

Opaskwayak Educational Authority Inc. Schools Emergency Measures Plan

2012 - 2013

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Acronyms

RCMP – Royal Canadian Mounted Police

BWHC – Beatrice Wilson Health Centre

OCNCFS – Opaskwayak Cree Nation Child and Family Services

CNCFS – Cree Nation Child and Family Services

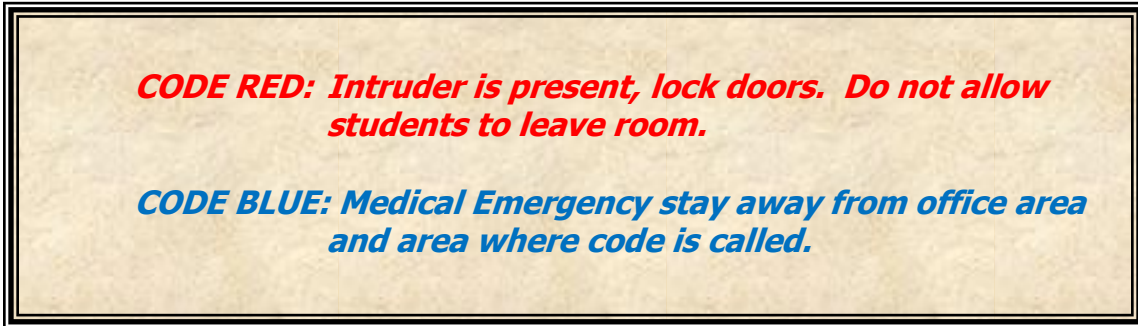
1.0 Introduction

Emergencies are identified as situations or impending situations caused by forces of nature, accident, or intentional acts that constitute a danger to life and property. They usually develop suddenly or unexpectedly and may affect the safety, health, and welfare of our children in our schools.

No matter how much we plan for emergencies there are some things that can and will go wrong. We have tried to prepare for as many different situations that we could and those emergencies are included in this booklet, **Safe School Policy**, and the **Crisis Response Manual**.

2.0 Code Words

Currently, we have two codes at the school that we use for immediate response:



3.0 Emergencies Identified

Contained in this document is a list of emergencies that may occur at some time or another. **Note:** This list is not exhaustive

3.1 In School Fire

1. Activate fire alarm.
2. Evacuate building, according to emergency evacuation procedures. See Appendix 1 for procedures.
3. Maintenance will assess fire situation (real or false).
4. Office Manager or designate will phone the following in this order:
 - a. Fire Department (911 or 623-7500)
 - b. Buses (623-0532)
 - c. OEA (623-7431)

Note: *School authorities and maintenance will assess the fire;*

- *if it is small, they will extinguish the fire using a fire extinguisher or fire hose.*
- *Evacuation is still required until re-entry is given by the Fire Department.*

3.2 Suicide In The Community

1. The school will remain open.
2. The school will provide school-wide counseling in the form of:
 - a. a counseling room presided by a qualified counselor;
 - b. talking circles presided over by an elder;
 - c. qualified counselor from the community or qualified counselor from outside the community.
3. No information will be provided by the school. All facts concerning the death in order to prevent rumours will be provided by the family.
4. The school will continue with classes during the grieving period. At all times the counseling staff will be on high alert and available to students.
5. Local workers will come to counsel the individual classes as per the Crisis Intervention Plan located in the Crisis Response Manual.

Note: *The onus is on the student(s) to keep up with assignments during the mourning period and beyond.*

3.3 Suicide in the School

1. Staff will call a **Code Blue** and isolate the situation by blocking the entrance to the area and moving other students away.
2. Secure the scene, remove and isolate witnesses with a staff member from the Counseling Department.
3. Principal will notify the RCMP.
4. Announce to teachers using PA system; classroom to classroom; to evacuate the building.
5. RCMP will determine re-entry.
6. Principal will document any observations regarding the suicide.
7. File incident report and forward copy to RCMP and Director of Education.

3.4 Suicide – Verbal/Written Threat

1. We take all threats seriously.

2. **Level A:** minimum threat (rumor or hearsay)
 - a. immediate interview by Administration &/or School Counselor;
 - b. consult with others e.g., Beatrice Wilson Health Centre (BWHC), Opaskwayak Cree Nation Child and Family Services (OCNCFS) & Cree Nation Child and Family Services (CNCFS);
 - c. contact parents/guardians to discuss recommendation or referral;
 - d. document and send copy to the Principal.

Level B: moderate threat (person in need of Psychological Consultation)

- a. immediate interview by Administration &/or School Counselor;
- b. consult with others e.g.;
- c. determine if RCMP contact is necessary;
- d. contact parents/guardians to share information with treatment provider;
- e. document incident and send copy to the Principal.

3.5 Death-Suicide Post-Intervention

1. Inform students of available counseling services.
2. Increase observation of high-risk students.
3. Request assistance from Community Resources.
4. Return to normal procedures as soon as possible.
5. Request permission and information from the family to use the facts to help students deal with grief.
6. Call a staff meeting ASAP to clarify information to staff.
7. Debrief staff as needed.
8. Direct media to the Family.
9. Provide information follow up support for students and staff.

3.6 Intruders

1. Office Manager/Receptionist will initiate **Code Red**.
2. Office Manager will notify the following in this order:
 - a. School Administration
 - b. RCMP (911 or 627-6244)
 - c. Buses (623-0532)
 - d. Education Director (623-7431)
3. Principal will document incident.

3.7 Threatening Person in School

1. Report person to office giving full description, location and activity.
2. Initiate **Code Red** if necessary.
3. Call RCMP
4. Administration will meet RCMP and direct them to location.
5. Announce all clear when situation is controlled.
6. Document incident and send to Principal, copy to Director of Education.
7. Principal will document incident.

3.8 Threatening Person Outside the School.

1. Determine degree of threat, description, and location of person.
2. Notify main office.
3. Initiate **Code Red** if necessary.
4. Call RCMP
5. Administration will meet police and direct them to location.
6. Announce all clear when threat is over.
7. Notify parents if necessary through radio.
8. Document information and send to Principal, copy to Director of Education.
9. Principal will document incident.

3.9 Weapons or Guns

1. Page the office.
2. Announce **Code Red**.
3. Office manager will notify the following in this order:
 - a. Administration
 - b. RCMP (911 or 627-6244)
 - c. Buses if necessary (623-0532)
 - d. Education Director (623-7431)
4. If no immediate danger, police will pick up person from site,
5. Principal will provide specific information and instructions to RCMP.
6. Once the violent situation has been brought under control, students may be evacuated as per evacuation plan.
7. If no need for evacuation, classes will return to normal.
8. Determine if Discipline Policy will apply to consequences.
9. Notify Parents
10. Principal will document incident and send copy to Director of Education and RCMP.

3.10 Shootings

1. When shots are heard, tell students and staff to take cover.
2. Identify location and source of shooting.
3. Institute **Code Red**.
4. Call RCMP
5. Follow evacuation procedures as appropriate
6. Check for injuries and missing students
7. If there is an injury, call medical Emergency call 911
8. Keep everyone in safe location until all clear is given.
9. Principal will document incident and send copy to Director of Education and RCMP.

3.11 Bombs or bomb threat

1. Have reception write down exact statement(s) of the caller.
2. Do not interrupt the caller.
3. Ask the following questions:
 - When is it going to explode?
 - Where is the bomb located?
 - What does the bomb look like?
 - What kind of bomb is it?
 - Why are you doing this?
 - Who are you?
 - Where are you calling from?
 - Call the RCMP (911 or 627-6244) from another phone.
 - Tell administration.
 - Evacuate building according to fire drill evacuation procedures.
 - Notify bus drivers for student pick up.
4. Principal will document incident and send copy to Director of Education and RCMP.

3.12 Explosion and Chemical Spill

1. Activate fire alarm.
2. Follow emergency evacuation procedures.
3. Report any missing children.
4. Locate any missing children.
5. Principal or Officer Manager will contact the Director of Education, who then will contact Opaskwayak Cree Nation's Emergency Measures Officer.

6. Await reentry permission from the authorities.

3.13 Alcohol or Other Drugs

1. If a teacher suspects a student is under the influence or in possession of a controlled substance, notify school Administration with an incident report.
2. The Administration will implement the Discipline Policy.
3. Principal will file a report.

3.14 Vandalism

1. Staff assesses the seriousness of the situation and determines level of assistance required.
2. Identify parties involved.
3. Document the incident.
4. Restrict access to the vandalized area.
5. Inform maintenance.
6. Determine if school discipline policy has been affected and apply consequences.
7. Notify parents.
8. File incident report and submit to Principal.

3.15 Fights

1. Assess seriousness of situation and remove bystanders immediately.
2. Determine if assistance is required to stop fight(s).
3. Determine if RCMP involvement is necessary to stop fight(s).
4. Intervene if necessary or possible.
5. Identify parties involved.
6. Determine if medical attention is required call 911
7. Notify parents/guardians
8. Document incident, apply discipline policy.
9. Determine intervention and follow up as necessary e.g.: conflict mediation.
10. File incident report and submit to Principal.

3.16 Missing Children

1. Contact school office if student is reported missing.
2. Search for missing student with involvement from Security, Hallway Monitors, School Success Officer and the Home School Coordinator.

3. Announce student's name on School PA System.
4. Contact parents.
5. Involve RCMP if necessary.
6. File incident report and submit to Principal with copy to Director of Education.

Note: For further details see Transportation Policy (section 6.7 pg. 12, 13)

3.17 Sexual Assault in School

1. Contact Administration
2. Call RCMP (627-6244)
3. Provide support in a private place for the victim with a Counselor
4. Secure scene
5. Contact parents/guardians
6. Principal and Counselor file incident and provide information to Director of Education.

3.18 Accidents/Medical Emergency

1. Institute a **Code Blue**.
2. Evaluate the accident scene and determine if help is required.
3. If scene is safe, apply First Aid or CPR.
4. Notify Office to call 911.
5. Notify parents/guardians to meet student at hospital or come down.
6. File incident report and submit to Principal with copy to Director of Education.

3.19 Electric Power Failure

1. If danger of fire, evacuate the building by using the emergency evacuation procedures plan
2. Notify maintenance, bus drivers, and OEA Office.
3. Do not re-enter the building until utility official give the all clear.
4. Notify parents/guardians if there is going to be a delay in classes or school closure via local radio station.

3.20 Medical Pandemics

1. OCN has a community response protocol which we will follow.
2. The school will be closed by the OCN Chief and Council who will indicate that school is closed following their protocol. Parents/guardians will be updated regarding delay in classes or school closure via local radio station.
3. The Principal and Counselor are designated to be on the Medical Pandemic Community protocol that is being developed and that the community will be following.
4. The All Clear will be provided by the OCN Chief and Council and First Nation Inuit Health Board (FNIB).
5. Personnel, Parents, Guardians and Students will be informed via Local Radio Station on reopening of the school.

3.21 Flood

1. OCN has a community response protocol which OEA will follow. (see Appendix 2)
2. The school will be closed by OCN Chief and Council advised by the OCN EMO Officer who will indicate that school is closed. Parents/guardians will be updated regarding delay in classes or school closure via local radio station.
3. The All Clear will be provided by the OCN EMO Officer.
4. Personnel, Parents/Guardians and students will be informed via local radio station on re-opening of the school.

4.0 RESPONSIBILITIES OF SCHOOL PERSONNEL

It is the responsibility of everyone at the Joe A Ross School and Oscar Lathlin Collegiate to participate in emergencies. Effective planning and response requires cooperation and participation from Administration, Teachers, Support Staff, Parents, Guardians, Students, Custodial Staff and Bus Drivers. This section will outline the responsibilities for the above mentioned.

4.1 Administration

1. Provide leadership by forming a team to prepare the Emergency Preparedness Plan within the school.
2. Act as Chairperson for the team and will assist in the development of the plan.
3. Work with the community preparedness committee as the school liaison.

4.2 Teachers and Support Staff

1. Participate in the development of the School Emergency Preparedness Plan.
2. Critique the plan.
3. Receive training when required e.g.: first aid, practice survival techniques, fire department and evacuation drills.
4. Provide instruction to students to care for themselves and others.
5. Be prepared to assist others with disabilities.
6. Know location of fire extinguishers and their usage.

4.3 Parents and Guardians

1. Encourage Emergency Plan within the school.
2. Volunteer services during emergencies.
3. Provide input through organizations associated with the school. E.g.: BWHC, OCNCFS & CNCFS, RCMP.
4. Become familiar with OEA and OCN EMO plan.
5. Encourage coordination between local resources and school to maximize efforts in preparedness and response.
6. Encourage students to cooperate with schools' emergency plan.
7. Receive training when required.
8. Practice emergency preparedness in the home.

4.4 Students

1. Cooperate during emergency drills.
2. Learn to be responsible for themselves and others.
3. Develop awareness of different types of hazards.
4. Student council can support the emergency plan.
5. Take training in First Aid.
6. Be fully aware of the emergency facilities.
7. Older students can care for younger students, assist handicapped students, act as messengers, guides and monitors.
8. Provide clerical duties e.g.: answer phones.

4.5 Food Personnel (Home Ec.)

1. When possible, provide adequate food or water supplies.
2. Rotate supplies to ensure freshness.
3. Be prepared to feed many people.
4. Practice kitchen rules and regulations at all time.

4.6 Maintenance and Custodial Staff

1. Participate in the School Emergency Preparedness Plan
2. Support the plan.
3. Participate in training, school drills and exercises.
4. Train in First Aid or CPR.
5. Report defects and safety hazards to the Administration.
6. Identify shut off valves for water and electricity.
7. Instruct school staff in the use of fire extinguishers and other emergency equipment.
8. Maintain an inventory of tools and equipment.
9. Advise the planning committee of hazardous situations, available emergency equipment, supplies and alternate power sources.
10. Maintain adequate toiletry supplies for emergencies.

4.7 Bus Drivers

1. Instruct students in emergency bus evacuation procedures.
2. Be prepared to give first aid.
3. Inform School Administration of changing bus routes that may be hazardous after an emergency.
4. Know alternate routes by which students could reach home, shelter or evacuation assembly points.
5. Keep emergency equipment on bus as well as phone numbers of students.

6. Keep vehicles serviced and ready to transport evacuees when emergency occurs.

5.0 School Evacuation Instructions

The emergencies that have been identified do not all require school evacuation. There are some existing threats that have been mentioned that will necessitate school evacuation such as fires or explosions. These emergencies could greatly affect the safety and health of our staff and students.

5.1 Teachers

1. Will take the register or class list.
2. Make special provisions to assist handicapped students.
3. Exit the building through the exits.
4. Lead the class out of the school and meet at the designated spot as per the Fire Evacuation Plan.
5. Take roll call and report any missing children to Administration.

5.2 Students

1. Leave the school with the class they are in.
2. Leave all personal items behind.
3. Follow the teacher and exit in a quiet and orderly manner.
4. Join up with assigned teacher outside.
5. Do not allow smoking during this time.

5.3 Staff Not Assigned to Classrooms

1. Check the bathrooms, kitchen and common areas.
2. Keep students out of traffic area and other hazardous areas.
3. Assist as directed by Administration and fire evacuation plan.

5.4 Administration

1. Report any missing person(s) to emergency personnel.
2. Consult with emergency team for reentry.
3. Notify teachers verbally that it is safe to enter school.

6.0. Emergency Preparedness Education

The intent is to provide for the physical safety of our children at Joe A. Ross School and Oscar Lathlin Collegiate. This can be achieved by being mentally and physically prepared for these emergencies. Ignorance, misunderstanding and mistrust will often result in inaction and panic.

6.1 Emergency Information

To clear up misunderstanding and to gain trust, the students must be provided with emergency preparedness information. This is best done by incorporating disaster awareness and preparedness into existing courses. It is not an impossible task, but it does take planning and thought.

The following will result from reaching the students about emergencies and preparedness:

- a. the ability of the school population to respond to an emergency will greatly improve when students are fully aware of the rationale behind the instructions they are given, and
- b. students can take care of themselves when they are equipped with survival skills should an emergency arise, if no adults are around.

6.2 Classroom Instruction Information

As students get older, they require more detailed information about emergencies and hazards of living. Instruction at the High School level can be more scientific and technical. Unlike elementary students, they can relate to emergencies on a more global scale. Knowing facts about emergencies will often be a source of comfort and strength in an emergency.

Here are some tips for teachers:

Science:

- a. Relate disasters to physical change, conservation, ecology and environmental science.
- b. Keep daily weather charts and note changes
- c. Study the vulnerability of The Pas/OCN to forest fires, floods, etc.
- d. Discuss the hazards overcome by science
- e. Discuss the potent forces of storms.

Social Studies:

- a. Discuss the cooperation of nations when disaster strikes
- b. Study the effects of fires, earthquakes and hurricanes
- c. Compare the hazards of early settlers of The Pas/OCN
- d. Examine the functions of various Government and OCN agencies
- e. Examine the functions of local agencies in emergencies
- f. Compare the hazards of living in other reserves and countries
- g. View the world and ways different cultures regard hazards and emergencies
- h. Compare the cultural response to hazards in different countries
- i. Study the psychology of fear, stress and grief
- j. Study the history of fires, floods and evacuation of northern communities during the fire and flood season
- k. Study the philosophy of natural history. Is the preservation of a truly natural environment possible or desirable?

Health and Physical Education

- a. There are ideal courses for teaching first aid, safety and survival techniques. Have students simulate a natural disaster and take turns playing victims and rescue workers.
- b. Offer courses in First Aid
- c. Organize rescue teams and train with local volunteer resources
- d. Study emergency procedures

English Language Arts

- a. Give the class a list of reading materials about natural disasters and emergencies. Assign book reports and present information to the class. Discuss other natural disasters in the history of our community.
- b. Add emergency related words to vocabulary and spelling lists.
- c. Have student write a short story about local disasters
- d. Assign readings related to disasters.

Math

- a. Have students locate the epicenter using a world map and compass
- b. Invent a word problem story using a series of formulas and math skills.

Chemistry

- a. Discuss the composition of matter. Lead discussion on nuclear weapons and effects.
- b. Discuss positive and negative aspects of peacetime nuclear use.

Home Economics

- a. study emergency mass feeding techniques, food preparation, nutrition and maintaining health during food rationing.
- b. Examine food that can be preserved and stored.
- c. Design a family emergency plan.

Appendix 1

School Emergency Evacuation Procedure Taken From OEA Crisis Response Policy.

The following are the procedures to follow in case of emergency:

1. Clear all hallways without delay!
2. Hurry students into the closest unlocked classrooms, office or storage room. Keep the students with you!
3. Lock the door, turn off the lights and close the blinds/drapes!
4. If the door will not lock, quickly pile desks and other heavy moveable items to deter entry!
5. Have students sit quietly where they are not visible either from the door or outside windows!
6. Try to maintain calm and silence!
7. Do not use the intercom!
8. If you have access to a cellular telephone, use it only to contact emergency services to relay your exact location in the school, forbid students use of cellular telephones!
9. Do not leave the room until a credible person informs you that the danger has passed and advises you on how to safely exit the school!
10. Once you and students in your care have exited the school, stay with students until further instructions!
11. Remain available as requested to speak with police investigation!
12. Do not speak with the media during the course of the police investigation!
13. Make sure that you use the personal support services that will be available to assist you in coping with the emergency!

Appendix 2

Excerpt from OCN Personnel Policy with regards to Emergency Response Plan

1.14.4.1 Emergency Response

- a. Each Division Head will be responsible to develop and implement an Emergency Response Policy that will address internal and Opaskwayak Cree Nation's needs include for emergencies that may arise after work hours when it is difficult to reach all staff.
- b. All such policies will complement the Opaskwayak Cree Nation's Emergency Response Plan.
- c. When directed to do so by the Chief and Council, all employees, regardless of work or position status, are expected to participate in the handling of emergencies such as natural disaster, health and other Acts of God that occur within the community of OCN.
- d. Employees may be exempt from 1.14.4 (c) due to physical or health handicap condition.