



School Emergency
Response Plan
2016-2017

Deer Island Community School

DICS EMERGENCY RESPONSE PROTOCOLS

Fire Drills

- Evacuate building immediately. Students will gather in school gathering place (teacher's parking lot).
- Teachers will take attendance to ensure all students have evacuated the building.
- Teachers will indicate to the principal showing a red card if students are missing or a green card if students are accounted for.
- Students/staff may re-enter the building at the direction of the principal/designate.
- The fire alarm panel is located in the main lobby adjacent to the main doors, model: Edwards 2208.

Responsibilities

- Principal contacts fire department.
- Secretary removes emergency kit to school gathering place.
- Principal ensure all students/staff leave building.
- Principal contacts St. Stephen Education Center.
- Secretary contacts bus driver (if needed) to transport students to alternate location (Deer Island Ambulance Bay).
- Secretary contacts alarm reporting station.

LOCKDOWN PROCEDURES

Internal Threat

- Fire doors are closed to isolate classroom/teaching areas.
- Teachers are instructed to secure their classroom/teaching area.
- Students are to be moved to a secure area within the classroom (interior walls – literacy room in library).
- Students/staff are to remain quietly in the learning areas until the threat subsides.

Responsibilities

- Secretary/ principal close fire doors.
- Principal attempts to defuse situation.
- Secretary informs teachers to secure classrooms.
- Secretary calls 911/RCMP for assistance.
- Secretary calls St. Stephen Education Center to inform of threat.
- Principal calls St. Stephen Education Center to advise of action/resolution.
- Principal visits classrooms to speak with students/ staff to inform and ease tensions.

External Threat

- Exterior doors and fire doors are closed.
- Teachers are informed to secure classrooms/teaching areas.
- Students are to be moved to a secure area within the classroom (interior walls – literacy room in library).
- Staff to remain quietly with students until the threat is removed.

Responsibilities

- Secretary /principal secure exits and fire doors.
- Secretary /principal calls RCMP to inform and request immediate assistance.
- Secretary informs teachers to secure classroom/ learning areas.
- Principal calls St. Stephen Education Center to advise.
- Principal consults with RCMP as to safe course of action.
- Principal contacts St. Stephen Education Center to inform of course of action.
- Principal visits classrooms to speak with students/staff to inform and ease tensions.

EVACUATION OF BUILDING

- After the sound of fire bell the building will be evacuated immediately.
- Students/staff will meet in school gathering place (teacher's parking lot).
- Teachers will take attendance to ensure all have vacated the building.
- Students will move to shelter to await the arrival of the school bus.
- School bus will transport students to alternate location.
- St. Stephen Education Center will be contacted and informed.
- Parents/guardians will be contacted to inform them of dismissal plans for students.
- As students are dismissed teachers will record their leaving our supervision.

Responsibilities

- Principal will call school bus
- Secretary /principal will sound fire alarm
- Secretary will bring emergency kit.
- Teachers will take attendance and monitor students on school bus.
- Secretary will with help from teachers contact parents from alternate location.
- Principal will supervise the dismissal of students.
- Principal will report events to St. Stephen Education Center office.
- **A Staging Location will be set up at the Deer Island Ambulance Bay.**

DISTRICT EMERGENCY CONTACTS**ANGLOPHONE SOUTH SCHOOL DISTRICT****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)	Debbie Thomas	658-5371 (W) 721-0841 (C) 634-7930 (H)
EMERGENCY OPERATIONS CONTROL (E.O.C.) DIRECTOR	John MacDonald	643-7313 (W) 643-1410 (C) 216-0939 (H)	Stewart Stanger	658-5628 (W) 639-8274 (C) 849-4717 (H)
FACILITIES	Jim Connors	658-5733 (W) 721-1848 (C) 672-0946 (H)	Norm Seeley	658-5598 (W) 343-5036 (C) 847-1517 (H)
TRANSPORTATION	Jamie Tait	658-5397 (W) 647-0690 (C) 849-9447 (H)	Steve Evans	658-5362 (W) 333-0256 (C) 738-8571 (H)
SCHOOL SUPPORT LIAISON	Kate McLellan	658-5303 (W) 639-1871 (C) 647-4683 (H)	Pam Miller	658-5373 (W) 653-1028 (C) 847-9991 (H)

DEER ISLAND COMMUNITY SCHOOL

EMERGENCY EVACUATION PROCEDURES FOR DISABLED STUDENTS

All students are taught and will have practiced the evacuation procedures as outlined below. Those special needs students, be them physically disabled, autistic, etc., will be taught with their class as well as with their EA in the resource room. We are aware that some students may require other types of interventions because of their sensitivities to alarms, announcements, etc.

Ground Level

- All students will proceed to the nearest exit in a quick and orderly fashion.
- All students will then proceed to the designated meeting spot outside of the school.
- A student designate, Education Assistant, or classroom teacher, depending on the class, will take responsibility of the quick and orderly evacuation of any disabled student requiring assistance via the nearest and safest exit.

Second Floor

- All students will proceed to the nearest evacuation route in a quick and orderly fashion and proceed to the nearest exit.
- All students will then proceed to the designated meeting spot outside of the school.
- A student designate, Education Assistant, or classroom teacher, depending on the class, will take responsibility of the quick and orderly evacuation of any disabled student requiring assistance via the nearest and safest evacuation route then exit.
- In the case of a non-fire threat evacuation, the designate and the disabled student will proceed to the elevator to travel to the ground floor and then proceed to the nearest exit.
- In the case of a fire alarm, the elevator would be off limits so other procedures would come into play. If the student was small enough, the EA or classroom teacher would carry them to the designated meeting place via the evacuation route.
- In the case of a larger student, 2 adults would be assigned the carrying task.