



SCHOOL EMERGENCY MANAGEMENT PLAN

Quick Guide

Duties and Responsibilities of Staff and Students

School Emergency Management Plan—Quick Guide

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Designation of the Person-in-Charge

The principal or his or her designate will be known as the person-in-charge and will have full authority within the provisions of this plan in addition to the other responsibilities of his or her office. A predetermined chain of command will be established should the principal not be available to delegate his or her authority.

Evacuation Routes

This guide should accompany the Fire Safety Plan, including evacuation routes, in each classroom.

Evacuation

Evacuation

the decision to evacuate will be based on the need to have students and staff leave the building for their safety

PERSON-IN-CHARGE (PRINCIPAL OR DESIGNATE)

- decides on the safest means of evacuating the building
- announces an evacuation and gives simple, clear directions
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or appropriate school board staff person as soon as practical
- directs staff to assist in the most appropriate manner
- puts on the provided safety vest to ensure other agency recognition
- leaves the building and reports to the predetermined assembly point
- ensures that all students and staff have left the building and are accounted for
- liaises with the responding emergency services
- speaks with the media as required
- determines if students and staff should relocate to another site OR
- announces that students and staff should re-enter the building

ADMINISTRATIVE ASSISTANT

- follows the directions of the person-in-charge
- brings the school emergency management kit, which includes the following:
 - school emergency management plan
 - student data
 - student release forms
 - staff data
 - list of staff with any emergency training/skills
 - school profile and building information
 - school photos/video
 - aerial photos
 - maps
 - traffic safety vests
 - keys

- first-aid kit
- charged cell phone
- megaphone
- portable radio(s)
- leaves the building and reports to the predetermined assembly point

TEACHERS

- follow the directions of the person-in-charge
- bring the class attendance sheet
- supervise students during evacuation
- assist special needs students as required
- open blinds and close windows
- close doors after the last person has left
- leave the building and report to the predetermined assembly point
- take class attendance and report the information to the person-in-charge

MAINTENANCE STAFF

- follow the directions of the person-in-charge
- check washrooms and other areas to ensure that everyone has left
- check to ensure that class doors are locked
- leave the building and report to the predetermined assembly point
- report to the person-in-charge for further directions

STUDENTS

- follow directions of their class teacher
- remain calm and quiet
- leave the building and report to the predetermined assembly point

VISITORS/TENANTS

- follow the directions of the person-in-charge
- leave the building and report to the predetermined assembly point

Relocation

Relocation

if the person-in-charge determines that is it unsafe to re-enter the building or that re-entry will be postponed for longer than students and staff can reasonably wait outside, he or she may choose to relocate to a predetermined site

PERSON-IN-CHARGE

- announces the relocation and gives precise directions
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or the appropriate school board staff person as soon as practical
- directs staff to assist in the most appropriate manner
- puts on the provided safety vest to ensure other agency recognition
- requests transportation if required
- advises receiving the facility of your impending arrival
- liaises with the responding emergency services
- speaks with the media as required
- monitors the movement of students and staff
- decides when and how students will be dismissed

ADMINISTRATIVE ASSISTANT

- follows the directions of the person-in-charge
- brings the school emergency management kit, which includes the following:
 - school emergency management plan
 - student data
 - student release forms
 - staff data
 - list of staff with any emergency training/skills
 - school profile and building information
 - school photos/video
 - aerial photos
 - maps
 - traffic safety vests
 - keys
 - first-aid kit
 - charged cell phone
 - megaphone
 - portable radio(s)

TEACHERS

- follow the directions of the person-in-charge
- bring the class attendance sheet
- supervise students during the relocation
- assist special needs students as required
- on arrival, confirm the attendance of students

MAINTENANCE STAFF

- follow the directions of the person-in-charge
- report to the person-in-charge on arriving at the relocation site

STUDENTS

- follow directions of their class teacher
- remain calm and quiet

VISITORS/TENANTS

- follow the directions of the person-in-charge
- report to the person-in-charge on arriving at the relocation site

Isolation

Isolation

the person-in-charge may choose to institute isolation when he or she has determined that it is safer for students and staff to remain inside the classroom and/or building

PERSON-IN-CHARGE

- decides on the level of isolation required
- announces an isolation and gives simple, clear directions
 - suggested script to “secure the building”:
 - *“Attention all staff, secure the building now. Ignore the fire alarm if it rings and do not change classes until further notice. All staff not supervising students report to the office (or other location).”*
 - If the threat is a violent or potentially violent intruder, the following additional script may be used:
 - *“Teachers, position your students for safety.”*
- if appropriate, directs staff to prevent student movement within the building or positions students for safety
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or appropriate school board staff person as soon as practical
- directs staff to assist in the most appropriate manner
- puts on the provided safety vest if appropriate to ensure other-agency recognition
- directs a staff person to meet the emergency responders at the identified entrance, if it is safe to do so
- liaises with the responding emergency services
- speaks with the media as required
- takes all actions necessary to ensure the safety of students, staff, and visitors
- determines if students and staff should evacuate OR announces to the students and staff that the isolation has ended

ADMINISTRATIVE ASSISTANT

- follows the directions of the person-in-charge
- locks the doors to the administrative offices
- assists with communications as directed

TEACHERS

- follow the directions of the person-in-charge
- if directed to, secure the building as follows:
 - if it is safe to do so, check the area immediately outside the classroom for students and bring them inside
 - lock the classroom doors
 - turn off all lights
 - ensure that all students remain in the classroom
 - ensure that all students remain calm and quiet
 - do not open the door unless directed to by the person-in-charge or the correct means of identification is used by the person requesting entry
 - decide if it is necessary to position students in the classroom for safety
 - stand by for further directions
- when not supervising students, report to the administration office for directions from the person-in-charge

MAINTENANCE STAFF

- follow the directions of the person-in-charge
- lock the doors to all assigned rooms
- if directed to, lock all exterior doors
- in the event of an external environmental threat such as a chemical spill, turn off the ventilation system and begin sealing all entrances with appropriate material

STUDENTS

- follow the directions of the teacher
- if there is no teacher in the classroom, close the door, take cover, and wait for the all-clear signal
- if unsupervised, quickly get to a supervised classroom if possible, otherwise take shelter out of sight and wait for the all-clear signal
- if in the washroom or change room, take shelter out of sight and wait for the all-clear signal
- remain calm and quiet

VISITORS/TENANTS

- follow the directions of the person-in-charge
- remain in the room and assist staff as requested

Expansion

Expansion

the person-in-charge may choose to begin expansion when he or she receives notification that their facility is the intended relocation site of a group who have evacuated their premises

PERSON-IN-CHARGE

- informs the students and staff of the expansion
- makes preparations as appropriate
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or appropriate school board staff person as soon as practical
- directs staff to assist as required
- liaises with emergency agencies and the person-in-charge of the displaced group

ADMINISTRATIVE ASSISTANT

- follows the directions of the person-in-charge

TEACHERS

- follow the directions of the person-in-charge

MAINTENANCE STAFF

- follow the directions of the person-in-charge

STUDENTS

- follow the directions of the person-in-charge

VISITORS/TENANTS

- follow the directions of the person-in-charge

