

**QUISPAMISIS ELEMENTARY SCHOOL
SCHOOL EMERGENCY PREPAREDNESS PLAN**

This SEPP was last up-dated in September, 2015.

Copies have been issued to:

- All QES employees _____ (√)
- Superintendent _____ (√)
- Director of Education _____ (√)
- Director of Emergency Operations _____ (√)
- Transportation Manager _____ (√)
- Other – PSSC Chair _____ (√)

Purpose

This plan is meant to offer a safety response to a crisis. Given that there are many forms of crisis, it focuses on locating all students and school personnel out of harm’s way. It falls under the direction of the **School Emergency Response Team. (SERT)**

Name:	Position:	Telephone Numbers:
Barb Creamer	Principal	847-6207(w) 847-4224 (h) 640-3076 (c)
Kelly Barrieau	Vice Principal	849-5701(w) 696-6861(h) 647-2480(c)
Lynn Folkins	Administrative Assistant	847-6207 (w) 847-1683(h) 651-5470 (c)
Carol O’Blenis Bryan Garner	Custodian II: Custodian I	847-6207 (w) 849-3137(h) Day Custodian 847-6207(w)
Cindy Keating	ESS-R	847-6207(w) 849-1559(h) 609-9562(c)
Vick McMillan	ESS-L	847-6207(w) 847-2276(h) 333-1399(c)
Valerie Conrod	Upstairs Hallway	847-6207(w) 847-5251(h) 650-9108(c)
Melissa Smith	Main Downstairs Hallway	847-6207(w) 832-4787(h) 608-6390 (c)
Kelly Nolan	K Hallway	847-6207(w) 216-0717(h) 721-4187(c)

**Internal SERT Control Center - school office; External SERT Control Center – Parking Lot KVHS end
General Information**

Leadership in a crisis is essential because it encourages the confidence that overcomes the urge to panic. At this school, the principal is expected to provide primary leadership

at all times. In his/her absence, leadership will be assumed by the vice principal, Kelly Barrieau. If both the principal and vice principal are absent, leadership will be assumed by Kristi Young, Assunta Blackier, Valerie Conrod, Bryan Garner - day custodian and /or Lynn Folkins - administrative assistant.

- The leader and SERT should identify the crisis to the best of their ability. This may require consultation with the school district or community EMO.
- The ESST/Crisis Response Team has been established and is prepared to engage in crisis prevention and/or intervention of an unforeseen crisis.
- Suggested organizational procedures for evacuation can be found under that heading below. These should be practiced in accordance with district and/or departmental fire drill frequency regulations.
- Suggested organizational procedures for staying within the school can be found under that heading below.
- As part of our preventive measures, fire drill evacuation and internal and external lock-down procedures will be practiced and logged.
- Visitors are required to report to the office to sign in and out.
- Intervention will occur when we are required to call upon either evacuation or lockdowns because of a real emergency.
- In case of an unforeseen early school closure, a parent calling committee will be called upon to assist in contacting parents. In case a parent cannot be contacted, the child will remain at school until the contact can be made.

EMERGENCY RESPONSE KIT (TO BE KEPT IN THE PRINCIPAL'S OFFICE)

- a) emergency first aid kit copy of the emergency evacuation plan
- b) pencils / paper / erasers
- c) class lists
- d) copies of the district contact phone numbers
- e) whistles
- f) flashlights
- g) emergency vests to identify members of the team
- h) cell phone – 640-3076 (Barb Creamer)

Evacuation

The leader and SERT will decide on the appropriate level of evacuation. Notification of Emergency will be via Fire Alarm or Loud Hailer in case of Power Outage.

Stage 1 - will see students and staff move to various outside locations at the front of the school property.

Stage 2 - will see students and staff move to a central outside location on the school's property (Back Soccer Field)

Stage 3 - will see students and staff move to (a) location(s) off the school's property. (Wesleyan Church K.V.H.S. or Quispamsis Arena)

Stage 1 - Normal fire drill to various locations (front right parking lot, drop of zone, front left parking lot)

- 1) The emergency will be called via fire alarm, announcement or Loud Hailer.
- 2) All persons exit building and proceed to designated locations:
 - K's and Gr. 5's – front left parking lot (KV Library end of school)
 - 1's and 4's – drop off zone
 - 2's and 3's – front right parking lot (KVHS end of school)
- 3) All teachers ensure special needs students are paired with Educational Assistant.
- 4) Teachers take attendance and report status to the principal &/or SERT by holding up red or green cards.
- 5) The vice-principal and principal will establish communication links with District.
- 6) Teachers on preparation periods will meet their classes at designated location.
- 7) Music and Physical Education teachers, guidance counsellor, ESST-R and ESST-M and ESST-L will assist SERT.
- 8) Volunteers will evacuate via the nearest exit.
- 9) Lynn Folkins is responsible for taking to SERT: emergency response kit, First Aid supplies, students' medical information binder and medications (stored in office), walkie-talkies (all set to Channel 1) parent and student sign-in logs, and student information binders.
- 10) Barb Creamer &/or Kelly Barrieau is responsible for taking to SERT in control center: personal cell phones, Emergency Response Plan and Loud hailer.
- 11) Barb &/or Kelly to establish contact with the District Team (see numbers below).

Stage 2 (Centralized, consolidation location) – Back field or in poor weather the gym

- 1) The emergency will be called via fire alarm, announcement or Loud Hailer.
- 2) All persons exit building and proceed to designated locations. For any reason, the decision to move to stage 2 may take place. Upon instruction, all classes will proceed from their classroom or their Stage 1 locations to the common Stage 2 location in the school gym.
- 3) All teachers ensure special needs students are paired with Educational Assistant.
- 4) Teachers take attendance and report status to the principal &/or SERT by holding up red or green cards.

- 5) The vice-principal and principal will establish communication links with District.
- 6) Teachers on preparation periods will meet their classes at back of the school.
- 7) Music and Physical Education teachers, guidance counsellor, ESS-R and ESS-M and ESS-L will assist SERT.
- 8) Volunteers will evacuate via the nearest exit.
- 9) Lynn Folkins is responsible for taking to SERT: emergency response kit, First Aid supplies, students' medical information binder and medications (stored in office), walkie-talkies (all set to Channel 1), parent and student sign-in logs and student information binders.
- 10) Barb Creamer &/or Kelly Barrieau is responsible for taking to SERT in control center: personal cell phone, Emergency Response Plan and Loud hailer.
- 11) Barb &/or Kelly to establish contact with the District Team (see numbers below).

Stage 3 (Off-site location)

- First Location - Kings Valley Wesleyan Church – 847-5343
- Second Choice - K.V.H.S. – 847-6200
- Third Option - Quispamsis Arena – 849-5720
- Fourth Option - United Church – 847-2646

- 1) The decision to move to Stage III will be made by the Principal on the advice of the S.E.R.T. and in consultation with the local emergency officials and/or the District Emergency Response Team.

Other factors to be considered include:

- a. Weather conditions
- b. Injuries
- c. Safety hazards in the area
- d. Traffic
- e. Bus access to the school and stage III location

- 2) Calls to be made

1. **Receiving Site** – Wesleyan Church 847-5343 (or alternative)

2. **District Office**

Zoe Watson – Superintendent – 658-5301(w) 848-1898(h) 647-6241(c)

Paul Smith – Director of Education – 832-6178(w) 721-3480(c)

John MacDonald – Operations – 643-7313

Linda Carlson - Transportation – 832-6429(w) 647-6349(c)

Jamie Tait – Transportation – 658-5397

Community: Rothesay Police – 847-6300

Emergency Contact – 911 – Ambulance / Fire

3. **Talk Mail** – Synervoice (see Appendix J)

<https://www.schoolconnectsweb.com/default.asp?anglosouth>

Username: 1
Password: 1932

- a) Send message to alert parents of the situation
- b) Email to parents from Synervoice
- c) Tweet message to followers

Moving to Wesleyan Church

- 1) Lynn Folkins will verify the availability of the off-site location (Wesleyan Church – 847-5343).
- 2) Upon instruction, all classes will proceed from their Stage 1 locations or the common Stage 2 location to the designated off-site stage 3 location(s) at Wesleyan Church. (or other alternative site).
- 3) HRT's will take parent/Emergency Contact information forms for class.
- 4) Upon instruction, all classes and staff will proceed to the designated off-site Stage 3 location.
- 5) HRTs on preparation periods will meet their class.
- 6) HRT's will take attendance and report status to the principal and SERT by way of the Specialist teachers and Educational Assistants.
- 7) HRT's will initiate contact with parents/Emergency Contact for early pickup at alternate location. Specialist teachers will assist in communication links.
- 8) Volunteers will assist in supervising classes during relocation and at alternate site.
- 9) Lynn Folkins is responsible for taking to SERT: emergency response kit, First Aid supplies, students' medical information binder and medications (stored in office), walkie-talkies (all set to Channel 1), parent and student sign-in logs, and student information binders.
- 10) Barb Creamer &/or Kelly Barrieau is responsible for taking to SERT in control center: personal cell phones, Emergency Response Plan and Loud hailer.
- 11) Barb &/or Kelly to establish contact with the District Team (see numbers below).
- 12) Tables will be set up and Specialist teachers will supervise student dismissal when picked up by parents or designated Emergency Contact person.

Staying Within the Building

The decision to stay in the building may be due to severe weather or another major incident outside of the building.

- 1) Barb Creamer or designate will notify parents via Synervoice of Emergency/Event leading to decision to stay in building;
- 2) The District Emergency Response Team and/or local EMO.

- 3) Arrangements for food, bedding and other necessities will be made and main gathering and sleeping areas will be designated.
- 4) Procedures for remaining within the building during an Internal Lockdown as a safety measure against (an) intruder(s) include:
 - ❖ See Document called, “Procedures for Internal Lockdown/Fire Emergency/External Lockdown/Evacuation”. Follow procedure as outlined.
- 5) Procedures will be practiced throughout the school year. Staff and students will be notified in advance of the day, but not always the time. In addition, parents will be notified of lockdown practices. Post event debriefing will be considered to reduce fears and to gather valuable information to improve safety procedures.

Communications

- 1) Internal – school intercom, loud hailer, two-way radios
External – school telephones (land and cell), internet/communicator, radio stations, off-site equipment
- 2) Barb Creamer / Lynn Folkins will be responsible for making calls as needed to:
 - Local and provincial EMO – 1-506-453-2133
 - District Emergency Response Team – 658-5301
 - Police – 911 or 847-6300
 - Fire - 911
 - Ambulance - 911
 - Transportation – District - 658-5397 HEC - 832-6429(w) 647-6349(c)
 - Receiving site(s)
 - First Location - Kings Valley Wesleyan Church – 847-5343
 - Second Choice - K.V.H.S. – 847-6200
 - Third Option - Quispamsis Arena – 849-5720
 - Fourth Option - United Church – 847-2646
- 3) Barb Creamer / Lynn Folkins will be responsible for notifying parents using the school talk mail to:
 - describe the emergency
 - call for calmness
 - inform how and where students are going to be
 - inform how students can be picked up
- 4) Barb Creamer / Lynn Folkins will be responsible for notifying parents using local radio stations to:
 - CBC – 632-7750** – Newsroom or 632-7710 Main Line
 - K-100 – 658-5100**
 - News 88.9 – 638-8083** News Hotline
 - CHSJ – 333-3323**

New Song FM 96.1 – 657-9600

- describe the emergency
- call for calmness
- inform how and where students are going to be
- inform how students can be picked up

APPENDIX A

Emergency Kit:

Barb Creamer will be responsible for ensuring that the emergency kit is complete.
Suggested items are (√):

- _____ Plastic protected / laminated copy of this plan
- _____ laminated copy of emergency telephone numbers
- _____ laminated copy of the emergency flip chart
- _____ laminated copy of the school floor plan
- _____ laminated copy of the school site map, showing evacuation sites, SERT control site, as well as access and egress
- _____ local area map showing off-site evacuation locations
- _____ up-dated class lists to be used to verify attendance
- _____ up-dated staff lists
- _____ up-dated volunteer schedules
- _____ vests to identify all members of the SERT
- _____ loud hailer with extra batteries
- _____ cell phone with automobile and standard chargers
- _____ flash lights
- _____ paper, pencils
- _____ videos
- _____ whistles
- _____ first aid kit
- _____ prescribed medicine for students with medical needs
- _____ spare blanket
- _____ walkie-talkies
- _____ others listed as follows

APPENDIX B

Attachments

The following have been up-dated to the current school year (√)

- _____ consolidation list showing responsibilities under this plan
- _____ list of appropriate telephone numbers (district, school staff, bus drivers, police, fire, hospitals, ambulance, radio stations, local and provincial EMO representative, off-site evacuation locations)
- _____ telephone log sheets
- _____ school floor plan, indicating evacuation exits, fire alarms, fire extinguishers
- _____ school site map, showing evacuation sites, SERT control site, as well as access and egress
- _____ local area map showing off-site evacuation locations, as well as routes to the school
- _____ list of all staff members trained in CPR, First Aid, school fire extinguishers
- _____ prevention log
- _____ intervention log

APPENDIX C

Police: 911 – 847-6300 / 847-6228

Fire: 911 – 848-6601 / 848-6602

Hospitals: 648-6000 Saint John Regional Hospital

Ambulance: 911

Radio Stations: CBC – 632-7710 / CHSJ etc.– 633-3323

Local EMO:

Provincial EMO: 1 800 561 4034 or 658 5448

Off-site Evacuation Locations: Wesleyan Church – 847-5343

Other:

Appendix D

School Floor Plan -_See map at the school

Appendix E

School Site Map – See Binder in Office

Appendix F

Local Area Map – See Binder in office

Appendix G

Staff Trained in CPR, First Aid, School Fire Extinguishers

<u>Staff Member</u>	<u>CPR Training (✓)</u>	<u>First Aid Training (✓)</u>	<u>Fire Extinguisher Training(✓)</u>

Appendix H

Prevention Log

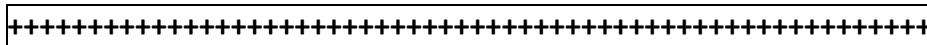
<u>Date</u>	<u>Details (e.g. Conducted fire drill and emptied building in 2 minutes)</u>

Appendix I

Intervention Log

<u>Date</u>	<u>Time</u>	<u>Call from or to</u>	<u>Details (e.g. event description, actions taken)</u>

FLIP CHART TEMPLATE – See Green Hard cover book – in kit



CALLING 911

Emergency calls are prioritized. Therefore, it is very important that the caller

- remain calm
- answer questions as clearly as possible
- describe exactly what is known
 - self identification
 - name/address of location
 - what happened
 - location of injured person
 - type of injury
 - number of victims
 - weapons, if any
 - name, description and location of any involved parties
 - description and license of any vehicle involved
- state an assessment of the danger or risk to the school
- stay on the line until released
- immediately inform school district office

MEDIA

- There must be only one spokesperson. In general emergencies, that person is the superintendent of schools.

- If authorized to speak on behalf of the school by the superintendent's office, the principal or designate should:
 - verify authorization
 - prepare basic facts truthfully, clearly and concisely in writing
 - facts should focus on who, what, where, when, how
 - no students or staff should be named
 - no student is to be interviewed on school property
 - all staff are to refer media to the principal
- The school has the right
 - to say no to an interview or particular question
 - to refuse an interview with a specific reporter regardless of interviews granted to others
 - to speak to one reporter at a time
 - to avoid a press conference atmosphere
 - to refrain from answering questions deemed inappropriate or that make the spokesperson uncomfortable
 - to demand retraction when inaccurate information could be reported
 - to ask that offensive photographs or visuals be omitted from publication
- The school's image may be an issue with the media. The principal's role is to ensure accurate information for parents, staff, students, district and civil authorities. Keep focused.

BOMB THREAT

Place copies of this page at main telephones for immediate use by the person receiving the call.

- Listen, remain calm and do not interrupt the caller.
- Complete the following.

Time: _____ Date: _____

Receiving phone number: _____

Exact wording:

- Using agreed upon signal (e.g. bell) turn matter over to the vice principal or principal, if possible.
- Initiate call trace system immediately, if possible.

- Try to gather information about the device. This is important to decision about evacuation
 - location
 - type
 - appearance
 - timed to go off at
- Evacuate building.
- Try to gather information about the caller.
 - who placed the bomb and why
 - person's name
 - person's address
 - person's phone number
- Threat language: (√)

WELL SPOKEN	IRRATIONAL	INCOHERENT
FOUL	TAPED	MESSAGE WAS READ

- Caller's voice: (√)

CALM	SOFT	DEEP	NORMAL	CRACKING
ANGRY	NASAL	RAGGED	DISTINCT	DISGUISED
EXCITED	STUTTER	LOUD	SLURRED	ACCENT
SLOW	LISP	LAUGHING	CLEARING THROAT	WHISPERED
RAPID	RASPY	CRYING	DEEP BREATHING	FAMILIAR

- Distinct background sounds: (√)

STREET	MOTORS	ANIMALS	HOUSE
PA SYSTEM	LOCAL	STATIC	OFFICE
VOICES	TRAIN	MUSIC	LONG DISTANCE
AIRPLANE			

BREAK-INS, THEFTS, VANDALISM

The principal or designate will:

- Contact Superintendent or Director of Education to assess if situation requires closing any part of the school and to receive in-put.
- Consult with police.
- Consult with custodial staff regarding any clean-up.
- Contact Facilities Manager for repairs.
- Contact Director of Finance and Administration for immediate replacement of needed items.

CRITICAL INJURY/DEATH AT SCHOOL

The principal or designate will:

- Ensure that necessary emergency steps are taken to help the victim(s) (e.g. CPR, First Aid, ambulance services)
- Call 911 (see item at the front of this chart/binder)
- Contact the Superintendent or Director of Education.
- Preserve the accident scene, except for the purposes of saving life.
- Notify appropriate family member (e.g. parent/guardian of a student; spouse of staff member).
- Direct all inquiries from the media to the school district.

DANGEROUS GOODS SPILL

In the event of a chemical spill or transportation mishap involving vehicles carrying toxic or explosive materials within a few hundred meters of the school, the principal or designate will:

- Instruct the custodial staff to shut down any air exchange systems.
- Alert staff to close all windows and stand by for instructions about evacuation or staying within the building. Have all students move away from windows.
- Use a land phone to make contacts. Using a fax machine phone in case telephone lines are tied up by in-coming calls.
- Call 911.
- Call Superintendent or the Director of Education.
- Keep line open until necessary action is agreed upon.
- Initiate evacuation procedures to another site or
- Initiate staying in the building procedures. Move all students from below ground classrooms to higher level rooms, and/or move all students away from the side of the building nearest to a potential explosion.

In the event of a chemical spill within the school, the staff member discovering it will:

- Evacuate the affected area and isolate it against student or staff entry.
- Check for injuries.
- Notify principal or designate, who will:

- consult with school personnel who may be familiar with the spilled substance so that immediate clean-up can be initiated, if risk is low
- consult with district personnel who may be familiar with the spilled substance so that immediate clean-up can be initiated if risk is high
- alert staff to stand by for possible evacuation, noting area that has been closed
- initiate evacuation procedures if risk appears to be high
- call 911, if risk appears to be high

Toxicity: The ability of a substance to cause injury once it reaches a susceptible site in or on the body.

Low Risk: Substance that on a single exposure lasting seconds, minutes or hours causes slight effects on the skin, mucous membrane or eyes, regardless of the extent of the exposure, or can enter the body via inhalation, ingestion or skin and produce slight effects regardless of the amount of exposure.

Moderate Risk: Substance that on a single exposure lasting seconds, minutes or hours causes moderate effects on the skin, mucous membrane or eyes, regardless of the extent of the exposure, or can enter the body via inhalation, ingestion or skin and produce moderate effects regardless of the amount of exposure.

High Risk: Substance that on a single exposure lasting seconds, minutes or hours causes injury to the skin, mucous membrane or eyes, regardless of the extent of the exposure, or after entering the body via inhalation, ingestion or skin and produces injury of sufficient severity to threaten life, regardless of the amount of exposure.

EARTHQUAKE

Unlike some kinds of emergency, an earth tremor can occur anywhere, at any time. A designated signal or warning should be developed and the following practiced in case this rare phenomenon occurs. Otherwise, the principal or designate will have to get the following message to all persons in the building:

- Drop and cover. Get under desks, tables, inside doorways, or next to exterior walls.
- Sixty seconds after the tremor ceases, initiate evacuation procedures found in the school emergency preparedness plan.
- Call 911 so that the building can be inspected for safety.
- Call the superintendent or director of education.

FIRE

In the event of a fire within the school, the person discovering it will:

- If time permits, isolate the area and notify the principal or designate.
- If danger is immediate, pull the nearest fire alarm.
- Once notified, the principal or designate will initiate school emergency preparedness evacuation procedures, directing people away from the affected area, to alternate exits, if necessary. The school evacuation plan is followed according to plan outlined above.

Hostage

In the event of a hostage taking incident within the school, the principal or designate must focus on the safety of the school in general, and leave negotiations up to the police. To that end, he/she will:

- Call 911.
- Cooperate with the hostage taker within reason.
- Alert staff via prearranged signal.
- Evacuate the building, after having isolated the hostage taking area.

Intruder

All visitors who do not report to the office to sign in can be considered as intruders. The principal or designate will:

- Using public address system, alert staff that the school is in “Internal Lockdown”.
- Ask staff to notify the office if, as they lock doors, they see the intruder.
- Call 911 if there appears to be a danger that the intruder is armed.
- See document “Procedures for Internal Lockdown/Fire Emergency /External Lockdown/Evacuation”

NUCLEAR

If there is a major problem at Point Lepreau, the provincial EMO will be in charge and District 6 can be expected to activate appropriate emergency response measures. At the school level, the principal or designate will:

- Call the superintendent for instructions.
 - Instruct the custodial staff to shut down any air exchange systems.
-

MISSING STUDENT

When the school is notified that a student has not reported home at the end of the school day, the principal or designate will:

- Contact transportation to find out the cell phone number of the bus driver(s) with whom the student normally travels.
- Contact the drivers in question.
- Contact parent/guardians and confer about further action, such as calling the police.

WEATHER

If a SNOWSTORM occurs before the end of the school day, the principal or designate will:

- Await instructions from district office.
- Keep students at the school.
- Dismiss students directly to their parents.
- Dismiss students directly as school buses arrive.
- Activate staying within the school procedures.
- Notify parents of decisions using talk-mail and/or a fan-out system.

In the event of an ELECTRICAL STORM the principal or designate will direct students and staff to:

- Find shelter in an enclosed building as soon as possible.
- Stay indoors.
- Move away from windows, doors, metal objects, appliances and plumbing.
- Leave the water during swimming events; seek shelter in a building.
- Refrain from seeking shelter under trees.
- Avoid high objects.
- Avoid using a phone unless absolutely necessary.
- Not use metal objects such as fishing rods, golf clubs or tennis racquets.

If the school appears to be in the path of a TORNADO the principal or designate will instruct students and staff to:

- Crouch or kneel near an internal wall.
- Move away from windows, preferably into a corridor.
- Seek shelter under heavy furniture.