

EMERGENCY RESPONSE PLAN

(Consolidated Version)

Bishop Grandin 2016-2017

Principal: Norm Martin

Vice Principal: Mike Billinton

Vice Principal: Gilbert Dreyfuss

Vice Principal: Joy Pablo-Wrzosek

Vice Principal: Joseph Patrician



FIRE DRILL

Procedures:

1. When alarm is sounded, retrieve your **TA Emergency Response Folder**.
2. Students are to line up in an orderly fashion at the classroom door.
3. Please ensure you close all windows, leave lights on, and close door behind you.
4. Prior to leaving classroom, the teacher must check the hallways for smoke and determine exit routes. Ensure orderly movement of all students in the hallways along a pre-designed evacuation route.

NOTE: In the event of an evacuation of the school, the following staff members are responsible to check assigned areas of the school to ensure all occupants are out of the building:

SCHOOL LOCATION	INDIVIDUAL Ensures everyone has vacated	POSITION
A105, A105A, A105 b, A105C Girls Locker Rooms, Gym	Thalie Mueller Carrie Ann South	Teacher Assistant
A108, A108A, D115 Boys Locker Rooms, Gym	Mike McFarland Cody Lomas	Teacher Teacher
Main Offices, Washrooms, Staffroom, Duplicating, Conference rooms, Nurses room.	Sherry Greenfield Julie Taylor	Office Staff Office Staff
Chapel(A208), A206, A207, A210, A209, Library(A202) and Offices, Fitness Centre(A205), A204	Allison Blain Anthony Hulse	Librarian Chaplain
A016, A017, A014,	Joan Eremko	Teacher
A011, A013, Handicapped Washroom	Peggy McKay	Teacher
A005, C003, Cafeteria(A004), A003	Scott Harrison	Teacher
B103, B104, B113, B114	Rick Cescon	Teacher
B111, B112, B106, B107	Dean Wiesensel	Teacher
B201, B202, B203, B211	Frederick Audet	Teacher
B204, B205, B209, B210	Jocelynn Vryenhoek	Teacher
B011, B010, B009, B008	Corey Hogan	Teacher
E001, E002, E003, E004, E005, Theatre(E101)	Cynthia Stratulat	Teacher
C005, C007, C011, C010	Emanuele Quartararo	Teacher
C014, C015, C015C	Susan Adamson	Teacher
C102, C103, C105, C106,	Carolyn Gratton	Teacher
C107, C109, C110	Joe Blanchfield	Teacher
C111, C112, C113, C114	Cynthia Reinhart	Teacher
Counseling(C102) Offices	Aileen Taylor	Teacher
C118, C117, C116	Richard Bieche	Teacher
C201, C203, C209, C210, C211	Randall Dutchak	Teacher
C205, C206, C207, C209, C210	Ed Kosloski	Teacher
C219, C211, C212, Girls Washroom	Jody Chandler	Teacher
C215, C214, C213, C218, C217	Ionela Popescu	Teacher
D109, D110, D111, D113, D108	Gary Thoreson	Teacher
D103, D105, D107, D118	Hugh Cameron	Teacher

5. Period teacher will move with students to football field muster area.
6. Those students who are away from their TA teacher will meet up with their TA teacher and class once on football field. All undesignated personnel to **Clip Board Reception** for redeployment.
7. Walk to your designated **Muster Point Sign #** and complete attendance slip. Send a student runner with attendance slip to designated **Clip Board Reception** location.

TA	Muster Point Sign #	Evacuation Site	TA	Muster Point Sign #	Evacuation Site
Bernier	1	Akiva School	Audet	37	St. Gerard's Parish
Blais	2	Akiva School	Biro	38	St. Gerard's Parish
Brocanier	3	Akiva School	Casanova	39	St. Gerard's Parish
De Somma	4	Akiva School	Cescon	40	St. Gerard's Parish
Curley	5	Akiva School	Doane	41	St. Gerard's Parish
Holowaychuk	6	Akiva School	Blanchfield	42	St. Gerard's Parish
Little Leaf	7	Akiva School	B. Gratton	43	St. Gerard's Parish
Fairfield	8	Akiva School	C. Gratton	44	St. Gerard's Parish
Moshurchak	9	Akiva School	Hogan	45	St. Gerard's Parish
Ottenbreit	10	Akiva School	Isaacs	46	St. Gerard's Parish
Thodas	11	Akiva School	King	47	St. Gerard's Parish
Scott-Davies	12	Akiva School	Levandosky	48	St. Gerard's Parish
Adamson	13	Woodman Jr. High	Lyster	49	St. Gerard's Parish
S. Bagnall	14	Woodman Jr. High	MacGillivray	50	St. Gerard's Parish
Bieche	15	Woodman Jr. High	MacLaren	51	St. Gerard's Parish
Buteau	16	Woodman Jr. High	Lindemann	52	St. Gerard's Parish
Cameron	17	Woodman Jr. High	Quartararo	53	St. Gerard's Parish
Chandler	18	Woodman Jr. High	Reinhart	54	St. Gerard's Parish
Cumming	19	Woodman Jr. High	Stratulat	55	St. Gerard's Parish
De Iure	20	Woodman Jr. High	M. Townley-Smith	56	St. Gerard's Parish
Dougall	21	Woodman Jr. High	Vergara/Choi	57	St. Gerard's Parish
Fink	22	Woodman Jr. High	Schumack	58	St. Gerard's Parish
Goldie	23	Woodman Jr. High	Vryenhoek	59	St. Gerard's Parish
P. Bagnall	24	Woodman Jr. High	Routhier	60	St. Gerard's Parish
Haddad	25	Woodman Jr. High	Hoffert	61	St. Gerard's Parish
Lomas	26	Woodman Jr. High	Dutchak	62	St. Gerard's Parish
McFarland	27	Woodman Jr. High	Kosloski	63	St. Gerard's Parish
Morrison	28	Woodman Jr. High	McDonald	64	St. Gerard's Parish
Mueller	29	Woodman Jr. High	Paxton	65	St. Gerard's Parish
Pastega	30	Woodman Jr. High	Perry	66	St. Gerard's Parish
I. Sinclair	31	Woodman Jr. High	Popescu	67	St. Gerard's Parish
Thoreson	32	Woodman Jr. High	Ricketts	68	St. Gerard's Parish
Weisensel	33	Woodman Jr. High	Robichaud	69	St. Gerard's Parish
R. Sinclair	34	Woodman Jr. High	White-Baillie	70	St. Gerard's Parish
Eremko	35	Woodman Jr. High	Toth	71	St. Gerard's Parish
Stadnyk	36	Woodman Jr. High			

You need to be 100 metres away from the building. To expedite the delivery of critical information, a representative is to hold up the appropriate colour cards in line of sight with the Administrator taking attendance.

8. Students are to stay in their TA group until the situation has been assessed.
9. Staff and students are not to return to the building until the “all clear” signal is given. This will be given with **ringing of exterior bell.**
10. **All members of staff, students and volunteers are requested to bring to the attention of administration any and all hazardous or dangerous scenarios involving student safety.**

LOCKDOWN

There is a possibility that a situation could arise in which students should not leave the classroom, or be in the hallways. **Internal** Emergencies may involve an armed or dangerous intruder, or an out of control child or adult. **External** Emergencies may arise with little notice, such as an incident in immediate vicinity of the School. **External** Emergencies will proceed in the same manner as an **Internal** Emergency.

If someone suspicious is roaming the hall:

- offer assistance, and inform them to register at the office and receive a “visitor” badge, and contact front office and Administration of situation.
- if you are still concerned contact the Principal/designate, and school is then placed in lockdown.

Preparation:

Teacher Responsibilities:

1. Remind Students of lockdown procedures.
2. Keep students away from doors and windows, and direct students to identified lockdown area.
3. If situation is **External**, Administration will be taking direction from the police. Further information can be provided via PA system or door to door.
4. If situation is **Internal**, keep window coverings on outside windows open and cover windows on doors and/or windows within school.
5. Ensure classroom door is always locked.
6. Ensure classroom comfort kits are stocked and perishable items are checked. Be cognizant of student allergies when stocking kits.

Administration/Office Responsibilities:

1. Ensure Emergency Response Kit is appropriately stocked and accessible.
2. Refer all media inquiries to Communication Services at Central office (403-500-2763).

Procedures:

Teachers:

1. In the event of a lockdown an automated system will be activated. The following message will be relayed over the school intercom system by the Principal or designate **Gilbert Dreyfuss, or anyone who is first aware of the situation:**

Lockdown Lockdown Lockdown

This message will be announced **three** times. Repeat in 30 second intervals if safe to do so.

2. Visually check hallway for students, visitors, volunteers, etc. and invite them into classroom. Keep one hand on the door knob at all times.
3. Direct students into your secure location and identified lockdown area.

4. Close room door (door should already be in locked position).
5. Cover inside windows. If threat is external, wait for further instruction.
6. Staff should be prepared to call 911.
7. Direct students to turn off cell phones and put them forward in front of them.
8. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
9. Maintain Silence.
10. Stay out of view of doors and windows.
11. Retrieve classroom comfort kits.
12. Ignore **all** school / fire bells.
13. Do not answer the door / phone under any circumstances.
14. **Police or School Administration will unlock all doors.** Remain in your secure location until this occurs.
15. The following announcement will be made by **Norm Martin** the Principal or designate **Mike Billinton, Vice Principal**, once lockdown is deactivated, and doors are unlocked by Administration or Police. They will announce. "The lockdown is officially over".

NOTE: If a class is outside, this class remains outside and goes to the Primary Evacuation Site and stays there until administrative staff come to say it is ok to return.

School Administrators and Office Staff:

1. Assess the situation and determine need.
2. Communicate with occupants using clear language.
3. Inform staff of response and whether situation is occurring internal or external.
4. Close doors and ensure they are in the locked position.
5. Place lockdown sign on office windows (for Internal and External lockdown).
6. Cover outside or inside windows, depending on if threat is external or internal.
7. Contact Emergency Services (9-1-1).
8. Contact Area **A** Superintendent, **Andrea Holowka, 403-500-2605**, to inform of situation.
9. Meet with Emergency Personnel, if safe to do so.

Caretaker:

1. Respecting personal safety, move to safe area.
2. Provide support for superintendent/designate and/or emergency personnel on site.