

EMERGENCY PROCEDURES

Fire Evacuation

Evacuation can occur at anytime is imperative that all athletes, chaperones and supervisors are aware of the fire emergency procedures.

In each classroom you will find a map indicating the route for exiting the school. Please explain the exit route to athletes and ensure a map of the exit route is posted in the Gymnasium and Classroom at all times.

When the alarm rings, stop all other activity and instruct the athletes to proceed to the appropriate escape route. Insist on orderly behavior during evacuation. Chaperones are to remain with their athletes throughout the procedure. Once outside, athletes are to be assembled at a safe distance from the building, where **attendance is to be taken**.

Main Objectives

- Get everyone out of the building as safely and quickly as possible.
- Maintain control through orderly action.
- Facilitate swift action by the firefighters.

Specific Instructions

When the fire alarm bell rings, athletes will immediately proceed out of the building with their chaperones.

NOTE: *Although the school floor plans posted in each room indicate the evacuation route, it is urgent that the chaperones in charge of each team check for the safest route, re-routing her group as she feels it is advisable.*

Athletes who happen to be in halls or washrooms **will leave by the nearest exits and quickly rejoin their group in the assembly areas.**

The last person leaving any room/Gymnasium will close (**but not lock**) the door and close the windows if possible. Classroom **lights are to be left on**.

Athletes are to walk quickly and in an orderly fashion, listening carefully for any directions given to them.

The first person arriving at any door will hold it open for the remainder of the group and then rejoin her group.

Athletes will assemble in the Muster Point areas indicated on the attached map.

Chaperones are responsible for their attendance records for their group and at the assembly area, they will review their team attendance and report to the Area Supervisor the name of any athlete who was in the Gym earlier, **but is now absent.**

Each chaperone is expected to maintain immediate control of her group throughout the procedure and will re-enter the school with them in a group when the "**ALL CLEAR**" has been sounded.

The Venue Supervisors will be assigned to check the various areas of the building to assure it has been evacuated completely and that the doors are closed. They will report to the **Site Commander** (or his/her designate) any area which they are not able to check because of obstructions caused by the fire or for any other reasons.

FOR NORMAL EXIT ROUTES, SEE THE SCHOOL MAP POSTED IN EACH GYNASIUM/CLASS ROOM.



Special Assignments

The following Supervisors / Chaperones will make a final check of the areas indicated: (people out, lights on, appliances off, windows and doors shut).

1. Chaperones - check his/her own immediate area
2. Supervisor - Phone PSD Office (Chris Shaw)
3. Supervisor - take athlete information binder (Team Coach) and evacuation kit (C. Greer/ C. Thomas)
4. Custodians / Supervisors- ensure that the fire doors and other doors are closed
5. **Chris Shaw**–
 - check panel in front lobby to locate alarm location
 - Final check inside of school including washrooms
 - informs area supervisors when re-entry is permissible
6. **Rod Strangway** –
 - identify and report situation surrounding alarm location
 - Final check inside of school including washrooms
7. Chaperone - **East Area Supervisor (C. Greer) – Muster Point A** (by staff parking lot)
8. Supervisor - communicate with outside agencies
 - communicate with ASAA Officials (Mark Rose)
9. Chaperone - **South Area Supervisor (E. Oshiki)– Muster Point C** (CTS compound)
 - Will take roll call. When sure that everyone is accounted for, move to **Muster Point B**
10. Chaperone - **West Area Supervisor (C. Thomas)– Muster Point B** (Bus Transfer Site)

If athletes are unable to re-enter the school, Area Supervisors will direct athletes to:

Muster Point C Supervisor – Meet at the Bus Transfer Site for bus pick up.

Muster Point A Supervisor – Meet at the Bus Transfer Site for bus pick up.

Muster Point B Supervisor – Stay at the Bus Transfer Site for bus pick up.

Emergency shelter sites will be at High Park School.

Note: Tubbie busses will be available to evacuate students to Bus Transfer Site or to High Park School. The keys to the tubbie busses school bus are located in the evacuation kit.

Emergency Response - Lockdown Procedures

Following is information you will need to share with your athletes regarding Emergency Responses at Memorial Composite High School.

What is an emergency?

An emergency (sometimes referred to as a “crisis” in this context) is an unstable or critical time or state of affairs, the outcome of which will make a difference.

Examples of Emergency Situations:

- Group/Gang fights
- Hostile individual
- Unwelcome intruders/visitors
- Weapons possession
- Serious accident
- Facility breakdown – gas leak, water/sewer line problems, etc.
- Fires, explosion
- Natural disasters
- Bomb threat

What is an emergency response?

The response to an emergency is the measures taken to ensure the safety of athletes, chaperones and supervisors. An emergency response can be at a number of levels. In some cases, such as a one-on-one fight, the response would be to clear athletes from the area and break up the fight. In the case of a fire, the response would be to evacuate the building. In the case of a natural disaster, the response may be to implement lockdown and evacuate at a later time.

What is a lockdown?

A lockdown is a response where all athletes, chaperones and staff are cleared from the hallways into locked classrooms or in other safe places with their chaperones. A lockdown could be used in a variety of situations – natural disasters, gang fighting, a hostile individual, weapons possession, facility breakdown, and bomb threats, to name just a few. The purpose for the lockdown is to clear athletes and chaperones from public areas. Later, as the situation dictates, athletes and chaperones may either resume regular activity or be evacuated from the building. The response would depend on the type of emergency.

How do I know there is a lockdown?

This signal will be given over the PA system to alert chaperones and athletes:

THIS IS AN EMERGENCY. Chaperones, lock down your Gymnasium/Classrooms. Athletes, please clear the hallways.

What do I do once the lockdown is declared?

1. Chaperones, keep your athletes in the Gymnasium/classroom
2. Lock your classroom doors.
3. While locking doors, check for anyone in the hallways. Take them into your classrooms.
4. Move the athletes to a corner furthest from and out of sight of any window. Know ahead of time which area is best. Close drapes if applicable. If you have a window on your door, you should also turn out the lights. (Each classroom will have an emergency kit containing a flashlight to use as necessary.)
5. **DO NOT USE THE TELEPHONES FOR OUTGOING CALLS!** The lines need to be kept clear for incoming calls giving you further instructions and updates on the situation. You will be contacted with information as necessary.

6. A Supervisor will call to your Gymnasium/Classroom.

EXAMPLE CONVERSATION:

Caller: English hallway – Mr. Jones?
Chaperone: Yes. (or No: this is Mr. Brown)
Caller: All athletes accounted for?
Chaperone: Yes. (or No: Sally Smith is in the Library)
Caller: Anyone extra?
Chaperone: No. (or yes: Joey Tomato is here from Mechanics)

7. Wait for further directions either via the PA system or over the telephone.
8. Washrooms are not safe; athletes should proceed to the nearest classroom (unless, of course, the crisis is occurring immediately outside of the washroom).

What do I tell athletes?

The more athletes know, the more comfortable they will be. Explain to them what an emergency response or a lockdown is and why it is used.

How will I know when the lockdown is over?

You will receive a message either via the PA system, the telephone, or the computer advising you when the lockdown is over and any further instructions that may be necessary.

What if my team is scheduled outside of the school?

If you are out of the school building, you will be advised of the emergency by school personnel, the RCMP, or the Fire Department and directed to a safe area.

In an emergency, the school would be blocked off by the RCMP or the Fire Department. If you arrive back to the school in a bus and the school is blocked off by the RCMP, advise them of your arrival, direct the driver to the bus transfer site if possible and await further instructions.

Where do we direct people who are in the hallways or student common area?

They should proceed to the nearest classroom.

What if I am not in a classroom?

Gymnasium – lock doors and proceed to the small gym.

Custodians- proceed to the nearest classroom or if in the custodial office, bring in any athletes from the hallway and lock the door.

General Office – lock doors, close drapes, and remain there.

Coaches Lounge - lock doors, close drapes, and remain there.

If you are not in a classroom and have athletes in your area, proceed to the nearest classroom.

In all cases, prepare a list of the athletes in your care.