

## **7.0. Safe Schools**

### **7.0. SAFE SCHOOLS – EMERGENCY RESPONSE PLANS**

**Policy Reference: EL-1.1**

**Reviewed: November 27, 2012**

#### 1. Emergency Response

- a) All staff and students have a responsibility to contribute to the provision of optimum safety and security for the school. To achieve this objective, all staff and students will cooperate in communicating issues and problems promptly and efficiently to the principal, vice-principal or designate.
- b) If the staff or students believe that a student or visitor represents a danger to the security of the school, they will immediately notify the principal, vice-principal or designate.
- c) In an emergency situation where staff believes that the behavior of the student/visitor represents imminent danger, they will obtain police assistance immediately and notify the principal, vice-principal or designate immediately.
- d) Immediately after the occurrence of a violent activity or incident, a “Violent Incident Report” must be completed by the principal, vice-principal or designate, filed in the school and a copy sent to the Superintendent.
- e) Immediately following a violent activity or incident the principal shall consider and arrange, if deemed appropriate, communications to the school community, police through the Superintendent of Schools.

#### 2. Emergency Response Plan

This will normally involve the use of the Crisis Support Team. Principals, in consultation with staff and community, will prepare an Emergency Response Plan and review it annually to respond to situations involving incidents of violence on school property, including the use of weapons and/or presence of youth gangs or groups on school property.

Each school and divisional site should be a clean, safe, comfortable physical environment where students and staff can learn and work.

Safety is everyone's responsibility.

Administrators are required to see that every effort is made to ensure that the workplace and the activities that occur therein are safe and conducive to the good health and safety of all.

Staff are required to carry out their duties with all due care and according to any and all safety rules and procedures that are established. Any concerns for health or safety when noted by staff must be reported to administration.

The safety of students shall be emphasized through effective supervision of students in school buildings, on school grounds, on school buses and through special attention to the following:

1. Maintaining safe school environments through the establishment of the Emergency Response Plan and Code of Conduct.
2. Observing safe practices and providing safety education, particularly in those areas of instruction or extra-curricular activities which may offer special hazards (e.g. gymnasiums, laboratories, playgrounds, field trips and excursions)
3. Establishing and enforcing rules and regulations designed to protect the safety of students while under school supervision.
4. Providing first aid care for students in case of accident or sudden illness.
5. Adhering to legislation and regulations issued by Education Manitoba pertaining to the safety of students.
6. Adhering to legislation and regulations relative to student transportation.
7. Including safety instruction programs relevant to activities carried out by students while they are under school supervision (e.g. bicycle, lab and shop safety).

The information contained in "7.0 Safe Schools" is designed to assist schools in establishing a safe school environment. It is to be used as a guideline for your school. The information can be adapted to meet the unique needs of each school and community in Lakeshore School Division.

The Emergency Response Plan will be reviewed and updated annually with staff, students and community.

\*Note: Forms for this section have deliberately included along with the procedures for ease of access in the event of an emergency.

## **Safe Environments**

(Emergency Response Plan)

### **SECTION ONE                      CRISIS TEAM**

1.      Division/School Office
- 1.1    Superintendent/Principal/Designate Responsibilities
- 1.2    Secretary/Designate Responsibilities
- 1.3    Custodian/Lead Teacher/Assistant Principal Responsibilities
- 1.4    Divisional Crisis Team
- 1.5    Community Inside/Outside Division Office
- 1.6    Community Inside/Outside Schools
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- 1.8    Division Office Phone Tree
- 1.9    Codes

### **SECTION TWO                      MAPS**

2.      Evacuation Routes
  - Main Shut Off Valves (Hydro, Gas, Water, Propane)
  - Number Exterior Entrances, Label Interior Doors, Name all Hallways
  - Floor Plan (Utility Rooms)
  - Exterior Parking Lot & Fire Hydrants
  - Exterior Location Meeting Site
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### **SECTION THREE                      FIRST-AID**

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  - Medical Conditions Identified with Students/Staff/Volunteers
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### **SECTION FOUR                      EMERGENCY PROCEDURES**

4.      Fire Procedures
  - In the Event of a Fire
  - Teacher's Responsibilities
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  - Water Flood/Water Main Break
  - Inclement Weather
  - Tornadoes
  - Transportation Department's Responsibilities
  - Transportation Supervisor or Designee

Fire Drill Report Sheet

**SECTION FIVE                      BOMB THREAT**

5.        Receiving a Bomb Threat Telephone Call
  - Principal's Responsibilities
  - Evacuation Procedures
  - Device Found Procedures

**SECTION SIX                        VISITOR/INTRUDER**

6.        School Signage
  - Visitor Procedure
  - Principal's Responsibilities
  - Intruder in the School
  - Visitors who fail to Comply (Visitor Policy)
  - Activating Code Lock Down
  - If Intruder has a Weapon
  - Child Removal/Abduction
  - Abduction Report Form

**SECTION SEVEN                  MEDIA**

7.        Dealing with the Media during a crisis
  - Guidelines for Working with the Media
  - Media Report Sheet
  - Sample Statements/Comments for the Media

## SECTION ONE – CRISIS TEAM

### 1. School/Divisional Office

In case of an evacuation of your building, your building's alternate-site should be used as a command post.

Equipment (Needed in the office in case of an emergency)

- Cell phone
- Fax machine
- Two way Radio
- Email Access
- White Board (identify steps accomplished)
- Flip Charts/Markers
- Radio (AM,FM) Battery Operated
- First-Aid Kit

School/Divisional Office (Location)

Access to the office should be restricted to administrators and designates.

Ensure your school has a written agreement, contact name, phone number and the keys to its alternative site.

#### **Superintendent/Principal/Designate Responsibilities**

- Authorize building evacuation
- Delegate personnel assignments
- Authority to make emergency expenditures
- Contact Divisional Office/Divisional Crisis Team
- Contact Emergency organizations
- Liaison with Superintendent re: Media
- Receive/Record information (Re: Damage, injuries, evacuation)
- Display information of current situation on status board
- Use all gathered information to create a summary report (for use at the end of the crisis)

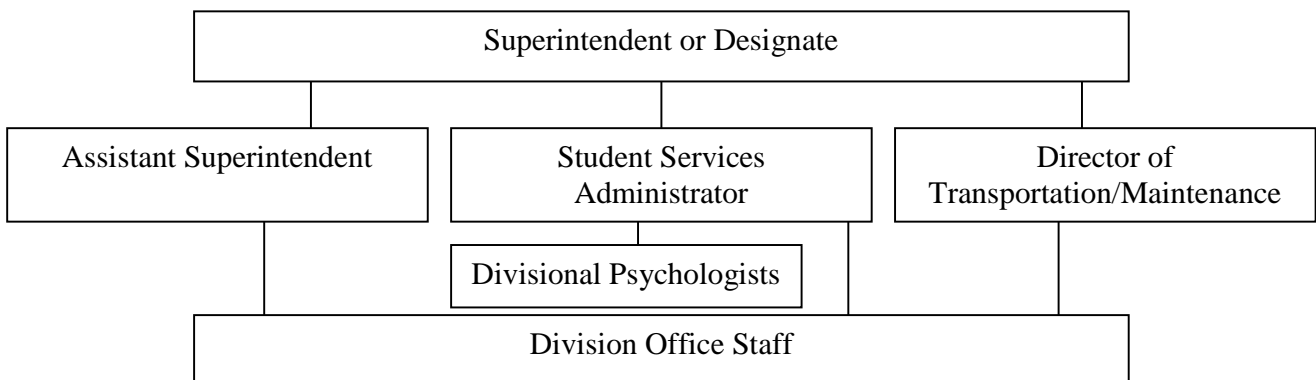
#### **1.2 Secretary/Designate Responsibilities**

- Keep records of all incoming/outgoing calls, outside agencies assistance, and emergency organizations (contacted and on-site)
- Keep records of all principal's and designate's decisions and delegations
- Arrange principal's or designate's appointments
- Control access to office
- Record all attendance information students, teachers and volunteers

### 1.3 Custodian/Lead Teacher/Assistant Principal Responsibilities

- Inspect for utility outages (gas, water, hydro, propane)
- If leaking, turn off
- Organize child/staff search (if needed)
- Create a first aid location (if needed)
- Assist victims
- Record all first aid procedures rendered and who received them
- Secure access to all areas of the school
- Attempt to extinguish all small fires (if you feel safe to do so)
- Review with principal or designate regarding current situation
- Have a list of all contract organizations, vendors and suppliers

### 1.4 Divisional Crisis Team



## **1.5 Communication Inside and Outside the Division Office During an Emergency**

Establishing and maintaining reliable communication networks are crucial for dealing effectively with crisis situations. As the “heart” of the division, communication through the division office is even more critical.

Lakeshore School Division because of its vast geography has, through the constant upgrading of its technology, has an effective communication network.

Regardless of the origin of an emergency or crisis situation, all communication is funneled back through central office to the Superintendent/CEO or other authorized personnel. Depending upon the nature of the call, the appropriate agencies or authorities are contacted.

e.g. suicide attempt – crisis  
support team, psychologist, RCMP, mental health, etc.

The “phone tree” originating from central office is designed to contact central office staff, school administrators, school staff, bus drivers, parents, trustees and the media in the event of any major event (e.g. inclement weather, chemical spill, etc.). To facilitate the contact process, phone trees and/or phone lists are provided to all staff.

The administration area is serviced by 6 phone lines and 1 VHF radio frequency:

3 lines - 739-2101  
1 line - 739-2145  
1 line - 739-2019  
1 line - 739-2797

The Resource Centre is served by phone line 739-2674.

During an electrical power failure all the desk top telephones will operate for 3 hours after which they will be inoperative. A beige telephone on the south end of the desk in the Director of Transportation/Maintenance’s office will work on 739-2145, as will the telephone on the facsimile machine. These two phones can not be operated simultaneously.

A black telephone on the west wall of the mechanical room will operate on 739-2101 if the electrical power is off.

The desk top telephones will operate once the electrical power has been restored.

The VHF radio will operate during an electrical power failure for several hours.

The radio will resume normal operation once the electrical power has returned.

Division office is also served by an intercom system. Computers are networked internally and also, throughout the division.

Divisional buses are equipped with 2-way radio, connected to division office and the two bus garages. Staff at division office have cell phones.

All communications with the media are directed through the Superintendent/CEO or his/her designate.

### **1.6 Communication Inside and Outside Schools During an Emergency**

Each Principal shall ensure that the school under his/her arena of responsibility has established a clear and concise line of communication inside and outside of the school building by:

- Establishing a procedure for communicating an emergency
- Maintaining all means of emergency communication e.g. phone lines, faxes etc. in good working order
- Providing a back-up means of communication in the event of a power outage e.g. walkie-talkies
- Establishing “phone trees” that will efficiently communicate with staff and parents/guardians and emergency personnel when required
- Ensuring that all staff, etc. are aware of the procedure



## 1.7 Building Site Contact List

Names

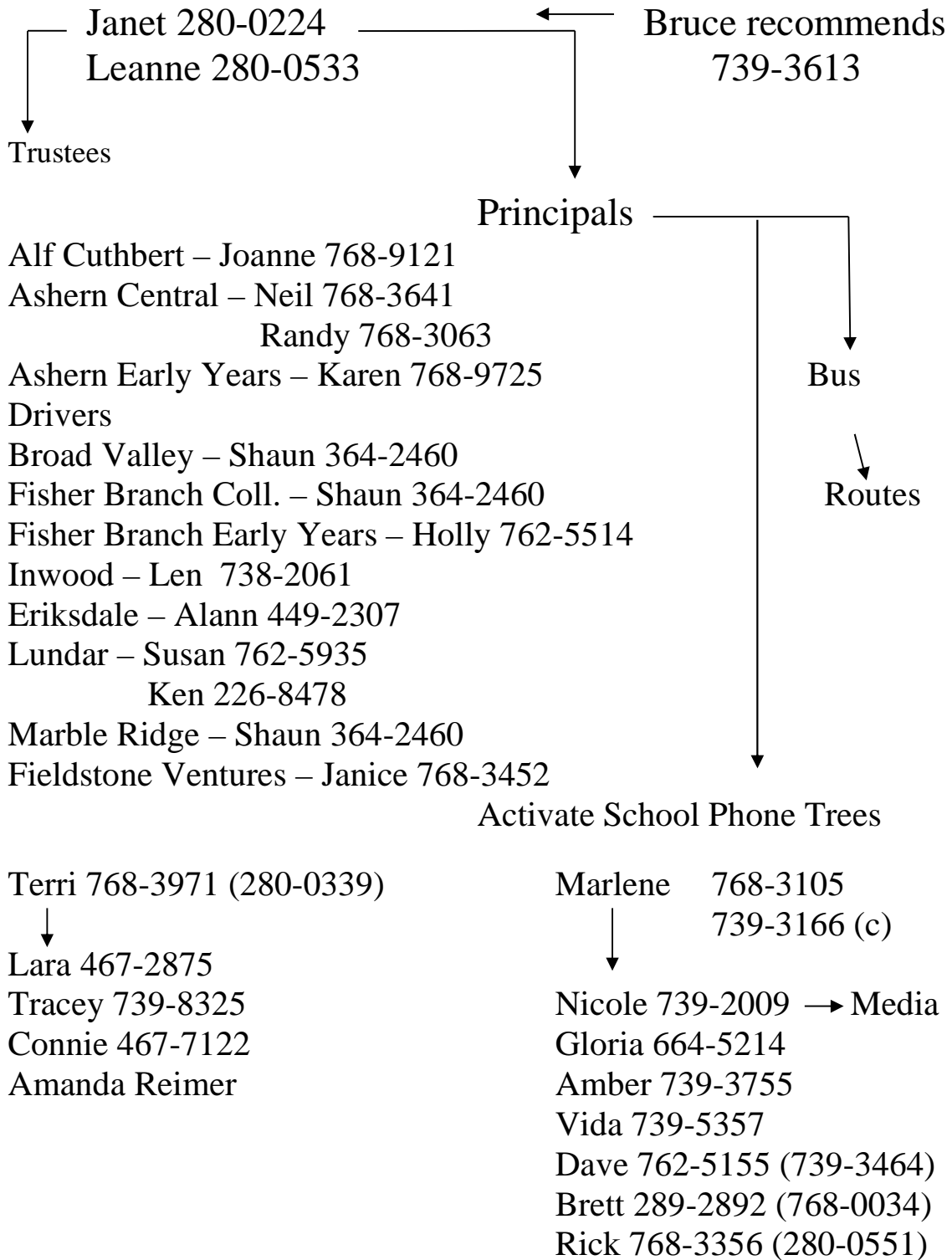
Telephone Numbers:

- to be established annually, at divisional level as part of the Emergency Response Plan

### TELEPHONE NUMBERS

| EMERGENCY CONTACTS                                  | PHONE NUMBERS |
|---|---------------|
| Emergency 911 (where available)                     |               |
| Police – Emergency                                  |               |
| Regular   |               |
| Fire  |               |
| Ambulance   |               |
| Hospital – Emergency                                |               |
| Admitting   |               |
| Kid’s Help Line (24 hours)                          |               |
| Child Abuse Hotline                                 |               |
| Poison Centre                                       |               |
|   |               |
| Lakeshore School Division                           |               |
| Divisional Crisis Team                              |               |
| Superintendent                                      |               |
| Transportation Department                           |               |
| Local District Offices of:                          |               |
| Municipal Emergency Response Department             |               |
| Regional Health Authority Office                    |               |
| Local Mental Health Unit                            |               |
| Regional Child and Family Services Authority Office |               |
| Other – Gas utilities                               |               |
| Water   |               |
| R.M. Office   |               |

1.8 Division Office Phone Tree  
 (to occur between 6:00 a.m. – 6:30 a.m.)



**EVACUATION PRACTICE LOG**

| <b>Evacuation Type</b> | <b>Date</b> | <b>Time it took to evacuate school</b> | <b>Principal's Comments</b> |
|------------------------|-------------|--|-----------------------------|
|                        |             |  |                             |
|                        |             |  |                             |

## 1.9 CODES

| ANNOUNCEMENT   | STAFF RESPONSE  |
|--|---|
| <p><b>IT IS BEST TO BE VERY SPECIFIC</b><br/>           (Example: For an intruder the announcement should be “<i>The school is to be locked down</i>”)</p> | <ul style="list-style-type: none"> <li>• All students report to the nearest classroom</li> <li>• All staff lock doors, turn out lights, close blinds</li> <li>• Ensure students stay away from all windows</li> <li>• Take roll call</li> <li>• Any student missing – contact office</li> <li>• All clear will be announced by principal</li> <li>• Do not let a child leave your room</li> <li>• If in the gym, go into the change room with students</li> </ul> |
| <p><b>IN CASE OF A FIRE</b><br/>           Evacuation of building should be announced</p>  | <ul style="list-style-type: none"> <li>• Bring roll call with you</li> <li>• Do attendance once outside/Bring to principal</li> <li>• Bring your personal property</li> <li>• Lock door behind you</li> <li>• Follow Fire Evacuation Route</li> </ul>   |
| <p><b>BOMB THREAT EVACUATION</b><br/>           Should be announced as a General Evacuation</p>  | <ul style="list-style-type: none"> <li>• Follow General Evacuation Procedures<br/>             Ensure if bomb location is known, evacuation is away from area</li> <li>• If you see anything suspicious, bring it to the attention of the Principal</li> </ul>  |
| <p><b>HAZARDOUS EVACUATION</b><br/>           Announce General Evacuation instructing all staff and students to stay away from effected area</p>           | <ul style="list-style-type: none"> <li>• Follow General Evacuation Procedures</li> </ul>  |



**REVIEWING, UPDATING, SHARING THE SCHOOL PLAN  
COMPLETED BY THE SCHOOL PRINCIPAL OR DESIGNATE**

Staff Meeting (dates) for school year:

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Presenters:

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Dates of School Principal or Designate Meetings: (minimum twice per year)

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## SECTION TWO - MAPS

### **2. Evacuation Routes**

- All evacuation routes should be posted in all rooms and hallways in the school/division office
- Evacuation routes should indicate the closest exit and an alternative exit

### **Main Shut-Off Valves (Hydro, Gas, Water, Propane)**

All heating, ventilation, water supply and normal lighting in the building will remain inoperable until the electrical service is restored. Check with the local utility to determine the duration of the power outage.

In extreme cold weather supplement heat will be required within 12 hours to prevent building damage.

When the electrical service is restored the fire alarm panel will sound. It can be silenced by moving the silence switch to the upper position. All other systems will reset automatically.

### **2.3 Utility Rooms (Floor Plan)**

### **2.4 Exterior Parking Lot & Fire Hydrants**

### **2.5 Exterior Location (Meeting Site)**

### **2.6 Emergency Evacuation Alternative Site**

Ensure there is the following information to your school's alternative site:

- Contact; Name, Address, Telephone Number
- Written Agreement for the use of the site
- Keys
- Location



## SECTION THREE – FIRST AID

### 3. First Aid Kits

- Ensure all staff know the locations of all First Aid Kits
- Appoint a staff member to be responsible for First Aid Kits
- Create an inventory system to maintain First Aid Kits supplies

#### Emergency Kit at Division Office

An emergency kit is located on top of the mail box in the administration area.  
The kit consists of:

- 1 only first aid kit
  - 2 only flashlights
  - 4 only spare batteries
  - 1 only fire alarm operating instructions
  - 1 only intrusion alarm operating instructions
  - 1 only diagram of office building layout
- Ensure a binder is maintained of student's and school personnel's medical conditions
  - Binder should include:
    - Photo
    - Medical Condition
    - Symptoms
    - Treatment
    - Emergency Contact
    - Name, home address, telephone contact

#### **Applying Medical Treatment**

- Ensure that all school personnel are trained in the application of specific medical treatment
- Ensure proof of training is in all school's personnel files, is current and is posted

## SECTION FOUR – EMERGENCY PROCEDURES

### 4. Fire Procedures (Preparation)

- Fire Evacuation Routes should be posted in all rooms in the school and hallways
- Instruction on How to Use A Fire Extinguisher should be posted beside all fire extinguishers
- Fire Drills should be practiced once per month and recorded
- All Evacuation Codes should be posted in all classrooms (Try and include students in creating posters, etc. for fire procedures)
- Ensure all doors are labeled, number all exterior entrances/Exits and name all hallways
- All numbering of doors should start at the office and go clockwise
- All hallways should be named north, south, east, west
- Ensure school floor plan is posted at all exterior entrances
- Ensure all shut off valves are labeled per room (Hydro, Gas, Water, Propane)
- Ensure all fuse boxes and fuses are labeled

### In the Event of a Fire

- The principal or designee will execute the following plan
- Ensure the safety of all students and staff
- Delegate an attempt to extinguish fire (if you feel safe in doing so).
- If you feel the fire alarm must be activated, do it, call 911
- Evacuate all personnel
- Evacuate away from the fire and potential dangerous areas; Science Lab, Utility Rooms, Shops etc.
- Notify Divisional Office
- Ensure emergency organizations have floor plans of your school
- No one re-enters building without principal's consent
- Ensure meeting area is safe
- Ensure alternative-site is accessible
- Obtain roll-call from all teachers to ensure all students are accounted for

### Teacher Responsibilities

- Evacuate the students out of the building
- Take with you personal property, roll call
- Turn out the lights and close door
- Call roll call at exterior meeting area
- Deliver roll call to Principal or designate
- Notify Principal or designate of missing student(s)
- Ensure all students stay with designated teacher

## **Chemical Spills**

- In the unlikely event of an industrial accident, to close schools
- The Superintendent's office will notify the media
- Truck over turning, etc. where chemicals may be involved
- Call 911 with information about probable source of chemicals description e.g. smell, gaseous, color, proximity to school, wind and other conditions
- Follow instructions from the emergency call to stay within the building or evacuate the building according to emergency response plan
- Seek information about strategies to reduce harm, e.g., opening windows, rinsing with water, etc.
- Follow WHIMIS for spills inside the building

# FIRE DRILL ALARM REPORT

Fire drills shall be held at least ten times in each school year and where practicable in the opinion of the principal, at least one in each month

In schools equipped with fire escapes, they are to be used in fire drills.

This form is to be sent to the Fire Prevention Director on the day fire drill is held.

SCHOOL

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PRINCIPAL SIGNATURE

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DATE

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1. Fire drills have been conducted in this school:

a) by standard signal on

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b) by emergency signal on

---

c) time taken to empty school

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2. Have fire alarms been tested daily? \_\_\_\_\_

3. Have fire escapes and fire exit doors been tested daily? \_\_\_\_\_

Principal's Remarks:

Note: Any defects in fire alarms and fire escapes are to be reported immediately by telephone and confirmed by memo.

#### **4.4 Water: Flood/Water Main Break**

- Principal to assess damage and potential danger
- Contact Assistant Superintendent
- Determine if other divisional or community resources are needed; (Public Works, Maintenance, Emergency Organization)
- Advise staff if relocation is required within the building or if the evacuation response plan should be used
- Ensure all main utilities have been shut off

#### **4.5 Emergency Preparedness**

##### **Inclement Weather**

**Adopted: Spring, 2006**

**Reviewed by Committee: September 26, 2006**

On the occasion of inclement weather the decision to close schools or cancel buses is made by the Superintendent/CEO.

Individual school bus drivers have the responsibility and right not to drive if they determine roads are hazardous due to inclement weather. They must inform their Supervisor of that decision, and all the parents/guardians of their students.

When buses are cancelled, classes are cancelled but schools are open. When the schools are closed, the schools are closed to staff and students.

1. Principals and/or Bus Drivers contact the Director of Maintenance and Transportation regarding local weather conditions.
2. The Directors of Maintenance and Transportation and Superintendent will be in contact with each other between 6:00 and 6:30 a.m. The Superintendent will make the final decision regarding the cancellation of buses/classes.
3. The Director of Transportation will contact the Principals.
4. The Principals will inform the bus drivers of the decision. The drivers will then contact all parents/guardians.
5. The Principals will activate the school "phone tree".
6. The Division Office will contact the trustees, clinicians, etc.
7. The Division Office will contact the radio stations when buses/classes are cancelled.

In the event that buses are cancelled **during the school day**:

- Parents/guardians will be contacted to pick up their children.
- Students may be sent to their town billets after the school ensures the town billets are home.

- Students under 18 who arrive at school in student driven vehicles will have their parents notified before they are permitted to leave the school grounds.
- If the above conditions cannot be met, students will remain at school under adult supervision.

Reference: Forms 8.0  
Inclement Weather Brochure

#### **4.6 Tornado**

- Do not use the gym area as a shelter if there is a tornado in the area.
- In the preparation of severe weather emergencies, develop a severe weather action plan and have tornado drills. Teach your students what actions to take if severe weather conditions occur before, during or after school hours.
- Identify safe areas in schools for shelter. If the school has a basement, use it as the evacuation area. Schools without basements should use interior rooms and hallways on the ground floor and away from windows.
- Post maps and/or diagrams to identify evacuation routes to shelter areas from every part of the school.
- The principal or designate will be responsible for activating the plan, and monitoring the weather information from Environment Canada's Weather – Radio station.
- The principal or designate will be responsible for gathering the students on the exterior property.
- Move students quickly into interior rooms or central hallways on the ground floor. Students should protect their heads and crouch or kneel against the wall. Avoid gyms, auditoriums or other rooms on exterior walls.
- The principal or designate should ensure that the electricity and gas is shut off in the event that a tornado hits the school.
- Keep children at school beyond regular school hours if threatening weather is expected. Children are safer in a school than in a bus or car. Do **not** send students home early if severe weather is approaching.

**Risk Management Bulletin**  
**Best Practices**

**May 2000**

**Tornadoes**

Environment Canada, Manitoba Emergency Measures Organization and MAST, have sponsored some awareness workshops on Summer Storms. A number of schools have been practicing various techniques learned at those workshops. These include conducting tornado drills within the school. The following information will help schools to be better prepared for tornadoes.

**Tornado Danger Signs**

Look out for:

- Dark, often greenish sky
- Wall cloud
- Large hail
- Loud roar; similar to a freight train

Caution:

- Some tornadoes appear as a visible funnel extending only partially to the ground. Look for signs of debris below the visible funnel.
- Some tornadoes are clearly visible, while others are obscured by rain or nearby low-hanging clouds.
- Before a tornado hits, the wind may die down and the air may become very still.
- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

**Tornado Watches and Warning**

A tornado watch is issued by environment Canada when tornadoes are possible in your area. Remain alert for approaching storms. This is the time to remind staff members where the safest places within your school are located, and listen to the radio or television for further developments.

A tornado warning is issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety. Turn on a battery-operated radio and wait for further instructions.

Designate areas in the school as shelter areas and practice having everyone go there in response to a tornado threat. Recognize that hydro may be out and have a whistle available in case the PA or alarm bells cannot function.

**At school:**

- Go to the basement or to an inside hallway at the lowest level. Change rooms and washroom are ideal places in most schools. Stay away from large glass areas.
- Avoid places with wide-span roofs such as auditoriums and cafeterias
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use arms to protect head and neck.

**If outdoors:**

- If possible, get inside a building.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
- Use arms to protect head and neck.

**If in a car:**

- *Never* try to outdrive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air.
- Get out of the car immediately and take shelter in a nearby building.
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

Remember – Manitoba has tornadoes every year and the entire province has at some time experienced a tornado.

When a tornado is coming, you have only a short amount of time to make life or death decisions. Advance planning and quick response are the keys to surviving a tornado.

#### **4.7 Transportation Department's Responsibilities**

The information the transportation department will need:

- Type of emergency evacuation
- Time frame of evacuation
- Number of students/staff in need of transport
- Number of Special Needs students
- Emergency shelter (off-site) location

#### **4.8 Transportation Supervisor or Designee will:**

- Contact drivers assigned to the building
- Contact drivers residing near site



- Contact all other drivers
- Contact any part-time drivers upon need

## SECTION FIVE - BOMB THREAT

### 5.0 Receiving a Bomb Threat Telephone Call

- Ask the caller if they would like to talk to the Principal
- If they do not, do not argue
- Listen
- Be calm and courteous
- Do not interrupt the caller
- Keep the caller on the line
- Obtain as much information as you can, using Bomb Threat checklist (on the next page)
- Signal another staff member for their assistance (insert a piece of red paper in your Phone Threat checklist, wave this paper if you receive a call).
- Bomb Threat Phone Checklist (on the next page)

### 5.1 Principal's Responsibilities

- Determine whether the threat warrants a confidential building search by volunteer staff members.
- Announce an Evacuation
- Alert 911 and Divisional Office
- Shut off all school bells
- Evacuate the building and do not allow re-entry except authorized personnel until the "all clear" signal has been given
- If the threat is real, prepare for the media

## **STAFF DO NOT HAVE TO SEARCH THE SCHOOL**

### 5.2 Evacuation

- Contact the R.C.M.P.
- Alert staff of evacuation. Use general evacuation code
- If you know the area of the bomb, evacuate students away from it
- Evacuate the school using fire drill evacuation procedures
- Designate an exterior meeting area away from the building
- Contact Divisional Office
- Contact Transportation Department if needed
- Ensure all teachers have roll calls
- Ensure roll call information is given to the principal or designate

### **5.3 Device Found**

- Do not touch the device
- Evacuate away from the device
- Evacuate first the students nearest the device
- Teach students not to touch any device found
- Ensure fire and police departments receive floor plan of school
- Once emergency organizations are on site, they are in charge. Assist them the best you can.

# PHONE THREAT CHECKLIST

**KEEP CALM**

RECIPIENT

Name (print):

Telephone number:

Signature:

## GENERAL QUESTIONS TO ASK:

1. What is it?
2. When is the bomb going to explode?  
OR  
When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode?  
OR  
How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

## CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

## BOMB THREAT QUESTIONS

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

## CALLER'S VOICE

Accent (specify):  
Any impediment (specify):  
Voice (loud, soft, etc):  
Speech (fast, slow, etc):  
Diction (clear, muffled):  
Manner (calm, emotional, etc):  
Did you recognise the caller?  
If so who do you think it was?  
Was caller familiar with the area?

## THREAT LANGUAGE

Well spoken:  
Incoherent:  
Irrational:  
Taped:  
Message read by caller:  
Abusive:  
Other:

## BACKGROUND NOISES

Street noises:  
House noises:  
Aircraft:  
Voices:  
Music:  
Machinery:  
Other:  
Local Call:  
STD Call:

## NOTES:

EXACT WORDING OF THREAT:

OTHER

Sex of caller: Estimated age:

CALL TAKEN

Date: Time:

Duration of call:

Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:

Phone number:

## SECTION SIX - VISITORS/INTRUDERS

### 6. School Signage

All visitors

Welcome to our school

In the interest of safety for our students, please report to the office. (Ensure signage is at all exterior doors)

#### 6.1 Visitor Procedures

Visitors should always report to the office

- Be asked for identification (if not known)
- Respect all school rules

#### 6.2 Principal Responsibilities

- Ensure all exterior entrances have visitor signage
- Exterior doors locked (outside to inside) except doors near the office
- Ensure all staff is trained in “how to greet a visitor”. The first question is always “How can I help you?”
- If a staff member has planned a visitor, they should inform the office of the visitor and meet the visitor at the office
- All maintenance contractors should abide by visitor policy and procedures
- All school division personnel should abide by the school’s visitor policy and procedures

### **6.3 Intruder in the School (Definition)**

- Anyone who refuses to follow the school's visitor policies and procedures – does not adhere to the direction of a staff member – is seen in the school with a weapon or acting in a violent way

### **6.4 Visitors who fail to Comply with School Policy and Procedures**

- Visitors should be verbally informed that they are in violation of school division policy.
- If this direction fails, send someone to notify the office of the situation.
- If you feel “safe”, follow the person and continue to request “they please report to the office”.
- If the intruder still does not follow direction, report incident to the office.
- Once the principal is made aware of the situation, the principal will make the decision to call the R.C.M.P.

### **6.5 Activating Code Lockdown**

- Principal will make a P.A. announcement declaring a lockdown
- All students will report to the nearest classroom
- All school exterior entrances will be shut and locked
- All classroom doors will be shut and locked
- All windows shut, locked and blinds closed
- All lights in classrooms turned off
- All students should be away from windows and doors
- Roll call should be called in each classroom after the all clear has been given by the principal
- Roll call should be communicated to the office
- The principal or designate will confirm the attendance of all students
- Locating students not in the class room may be implemented upon Principal's discretion
- Students in the gymnasium should go into the change rooms
- Students in open area classrooms should have predestinated enclosed classrooms to go to
- Students in hallways and washrooms should go to the nearest classroom

### **6.6 If Intruder has a Weapon**

In schools:

- Implement immediate lockdown procedures

- Contact office to alert RCMP
- Do not approach the intruder
- Contact Divisional Office

#### In Division Office

When a person in the division office is suspected of, or is known to be carrying a weapon, it will be considered an emergency situation requiring a lockdown. To this end, the following procedures will be followed:

- The Superintendent/CEO or designate will call 911 to notify emergency services of the need for immediate assistance
- The Superintendent/CEO or designate will either announce over the intercom system that a division wide lockdown is in effect or, when appropriate, implement a quiet lockdown by going from office to office to initiate the lockdown
- If the lockdown is announced, the “designated lockdown code” will be stated over the intercom system
- Do not leave the room until you have been informed that its safe to do so
- Division office has a “safe” room which can be locked from the inside
- In a critical situation:
  - Alert the principal or designate. If the individual is talking to you, try to keep him/her calm while others get help by following outlined procedures
  - The principal or designate will attempt to reason with the abductor. (verbally only, no physical contact)
- Should an abduction take place, the principal (or designate) shall:
  - Call 911
  - Inform the legal parent/guardian of the situation
  - If the abductor is unknown to school personnel, notes should be made describing the person in detail
  - Inform your Divisional Office. (Fill out an abduction form)

#### Create a Hot File

**A separate file containing all restraining orders should be kept in the main office. If possible, obtain a photograph of the person the restraining order is against.**

**ABDUCTION REPORT FORM**

School: \_\_\_\_\_

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Parent/Guardian(s) Names: \_\_\_\_\_

Work Telephone Numbers: \_\_\_\_\_

Brief History: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who has custody (attached any legal documents)

Restraining Order?    Yes                      No                      (Attach Restraining Order)

Agency involvement: C.F.S.                      McDonald Youth Services

   C.G.C.                      Other

## SECTION SEVEN - MEDIA

### 7. Dealing with the Media during a crisis

- Whenever a crisis situation takes place at a school, media coverage is almost a certainty
- Having a prescribed plan as to how to work with the media lessens the anxiety level of all involved.

#### 7.1 Guidelines for Working with the Media

- Principal should provide a written statement for the Superintendent for dissemination. It should be honest, sincere and factual.
- **The Superintendent is the spokesperson for the division and for each school.**
- The Principal will keep the staff informed.
- Be proactive concerning the Media. Consult the Superintendent's office, advise them of the story and they will contact the media (ensure before any information is given to the media it is cleared through the Superintendent's office).
- Set geographic and time limits.
- Consider an off-site media center.
- Media contact should be done before or after school only.
- Hold the press accountable if they are telling the public the wrong information. Ask for a copy of the story and the timeline of the release of the story.
- Create a positive relationship with the Media before an emergency crisis occurs.
- Stress positive action taken by the school.
- Do not refuse to speak to the media; they will turn to less reliable sources.
- Do not disclaim responsibility until all facts are known.
- Announce any new changes made after the incident has passed. (Safety precautions, training, etc.)
- Get the maximum amount of information out to the media and thus the public as soon as possible.
- Overall accuracy and completeness of media coverage depends to a large degree on "how fast" and "how much" information the media received.
- Emphasize to parents, students and staff that they can say no to interviews.
- Never release names or the extent of injuries or property damage; that information should come from the Superintendent's office.
- Never authorize that a picture may be taken of a student without the permission of the parent or legal guardian.
- When possible, monitor the radio and television stations to see if any information is already out and if it is, is it accurate.



- Make sure a media log is kept. Include the following information:
  - Station you talked to
  - Reporter's name
  - Time/date
  - Questions/answers
  - Expected time it will air

### **Media Record**

Date of interview: \_\_\_\_\_

Interview with regard to: \_\_\_\_\_

Type of interview:

Telephone \_\_\_\_\_

In-person \_\_\_\_\_

Name of Division employee interviewed: \_\_\_\_\_

Name of Journalist: \_\_\_\_\_

Media Outlet Represented: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Printed information given to journalist (if any reports, pamphlets, etc.). Attach copies if desired.

\_\_\_\_\_  
\_\_\_\_\_

At the end of this interview, the following must be sent or given to journalist:

\_\_\_\_\_  
\_\_\_\_\_

Synopsis of what Division employee said during the interview:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The completed media record from should be kept on file for future reference.



