

EMERGENCY PROCEDURES

IN CASE OF EMERGENCY OR INJURY, CONTACT THE SCHOOL OFFICE!



SECURE OUR SCHOOL

Announcement: *“Can I have your attention NOW. Staff members, secure our school within the next 2 minutes. There is not an immediate threat to children, but we want to be safe and secure. Please check and vacate open areas.”*

STAFF

1. **Check** hallways, washrooms and open areas for your students.
2. **Close** and lock door, close window coverings.
3. **Direct** students/guests to sit quietly.
4. **Ensure** electronic devices are turned off and put away.
5. Take **attendance** of students and inform office of missing or extra students in your room.
6. **Refrain** from using classroom phone, except to provide information about the external threat.
7. Keep doors **locked** until a “de-escalation” announcement is heard.

ADMINISTRATION

1. **Lock** all outside doors and post a sign on the front door informing all that the school has been secured.
2. When a **threat** is reported, make announcement above.
3. **Liaise** with and take direction from police.
4. **Maintain** an open phone line with the Superintendent (7070).
5. **De-escalate** by providing announcements, under the direction of the police.



EMERGENCY LOCKDOWN

Announcement: *“Can I have your attention NOW. This is an immediate emergency lockdown. Please hide or run to a safe place immediately. Staff members, secure your rooms immediately.”*

STAFF

1. **Office and Designated** staff members will call **911**.
2. Perform a **Quick Check** of the hallway and gather all persons you see into your classroom.
3. **Close** and lock all doors and windows. Pull down window coverings.
4. **Direct** students/guests to sit quietly in the smallest group possible.
5. **Ensure** electronic devices are turned off and put away.
6. Keep **doors locked** until police open your door or a police officer has provided adequate identification.

If a secure room is not available and exiting is an option:

1. **Do not pull** the fire alarm, if it is heard ignore it.
2. **Calmly exit** building and go to alternate evacuation site.

If a secure room is not available and exiting is not an option:

1. **Go to** the nearest washroom, enter stall, lock door and raise feet.

If you are outside of the school:

1. Use whistle blasts and verbal directions to lead students **away** from the school.

ADMINISTRATION

1. Upon observing an **“Immediate”** threat, initiate the emergency lockdown by pressing the **RED mushroom button**, if available.
2. When **threat** is reported announce, **“Can I have your attention NOW. This is an immediate emergency lockdown. Please hide or run to a safe place immediately.”**
3. Ensure staff and students outside are informed.
4. Stay on **Phone with 911** and take their direction.
5. **Inform** Superintendent when safe to do so and take direction from police.



FIRE

If you see a fire:

STAFF

1. **Pull** the fire alarm and shout “Fire, Fire, Fire.”
2. **Line up** class quickly and quietly.
3. **Take** class list and keys.
4. **Leave** room with lights on and close doors behind you.
5. **Exit** building in an orderly manner and move to your designated evacuation area.
6. **Take** attendance of students and inform Admin.
7. **Do not** re-enter building until told to do so by Admin.

ADMINISTRATION

1. **Call 911** and inform Division Office.
2. **Take** class and staff list to the designated evacuation area.
3. **Designate** a staff member to meet emergency responders.
4. **Notify** emergency responders of any missing students or staff.
5. **Do not** silence alarm or re-enter building until told it is safe.



TORNADO

Upon hearing of a Tornado warning:

STAFF

1. **Remain** in the building and leave classroom doors open.
2. **Disconnect** or turn off all appliances.
3. **Avoid** open areas with glass, debris and high ceilings.
4. **Sit** with head between knees and arms covering head with hands towards wall or lockers.
5. Take **attendance** of students and inform office.

ADMINISTRATION

1. **Post** lookouts around the school.
2. **Advise** Division Office of situation.
3. When a tornado is **sighted**, announce “tornado positions”
4. **Ensure** bus drivers come into school, if on site.
5. **After** tornado passes, get a roll count of staff and students.
6. **Notify** emergency responders if anybody is missing.



HAZARDOUS MATERIALS

When notified of a hazardous spill:

ADMINISTRATION

1. **Call 911** and provide information on the spill
2. **Alert others** to stay clear of the area.
3. **Move** to a safe location if necessary.
4. **Turn off HVAC** if spill is outside
4. **Advise** Division Office of the situation.

EMERGENCY CONTACT NUMBERS:

Chinook’s Edge School Division Office
403-227-7070

Poison Control Center
1-800-332-1414

Health Link Alberta
1-866-408-5465

FOR MORE INFORMATION, REFER TO THE SCHOOL EMERGENCY RESPONSE PLAN