



SCHOOL DISTRICT 2 KEEPING OUR SCHOOL SAFE

SCHOOL: _____

PRINCIPAL: _____

DATE: _____



SCHOOL DISTRICT 2
“KEEPING OUR SCHOOLS SAFE”
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CHECKLIST FOR ADMINISTRATORS

(A copy of this completed checklist must be kept in the Emergency Kit)

- ❑ School floor plans are posted throughout the school as outlined in the Fire Evacuation Binder.
- ❑ Extreme Emergency Evacuation Procedures have been reviewed and planned with all staff prior to school opening.
- ❑ Fire Safety Procedures have been reviewed and planned with all staff prior to school opening.
- ❑ Extreme Emergency Evacuation Safe Location has been revisited at the beginning of the school year to ensure that this is still a suitable location.
- ❑ Teachers have been instructed to prepare emergency class lists and instructions and that this information is clearly visible for supply teacher use. A procedure is in place to inform supply teachers of plan of action.
- ❑ Emergency Kit has been prepared for the school year, and all emergency telephone numbers are up to date. This should be established prior to the end of the first week of school.
- ❑ Homeroom Teachers have prepared class lists with emergency numbers as well as a place for parents to sign if students must be picked up from the safe location. These lists must accompany the teacher to the safe location as a back up to the lists found in the emergency kit. These lists should be kept on the teacher's desk and clearly marked as an emergency list, in case it is needed by a supply teacher.
- ❑ Extreme Emergency Evacuation Plans have been reviewed with the Parent School Support Committee and have been appropriately communicated with the school community.
- ❑ Practice fire drills are held on a regular basis with three drills being held during the first month of school.
- ❑ An Extreme Emergency Evacuation practice drill is held at least once during the first term of school.
- ❑ Lockdown procedure practices with staff at least once a year.

The following forms have been copied and sent to the district office by October 15:

- Extreme Emergency Evacuation Procedure – Plan of Action – *Form E*
- Extreme Emergency Evacuation Procedure – Plan of Action – Check Sheet – *Form V*
- Extreme Emergency Evacuation Procedure – Non-Homeroom Teaching Staff Duties – *Form A*
- After Hours Stay In School Plan – *Plan #1 – Form C*
- Lockdown Procedures
- Fire Safety Procedures – *Form F*

This form must be kept on hand in case of emergency at the school. Please date and sign the form as each item is completed.

A copy of this must accompany the forms being sent in to the District Office by October 15)

EMERGENCY KIT CHECKLIST

The kit must be updated monthly to ensure that the student emergency numbers are accurate. The kit must accompany the administration or designate to the school's selected safe location for emergency evacuation.

In addition to the following, A DEDICATED CELL PHONE, MEGAPHONE AND TWO-WAY RADIO must be available to accompany the administrator or designate to the safe location.

- Fire Manual
- Voice Mail Message Names if established
- Up to date Homeroom Class lists with emergency telephone numbers
- Up to date Bus Student lists (identifies bus and student)
- Floor plans of the school with hazards identified
- Up to date Telephone list for School District 2 Personnel
- Talk Mail Instructions
- Master Key for School
- Key to Safe Location or directions for entrance
- Florescent vest
- Two flash lights
- Masking Tape
- Caution Tape
- Utility Knife
- Pen, Pencils
- Paper, Sticky Notes
- Bottle of Water
- First Aid Kit (sealed/unopened)
- Epi Pen
- Sugar Candy for diabetic conditions

Kit Check by: _____

EXTREME EMERGENCY EVACUATION PROCEDURES (Immediate Threat)

SCHOOL: _____

DEDICATED CELL PHONE NUMBER: _____

(A copy of this plan must be filed at the district office by October 15 and each staff member of the school must be in-serviced on this plan by that date.)

Schools have been instructed to develop a plan of action in the event of an extreme emergency. This plan should not be confused with our early dismissal/storm closure procedures.

The extreme emergency procedures would only be mobilized under conditions that warranted **ALL STUDENTS AND STAFF (this would include all teaching staff and support staff) having to vacate the building for an extended period of time.** The assumption would be that no one would be allowed to return to the building, under any circumstance. Staff and students would go to their regular designated safety areas outside.

Should the administration know in advance that there is an extreme emergency, we will advise teachers. At this time you may be told to take coats, book bags, etc. with you.

Should an emergency of this type occur, all staff and students would be transported to a safe location that would serve as the base for dismissal of students. Arrangements have been made to locate students and staff at _____ should an emergency of this sort arise. **All students would be taken to this locale. This would include walking students and bus students, all grades.** This procedure will help reduce parental anxiety as all parents will know in advance that all students will be at the designated location if an emergency occurs.

For this reason, it is imperative that **no student is allowed to leave on his or her own volition.** All efforts will be made to direct parents to _____ to collect their children. This will alleviate any traffic problems, especially if rescue or emergency vehicles are necessary, and will allow buses to arrive more efficiently.

Parents will also be required to sign for their children at the designated site. Therefore, it is extremely important that all teachers have accurate homeroom lists, with daily attendance recorded, and a place for parental signature. **It is extremely important that you are aware of the whereabouts of each of your homeroom students. This will be the only record that the school, the school district and the parents have during an emergency.**

**EXTREME EMERGENCY EVACUATION PROCEDURES
(Immediate Threat)
School Plan Of Action**

SCHOOL: _____
(To be signed and sent to the District Office by October 15)

Plan of Action: School Administration or designate _____ shall:

- Call 911, on a land phone, to ensure that the appropriate information is conveyed to emergency service providers.
- Inform staff, using the code name “_____”, to move the students to the designated safe location:_____.
- Will contact District 2 Office, informing the receptionist that school, _____ is proceeding with the extreme emergency evacuation plan.
- Will phone the designated safe location to inform them of the situation.
- Will leave the school with the school’s emergency kit and proceed with the students and staff to designated safe location.
- Shall use Talk Mail to inform parents of the situation once children have safely arrived at the designated site.
- Will ensure that parents sign for their children when they arrive to pick them up at the safe location.
- Will ensure that all staff remain at designated safe location until all students have been dismissed.
- Will be responsible for organizing a debriefing with staff before leaving the premises.

**EXTREME EMERGENCY EVACUATION PROCEDURES
(Immediate Threat)
Non-Homeroom Teaching Responsibilities**

SCHOOL: _____

(To be signed and sent to the District Office by October 15)

The responsibilities of the Non-homeroom Teaching staff include:

1. _____ will proceed to _____ with any students who are unable to walk. The students will be driven in a designated vehicle (_____).
2. _____ will go immediately to _____, to assist with the arrival of the students. (Use any available personnel).
3. _____ will assist with walking the students to _____. (Use any available personnel to direct traffic, cross streets, etc.)

Each Teacher Assistant should remain with his/her student(s) and assist with the transportation of these students to the designated safe location.

Notes:

A copy of this has been given to all non-homeroom personnel and reviewed by September 30.

AFTER HOURS STAY IN SCHOOL PLAN #1

SCHOOL: _____

DEDICATED CELL PHONE NUMBER: _____

All staff must be in-serviced on this plan prior to the end of the first week of school. Please forward a copy of this page to the District Office by October 15.

The following plan will be put in place if it were necessary for students and staff to remain in the school, after the regular school hours, or during a daytime emergency:

Stay in School Plan #1

A situation in which walking students could leave but bus students could not be transported – example – inclement weather

The administration or designate (_____), shall:

- Call the receptionist at the District Office to inform the office of a Stay in School Situation at _____ School.
- Ensure that all homeroom teachers compile a list of students unable to leave the school.
- Organize a Crisis Response Team. The crisis response team should be made up of administration, guidance counselor, secretary, teacher volunteers who can stay and any district staff able to respond to the emergency.
- Give the lists of remaining students to the crisis team in charge of students remaining in the building.
- Ensure that all students unable to leave the building gather in the gymnasium or other designated area of the school.
- Ensure that an adult would meet parents arriving at the school and students would be signed out as they leave with their parents.
- Provide students who stay over lunch/supper or breakfast with food from the cafeteria or supplied through the district office support staff.
- Send a Talk Mail message to inform parents of the situation and any changes that occur with transportation.
- Place a message on the school's voice mail to update parents of the situation.
- Ensure that a debriefing is held for staff prior to leaving the school.

LOCKDOWN PROCEDURES

SCHOOL: _____

DEDICATED CELL PHONE NUMBER: _____

All staff must be in-serviced on this plan prior to the end of the first week of school. Please forward a copy of this page to the District Office by October 15.

Stay in School Plan #2

An extreme situation such as a chemical spill, natural disaster, intruder, etc. that would make it dangerous for students and staff to leave the building.

The administrator or designate (_____) shall:

- Call 911, using a land phone and inform them of the “**System Lockdown**”. The number of the dedicated cell phone should also be given to 911.
- Call the District Office receptionist and report that _____ School is in a “**System Lockdown**”.
- Ensure that staff and students are notified over the intercom to alert them of the situation, using the code, “**System Lockdown**”.
- Ensure that students remain in the classroom.
- Ensure that teachers lock doors and students and staff move away from the windows.
- Staff and students to remain in classroom until the “**All Clear**” signal.
- Send a Talk Mail message to parents informing them of the situation.
- Place a Voice Mail message on the telephone system at the school so those parents calling in can be updated on the situation.
- Ensure that a debriefing is held with the staff following the situation.

FIRE SAFETY PROCEDURES

All staff must be in-serviced in this procedure and have one fire drill prior to the end of the first week of school. It is the responsibility of the school to inform the Alarm Company of any planned fire drills. A copy of this plan must be sent to the District Office by October 15.

Dedicated Cell Phone Number: _____

*During an unplanned fire alarm, the administration or designate _____ should wait at the front door for the Fire Department to arrive. It is important for the Emergency Personnel to know who is responsible for the evacuation of the building.

WHEN FIRE ALARM RINGS:

- Students line up in a single file.
- Teacher closes doors and windows in classroom before leaving.
- Classes go out nearest exit.
- Classes are to line up outside, quietly away from the building in designated area.
- Homeroom teacher meets class to take attendance.
- A designated runner from each homeroom must go to administration or designate _____, to confirm attendance.
- When fire alarm stops, students should be taken back into the building by their homeroom teacher.
- If students are not permitted to re-enter the building, students will be taken to _____ and Extreme Emergency Evacuation Procedures will be in place.

Wardens:

Each floor and section of the school must be assigned a warden. The responsibilities of the warden include: When the fire alarm rings:

- Check assigned hall.
- Make sure all washrooms and classes are empty.
- Report to administration or designate (_____) outside of the building when the hall, classrooms and washrooms are clear.
-

Assigned Wardens:

Name	Assigned Area
_____	_____
_____	_____
_____	_____

Kit Check by: _____

SUGGESTED PROTOCOL

911 CALLS:

- Any danger to the security and safety of the staff and/or students (when in doubt, call).
- Criminal activity (in progress) – assaults, threats, thefts, creating a disturbance (including parents, students and community members), etc.
- Bomb threats
- Emergency Evacuations
- Suicide Attempts (in progress)
- Physical Injuries (head injuries, etc., requiring medical attention).

The RCMP should be called directly through patrol (856-2480) for the following situations:

- Any illegal substances (drugs, alcohol, etc.) found on the property of the school.
- Any criminal activity (assaults, threats, thefts, creating a disturbance (including parents, students, community members, etc.) – NOT IN PROGRESS but you do want to file a complaint.

SEARCH & SEIZURES:

- The RCMP must be called immediately (**911**) if there is a threat of safety to the staff and/or students.
- The administrator or designate is **legally able**:
 - *To search lockers and desks (school property) at any time and seize illegal substances such as weapons, drugs and alcohol.*
 - *To search personal possessions **only when the security and safety of the staff and students is a concern** and may seize illegal substances such as weapons, drugs and alcohol.*
- Any item seized must be turned over to the RCMP. (Plastic gloves are recommended for search and seizure to protect evidence).
- **Parents** should be notified that the RCMP has been called.
- Parents should be notified when possible that a personal possession search is to take place, **however**, the search must take place **immediately** if the safety and security of staff and students is a concern.

STORAGE OF SYRINGES:

Syringes found on School Property create a safety problem for staff and students. All syringes must be disposed of by:

- A “sharp container” must be available at each school for the disposal of the syringes.
- The container should be carried to the syringe – the syringe **should not** be picked up and carried to the container.
- A message should be consistently sent out to the students, families and community members that syringes should not be picked up if they are found on the property.

If a “sharp container” was not available, the syringe should be placed in a clear plastic bottle.