Dr. Kandace Jordan
  - Associate Superintendent, Mr. Wes Misikman