

EMO

Seaside Park Elementary



2018

Seaside Park Elementary School



Principal: Michelle Deschênes

Vice Principal: Jocelyn Myatt

*627 Havelock St. Saint John, N.B. E2M 2V4 Phone (506) 658-2729 Fax (506) 658-2742
<http://SPES.nbed.nb.ca>*

Emergency Plan Contents

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DISTRICT RESPONSE TEAM**ROLES AND RESPONSIBILITIES:**

RESPONSIBILITY:	PERSON ASSIGNED:	PHONE NUMBERS:	ALTERNATE:	PHONE NUMBERS:
TEAM LEADER	Zoë Watson	658-5301 (W) 647-6241 (C) 848-1898 (H)	Paul Smith	658-5371 (W) 721-3480 (C) 672-9767 (H)
EMERGENCY OPERATIONS CONTROL (E.O.C.) DIRECTOR	John MacDonald	643-7313 (W) 643-1410 (C) 216-0939 (H)	Carolann Spear	658-5318 (W) 757-0167 (C) n/a (H)
FACILITIES	Jim Connors	658-5733 (W) 721-1848 (C) 672-0946 (H)	Dan Ferris	658-5598 (W) 721-0054 (C) 847-1517 (H)
TRANSPORTATION	Jamie Tait	658-5397 (W) 647-0690 (C) 849-9447 (H)	Steve Evans	658-6362 (W) 333-0256 (C) 738-8571 (H)
SCHOOL SUPPORT LIAISON	Peter Smith	658-5303 (W) 650-5048 (C) 650-0842 (H)	Ethel McGrath	658-5319 (W) 333-3718 (C) 652-7843 (H)
DIRCTOR OF COMMUNICATIONS	Jessica Hanlon	658-5373 (W) 651-8492 (C) n/a (H)	Erica Lane	643-7977 (W) 721-0852 (C) n/a (H)

Updated 05 October 2018

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District Required Information

1. School Floor Plan - Enclosed with evacuation routes

2. Street Map of Immediate Area - Enclosed

3. Responsible Key Personnel at School Level During School Hours
(Key Personnel will be identified by orange vests)

Evacuating School Principal – Michelle Deschênes

Evacuating School Vice Principal – Jocelyn Myatt

Evacuating School Admin Assistant – Pat Calloway

Evacuating Floor Captains – 1st Floor – Lynn Elliott/ Krista Turnbull

2nd Floor- Gloria Dobbelsteyn

3rd floor-Melissa Tibbetts/ Denise Kelly

Evacuating Custodian – Morning custodian/ Betty Anthony

Responsible Key Personnel at School Level After School Hours

It is the responsibility of after school groups to ensure they have an evacuation plan for their group. The custodian responsible for the building will assist evacuation.

4. Communication Equipment

Inbound Lines: School Main Line – 658-2729, Fax 658-2742

Outbound lines:	3rd Floor telephone room	658-2743
	Principal's office	658-2741
	Vice Principal's office	658-3004
	Staff Room	658-2747
	Principal's cell phone	650-9993
	Vice-Principal cell phone	650-8854

5. Documentation of Event

Each member of Evacuating School personnel will have a clip board to journal events – date, time, action and response.

6. School Plan to Inform Parents

A letter was sent to parents in September with a tear off that they received it. In case of emergency, parents will be notified by talk mail, District Communication person and local radio.

7. Where Will We Evacuate to?

East – Hillcrest Baptist Church
476 Lancaster Avenue
Saint John, N.B.
E2M 2L7
Phone: 506-635-8000

West – Bowlarama
248 Lancaster Avenue
Saint John, N.B.
2M 2K8
Phone: 506-635-1700

8. Essential Services as they Apply in Area

9-911 for emergency/ Map of area

9. Other Information

Epipen Information/Glucagon Information

10. Copies To

Copies of EMO Plan will be given to District, Hillcrest Baptist Church, Bowlarama, Fire Department, Saint John Police and staff.

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Fire Drill Instructions

GENERAL

When the fire alarm sounds, all students are to move out of the building in an orderly manner, as quickly as possible. Fire doors will shut automatically and elevator shuts off when the alarm sounds. Students are to leave their classroom in the single file and proceed to the designated area, on the bus drop off area, where class lines are formed. The **first students to reach the exit doors and fire doors will hold the doors open** until all students are out and then go to his/her class line outside. There is to be no running, no pushing, no lagging behind and students should be as quiet as possible. **Orderliness is more important than speed.**

When the students have formed their lines outside, the teacher is to make sure they are facing away from the building and take roll call for the class he/she was teaching when the alarm sounded. Students remain outside until signal from administrator.

In case one door is blocked all classes using that exit must go to the next closes exit. They are to allow the classes already using that exit to do so before leaving the building.

EXIT DOORS

End Door (By Basketball court)- All students and adults in the following classrooms will use this end staircase- Room 2128, 2126, 2125, 2119, 2121, 2123, 2124, 3124, 3122, 3121, 3119, and 3120.

End Door (By grass area in back of school)- All students and adults in the following classrooms will use this end staircase- 2102, 2104, 2105, 2106, 2115, 2117, 2119, 3105, 3104, 3102, 3113, 3rd floor Resource room, meeting room 1142 and Staff Room.

End Door (by custodial office/Young St. side)- Custodial office Rm 1176 and all PALS Room 1173.

Door by Theatre Arts Room- All students in Theatre Arts Room (Music Room) 1172.

Bus Zone Doors- All people in Library, Early Childhood Room, sensory room and rooms 1132, 1128, 1125 and 1115.

GYM DOOR

Students go out gym doors to the back of the building.

MAIN DOOR (Office)

People in the main office, meeting rooms, guidance room and cafeteria will use this door.

Medical Emergency

- As per Department of Education Policy 704, a binder with a record will be kept at the Admin Assistant desk with a record of all students who have medical notations on their file.
- This will include information on allergies, medications and other medical conditions as provided by parents each year in September
- In the event of emergency, staff will take immediate action as necessary. This may include administering an Epi-pen, first aid, CPR etc. as deemed necessary by the situation
- The school admin assistant will call 911 immediately.
- Parents/Guardians will be contacted immediately.
- Staff will remain with the injured or affected person until medical personnel arrive on scene
- If transportation to hospital by ambulance is necessary, a staff member will follow the ambulance to the hospital.
- An accident or incident report will be completed and kept on file in the school office.

Emergency Plan for Medically Fragile Students (wheel chair) (Exit Procedure)

If on ground level:

-Exit main door and use ramp. If colder than 5 degrees, cover with blanket kept in sick room in the office.

If on 2nd or 3rd floor:

-EA will take child to the top of the end stairs. They will wait for the fire department personnel to arrive and bring students down.

-Homeroom teacher will exit with their class and report if a child is waiting upstairs with EA to the principal or Fireman.

In case of building evacuation:

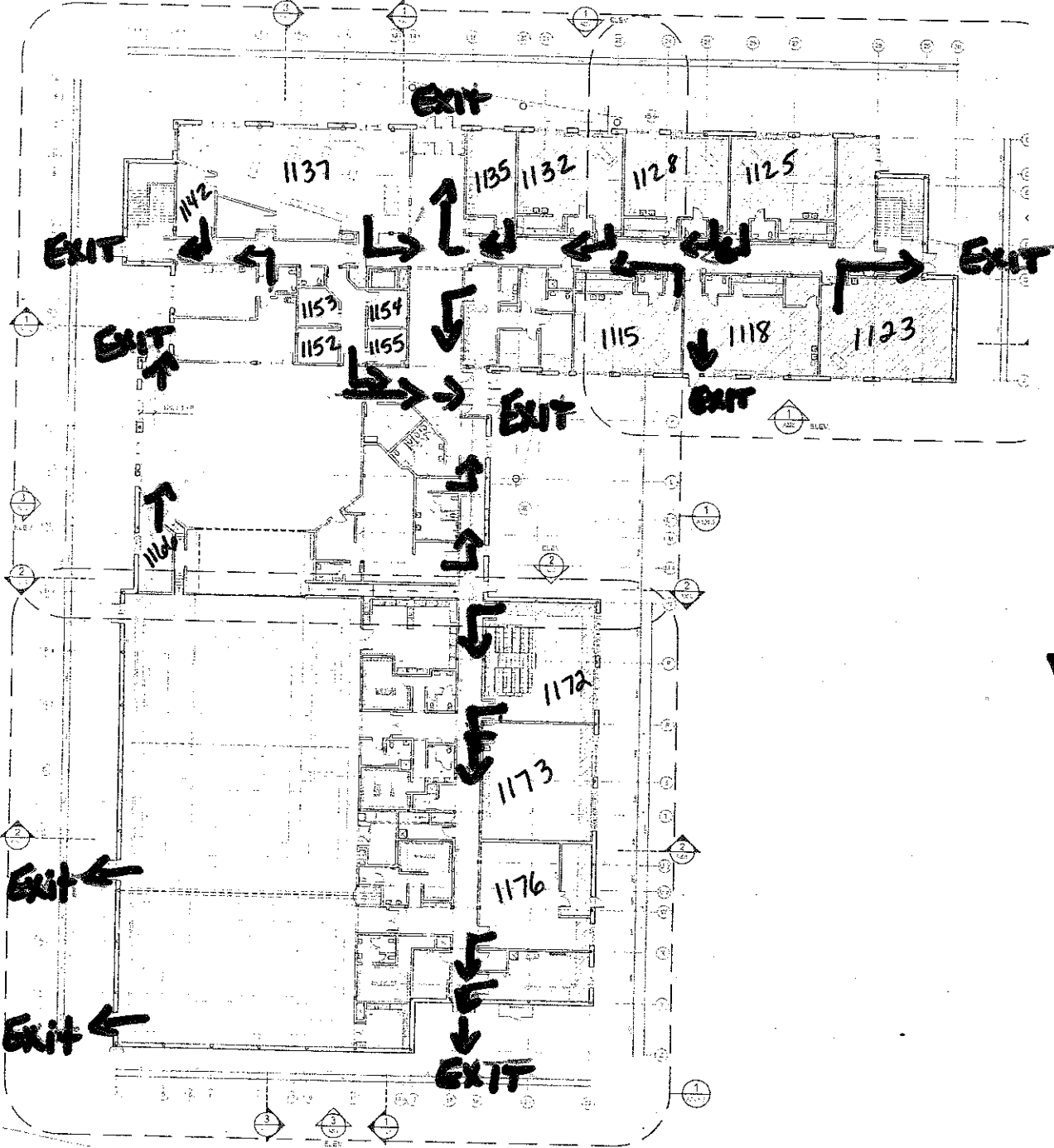
-In the event of a full school evacuation to, EA will push wheelchairs to our area of evacuation. If it is winter time and we need to evacuate farther, we will need an emergency vehicle to transport them. The Principal will be responsible for contacting District transportation.

On Planned Drill days:

-We will inform EA's prior to drill, so that they can be on the ground level and ensure that wheelchair students leave the building safely using bus area door.

Fundy → →

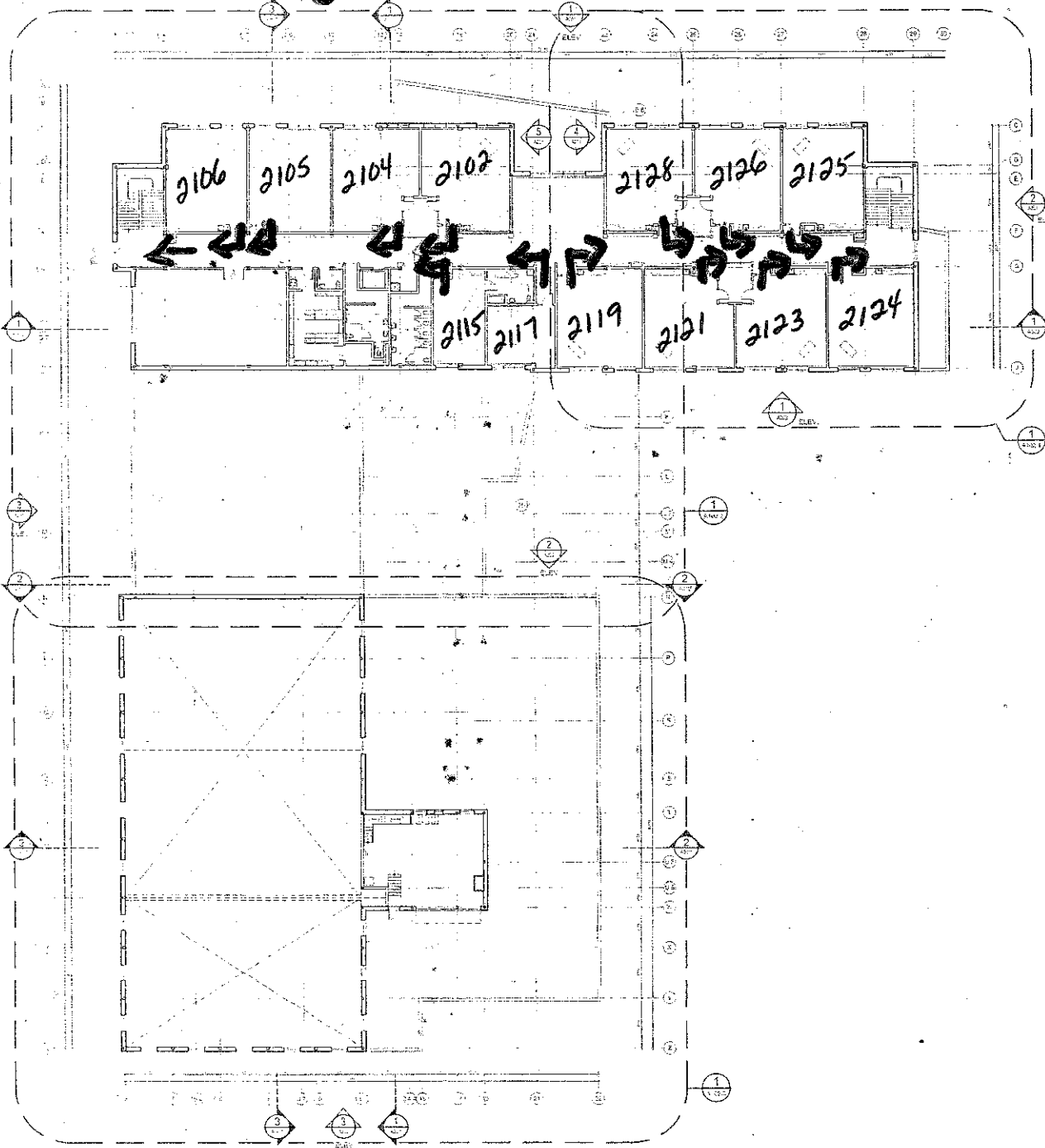
1st Floor



↑
Havebek Street

Fundy →

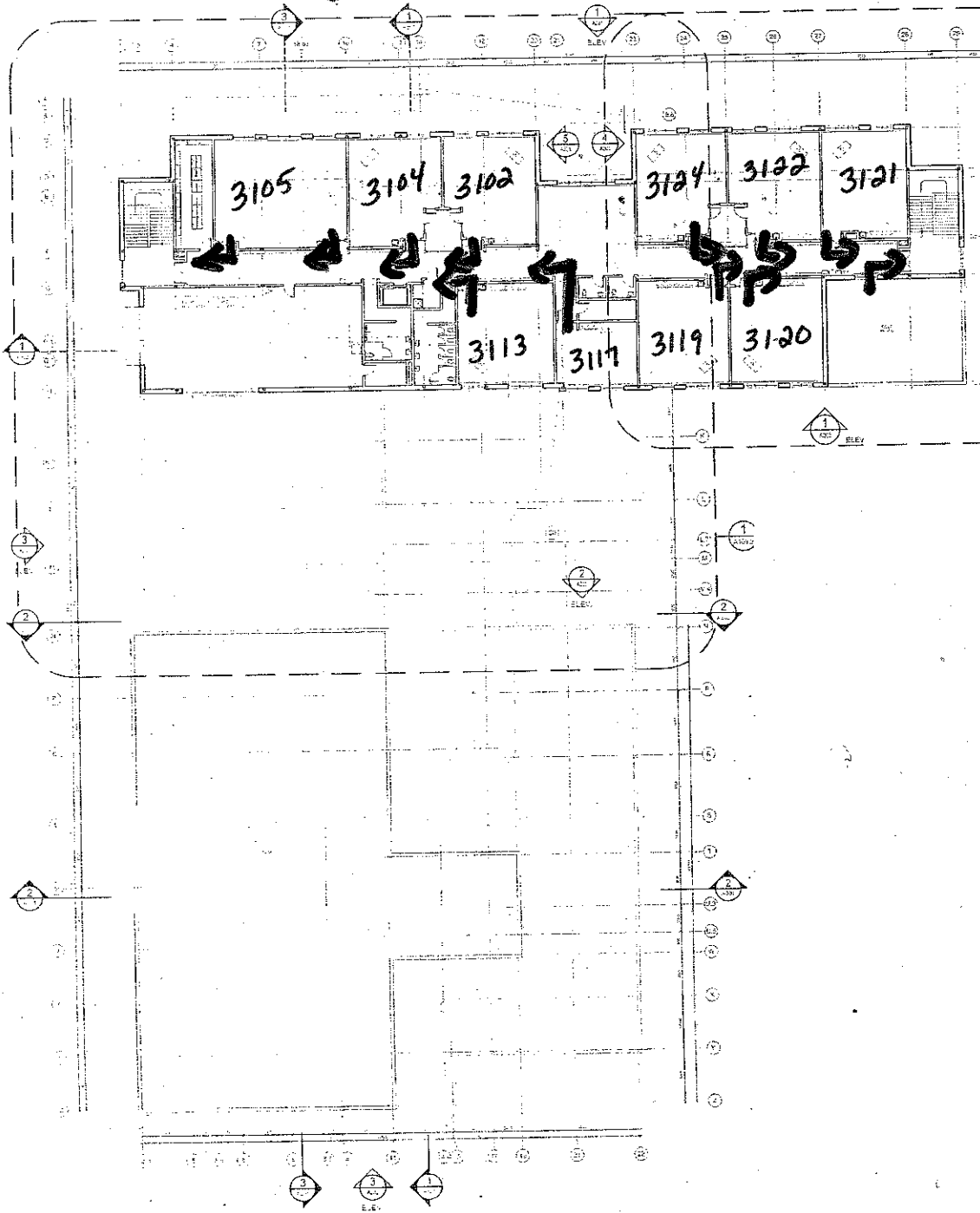
2nd Floor



↑
Havelock
Street

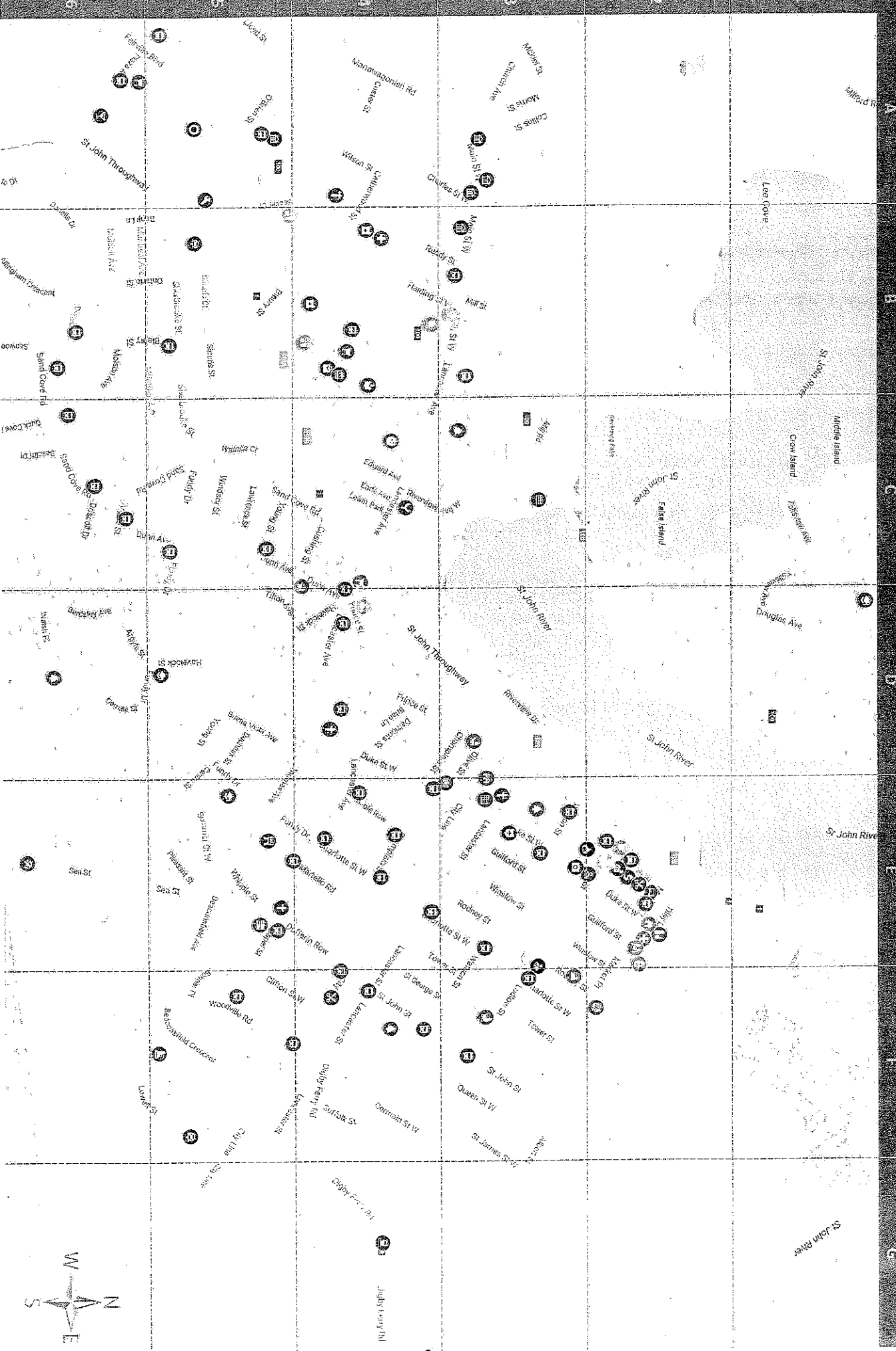
3rd Floor

Fundy →

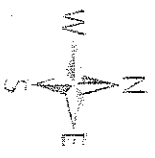


↑
Havelock
Street

MAP SAINT JOHN WEST SIDE NEIGHBOURHOOD



FOR INTERACTIVE ONLINE MAP, VISIT: www.800.81/A22Y6J



SAINT JOHN WEST SIDE NEIGHBOURHOOD

LEGEND

BUSINESSES AND SERVICES

- Carleton Cab Company 672-0220 | E1
- Piggy Bank Cheque Cashing 672-9800 | E1
- Modern Hair Styling 214-5941 | F1
- Cyber Solutions Computers 672-0111 | E1
- ABC Tax & Accounting 649-0101 | E1
- Frenchys Used Clothing 672-0111 | E1
- Lyndas Beauty Salon 672-0270 | E1
- Lester Trophies & Printing 649-5330 | E1
- Amy's Custom Framing 645-2849 | E1
- Digby Ferry 649-7711 | E1
- Carr's Auto Repair 659-2850 | E1
- Castle Funeral Home 634-1701 | E1
- Walmart 693-1663 | F1
- Kent Building Supplies 643-3900 | A4
- Home Hardware 643-6081 | A3
- Canadian Tire 633-1710 | A3
- Lancaster Mall 635-1107 | E4
- NB Liquor Store 633-5941 | A6
- Lancaster Auto Repairs 635-8792 | B5
- SJ Deaf & Hard of Hearing 633-0599 | E3
- Carleton Kirk Senior's Complex 935-8621 | E3
- RBC Royal Bank 635-1030 | A5
- TD Canada Trust 635-1230 | B3
- Scotiabank 658-3360 | A3
- Bayview Credit Union 645-8193 | A3
- CIBC 635-1520 | A3

CONVENIENCE STORES

- Ludlow Variety Store 635-1238 | E3
- Jones Variety Store 672-9900 | F5
- Snacks Convenience Store 635-5888 | E2
- Fundy Heights Store 635-0108 | C5
- Friendly's Convenience 635-1837 | D4
- Irving Gas & Convenience 672-9728 | A5

RESTAURANTS

- Tim Horton's 672-2270 | E2
- Roy's Seafood & Takeout 214-7887 | D4
- Tim Horton's 672-7251 | B4
- McDonald's 634-2702 | B4
- Burger King 635-8335 | B5
- Romanos Pizza 672-5000 | B3

GROCERIES

- Olsen's Meat & Produce 657-0000 | C4
- No Frills Supermarket 1-866-987-6453 | B4
- Sobeys Supermarket 674-1460 | A6
- West Side Food Bank 635-1060 | E2

PARKS AND RECREATION

- Carleton Playground 658-2920 | E2
- Carleton Community Centre 658-2920 | F2
- Carleton Community Garden 674-4335 | E2
- Carleton Curling Club 635-8568 | F2
- Hilton Belyea Arena 658-2809 | F5
- King Square F3
- Queen Square F4
- Volleyball Courts 658-2920 | F2
- Seaside Park D6
- Bayshore Beach E6
- Bowling Alley 635-1700 | C4
- Woolastog Park C3

EDUCATION AND DAYCARES

- Beaconsfield Middle School 658-5351 | F5
- Seaside Park Elementary School 658-5300 | F5
- Harbourview High School 658-5352 | F5
- West Branch Library 643-7901 | E1
- Family Ties Play Care 214-0022 | F1
- Angels R Wee Childcare 672-5159 | F1
- Little Harvard Early Learning 637-1300 | F1

PHARMACY AND HEALTHCARE

- Lawton's Pharmacy
- Shopper's Drug Mart
- Market Place Wellness Centre
- Bobby's Hospice
- After Hours Clinic
- Carleton Kirk Nursing Home

CHURCHES

- Hillcrest Church 635-8100 | F1
- Carleton Kirk Church/Westside Anglican Mission 635-3613 | F1
- Assumption Church 653-5855 | F1

OTHERS (TOURIST ATTRACTIONS, EMERGENCY SERVICES)

- Martello Tower
- Reversing Falls
- Community Police/PACT
- Fire Station
- BUS STOPS**

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LOCK DOWN - This would be a situation when everyone needs to be contained in the building. For example there could be a person in the building trying to remove a student without permission or a situation where we do not want a person to enter the building. So, classroom doors would be closed and outside doors secured so that no one could leave.

The code call on the PA system will be “**Start Lock Down**”.

If that code is called: All staff and students are to go into lockdown wherever they are. Teachers will lock classroom doors and have students stand on lock down area tiles. Classrooms on main floor will need to lock classroom doors and close blinds. Please stress with students that they **must remain absolutely quiet and not move.** Teachers will use their class list to determine if all students are accounted for. If teachers have cell phones, please put on vibrate. Students are to go to the nearest class if they are in the hallway. Teachers can look in hallway before closing the door and take any students that may be close to their classroom. If they are in the washroom, they are to lock stall and stand on toilet and be very quiet.

Pat shall immediately call 911 and contact the Director of Education to inform them.

The Principal and staff shall initiate an immediate systematic lockdown of the entire school. The lockdown code will be used when the Principal believes it is in the safest interest of the students to remain where they are. The Principal will announce “**End of Lock Down**” for unlocking, once the situation is resolved. If I say anything other than “End of Lock Down”, do not move.

Principal and staff shall maintain security of persons and building until the authorities arrive and a determination has been made that the emergency is over. Principal/designee shall then announce that the emergency is over, verifying by announcing “**End of Lock Down**”.

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Dear Parents/Guardians,

In accordance with the Superintendency Emergency Preparedness Plan, we would like you to be aware that every possible precaution is being taken to ensure the safety of your child. We are cooperating with local authorities, Anglophone South School District and the Emergency Measures Organization in this activity.

Our school has prepared an Emergency Response Plan that is designed to safeguard your child against emergencies and disasters. The program includes an emergency plan that provides for dispersal of pupils to their homes when circumstances dictate or for their retention at school, or evacuation to an alternate shelter when the situation warrants such action.

If emergency warning time is sufficient, children will be sent home. You will get talk mail and phone call to inform you that we need to send students home. In the case of some emergencies, it would be best if we retained the children and sealed the building to ensure the safety of the children. If, on the other hand, we have to evacuate the building, then we would go either to Hillcrest Baptist Church (East) or Bowlarama (West). We have the permission of both to use their facilities in case we ever needed it.

It is very important that we have access to our telephone lines in order to communicate with emergency services. This would be difficult if many parents were calling into the school. We will convey all necessary information to you by Talk Mail and through the local radio stations. Also, we would need to keep the driveway in front of the school free for emergency vehicles and the bus zone free of vehicles. We would again inform you of the situation by e-mail, talk mail and radio. We ask that you do not come to the school to try to pick up your child.

It is our sincere hope that a disaster will never occur; however, the implementation of the emergency response plan will ensure the health and safety of your child under all anticipated emergency conditions. Every staff member has a copy of the Emergency Plan and there is a copy at the school office. There is also a copy on file at District office, Hillcrest Baptist Church, Bowlarama, Fire Department and Saint John Police.

Thank you very much for your co-operation.

Sincerely,

Michelle Deschênes
Principal
Westfield Elementary School

.....
I have read the notice sent home regarding the school emergency preparedness plan and I am aware that Seaside Park School has an emergency response plan.

Parents Signature: _____ Child's Name: _____

Grade: _____ Date: _____

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EPIPEN© EMERGENCY ACTION

- Get Epipen© and administer immediately
- **HAVE SOMEONE CALL AN AMBULANCE** and advise of need of Epipen©
- Unless student is resisting, lay student down, tilt head back and elevate legs
- Cover and reassure student
- Record the time at which the Epipen© was administered
- Have someone contact a parent
- If the ambulance has not arrived in 10-15 minutes and breathing difficulties are present, administer a second Epipen©
- Even if symptoms subside, take the student to hospital immediately
- Provide ambulance and/or hospital personnel with Extreme Allergy Alert management and Prevention Plan for student and the time at which the Epipen© was administered.

Glucagon Emergency Kit

1. Remove grey plastic flip top from glucagon bottle.
2. Remove cap from needle and squirt all the liquid into the glucagon bottle.
3. Roll the bottle until the powder dissolves.
4. Draw out the liquid from the bottle using the syringe (child less than 20kg give .5 ml/over 20kg give 1 ml).
5. Inject in mid anterior thigh (in leg above knee).

