

West Park Elementary: *Crisis Response Plan*

Evacuation Procedures

To School Grounds:

Teachers

- Direct students to evacuate the building with the teacher leading them to their assigned exit; if exit is blocked then move to the next closest exit; Take the Red Emergency folder.
- The final student will close the door and leave the lights on; close windows if possible.
- Lead students to the designated area at the West soccer field (as outlined on the evacuation map posted in the classroom).
- Take attendance when in designated area.
- Report missing students to the admin. (Or admin designate).
- If all present, raise red folder in the air, at front of the line, until an administrator acknowledges your class.
- Please ensure students are in a single line and are silent.
- Keep students in designated location until signal to return to school or to relocate to alternate location.

All other Staff (and visitors to the building):

- Exit via the nearest door and meet at the soccer field on the west side of the school.
- Exit routes are posted in every classroom in the building.
- Report to the secretary if not attached to a class and assist with students as needed.

Secretaries

- Take emergency kit, first aid kit, student directory binder, attendance, visitor sign in book and knowledge of class whereabouts & staff absences.
- Exit via the nearest door and meet at the soccer field on the west side of the school; shut doors and leave lights on.

Emergency first aid kits are housed in the office and in the gym storage room. Each classroom has a first aid kit. In the event of a fire any staff or visitors must pull the nearest fire alarm.

Evacuation Procedures

To Alternate Facility: (St. Martin School - 3911 - 57A Avenue)

Teachers

- Take class attendance information when in designated area.
- Report missing students to the admin (or admin designate).
- Supervise relocation to alternate facility as directed by admin (refer to map in the **red** folder if needed).
- Follow initial and ongoing directions of supervisor or principal at alternate facility.
- Keep students in designated location until signal to return to school or dismissal to parents.

Other Staff and Visitors- Assist as requested during the relocation; some visitors and staff members may be asked assist with specific students.

Lockdown Procedures

All Staff

Anyone observing a threat or serious potential threat must contact the office immediately to initiate the lockdown. **Do not confront the threat.**

Sheltering in Place/Hold and Secure: Found under “All Procedures”

- Check hall for any people and bring them into the room.
- Close and lock and barricade (if possible) the classroom door(s);
- Shut off all lights and try to make the room appear uninhabited;
- Move students away from windows/ teacher closes curtain (cover door windows)
- Disregard all knocks on the door and/or calls from the hallway; ignore dismissal bells.
- Direct students to stay calm and silent
- **Turn cell phones to silent.**
- Staff and students outside the school during a lockdown should proceed to the student evacuation staging area, away from the school and await further instructions.
- Remain in lockdown until your room is cleared by authorities.
- All exterior school doors remain “as is” at the time of lockdown.

Visitors

- Take refuge in the nearest lockable room; follow the above procedure if possible.

Communication with office (if possible)

All Staff

- Nature of the situation/threat;
- Location and number of suspect(s)/threat;
- Identity of suspect(s)/threat;
- Description of suspect's appearance and behavior (e.g. clothing, build, calm or irrational demeanor)
- Whether suspect/threat is moving or stationary; presence/type of weapon(s);
- Any known injuries and location of casualties; possible motives or verbal threats made and; location of any explosive devices, booby-trap and/or ambush

All Procedures

Administrative Duties and Role

Evacuation

- Pull fire alarm and/or announcement to evacuate the building.
- Call 911, Superintendent as necessary.
- Determine if there are any students missing/unaccounted for.
- Determine need for a return to the building or relocation to alternate location.
- Signal return or relocation.
- If necessary, implement procedures to locate missing students/move to alternate location/notify parents.

Relocation

- Direct classes to relocate to alternate facility- as per detailed plan in emergency kit.
- Notify alternate location.
- Notify Superintendent.
- Call C.S. to activate parent fan out system.
- Take necessary materials from school.
- Relocate to alternate facility.
- Take student attendance information.
- Initiate search for missing students as necessary.
- Supervise activities in alternate facility.

Lockdown

Announce “**This is a Lockdown, This is a Lockdown**” (Dial *3303)

- Call 911 (if alone, activate lockdown first)
- Identify yourself, the school name and full address;
- Stay on the line and continue to provide information as requested by the 911 operator. Never hang up to confer with the Principal or anyone else as you may be the only “eyes and ears” of the responding members who are enroute to the school;
- If possible, document times and events relating to the incident.

Note: Refer members of the media to the school administration. In matter involving a police investigation, statements to the media should be given by the person responsible only after consultation with police.

Hold and Secure

School Administration

1. Announce Hold and Secure (Dial *3303)
2. Give specific instructions that distinguish it from a Lockdown
3. Lock and monitor all exterior doors
4. Respond as needed
5. Classes continue to function as normal
6. Announce, when appropriate, “all is clear”

Teachers

1. Follow specific instructions as provided
2. **Classes continue to function as normal.**
However, no one is to leave the room.
3. Remind students of the difference between a Hold and Secure and Lockdown procedure
4. Listen for general announcement “all is clear”

Sheltering in Place

School Administration

1. Announce Shelter in Place (Dial *3303)
2. Give specific instructions that distinguish it from a Lockdown or Hold and Secure
3. Monitor conditions
4. Monitor exterior doors
5. Respond as needed
6. Classes continue to function as normal
7. Announce, when appropriate, “all is clear”

Teachers

1. Follow specific instructions as provided
2. **Classes continue to function as normal.**
Students can move freely in the school, no one is to go outside.
3. Distinguish Shelter in Place from a Lockdown or Hold and Secure procedure
4. Listen for general announcement “all is clear”

Types of events that trigger Sheltering in Place: weather events may such as a sudden blizzard; environmental event such as a chemical spill exterior to the school, **missing child**; dangerous wild animal (cougar, bear etc.)

Crisis Management Plan – West Park Elem.

3814 55 Ave, Red Deer, AB T4N 4N3

(403) 343-1838

1. Evacuate and Dismiss Site Contacts (Neighboring School Sites)

St. Martin de Porres School 3911 57A Ave.	Principal: Cathy Cameron	Phone: 403-346-5511
West Park Middle School 3310 55 Ave.	Principal: Dean Pasiuk	Phone: 403-347-8911

2. School Crisis Response Team

<u>Team Member</u>	<u>Role</u>	<u>Phone</u>	<u>Home Phone</u>
Katharyn Blades	Principal	Ext: 173	403-343-1838
Brianne Lindsay	V-Principal	Ext: 172	403-343-1838
Karen Webster	First Aid	All call-intercom	403-343-1838
Mellanie Kopec	Secretary	Ext: 101	403-343-1838
Cathy Sveinson	L.A.T.	Ext: 127	403-343-1838

3. District Contacts:

Stu Henry	Superintendent	403-343-1405
Della Ruston	Associate Super.	403-343-1405
Chad Erickson	Associate Super.	403-343-1405
Ron Eberts	Associate Super.	403-343-1405
Nicola Golby	Associate Super.	403-343-1405
Brian Bieber	Associate Super.	403-343-1405
Bruce Buruma	Director	403-343-1405
Darren Skrepnyk	Facility Services	403-343-1405

4. First Aid/ CPR Certification:

Staff Member	Position	Expiry Date
Coreen Newton	EA	September, 2018
Katharyn Blades	Principal	October 5, 2019
Shillelagh O’Sullivan	EA	November 2018
Karen Webster	EA	October 5, 2019
Tammy Baumgartner	EA	October 5, 2019
Jody Brunner	Teacher	April 2017

5. Emergency Contacts

Fire/Police/Medical.....	911
City Emergency Services.....	346-5511
RCMP Dispatch.....	343-5575
Hospital.....	343-4422
Security System Monitoring.....	1-855-855-5224
Phone Experts.....	343-1122
Fire Alarm (Pyrotec Alarms).....	358-2220
Poison Control.....	1-800-332-1414
Alberta Environment.....	1-800-222-6514
Child Abuse.....	340-5400
RDPSD Central Services.....	343-1405
Prairie Bus Lines.....	342-6390
Red Deer Catholic School Board.....	343-1055
St. Martin’s School.....	347-5650
Superintendent of Schools.....	342-3710
Deputy Superintendent of Schools.....	342-3711
Director of Maintenance.....	342-4421

6. Locations of First Aid Kits at School/Site

General Office (Secretary is responsible to keep kits current and complete).

The main first aid station is in the infirmary.

First aid kits are housed in all of the classrooms as well as in the storage room in our gym.

All classrooms will have a separate supply of bandages, sanitary wipes and plastic gloves.

Eyewash Station: In the caretaker's room

7. Automated external defibrillator (AED)

The AED is securely attached to the wall beside the main office counter.

Instructions are located within the AED box.

All staff will be required to complete an online course on how to use the AED.

Natural Gas Leak

Contact ATCO gas at 310-5678 or 1800-511-3447

Please contact Facility Services at 403-598-7159

Emergency- Missing Child

1. When a staff member notices that a student is missing, the **office is to be notified** immediately.
2. An **intercom All Call** will be made asking the student to return to the class or come to the office.
3. An **administrator will be notified.**
4. A school/playground **search** will be conducted by all available staff.
5. **If the child is not located parents will be contacted.**
6. **Check**
 - ❖ the school and grounds as per search plan.
 - ❖ the parent vehicle to see if the child climbed in while the parent was not looking.
 - ❖ other classmates to see if the child went home with one of them or if any of the class saw the child leave. (Again have another staff member make calls.)
 - ❖ that a friend, sitter, spouse etc. hasn't already picked him up.
 - ❖ (Ask parent for these numbers and have a staff member make the calls!)
 - ❖ friend in another class?
 - ❖ the route home. (Have a staff member or family member (not mom) take a cell phone and drive the route home looking.)
 - ❖ neighborhood parks.
7. **Teacher gets all information** from parent and then has parent come to the office to coordinate calls etc. Try to ensure that teacher (and office) disseminate information rather than parent repeating over and over again.
 - ❖ appearance (height, weight, hair colour)
 - ❖ clothing- colour, logos etc.
 - ❖ nicknames
 - ❖ route home
 - ❖ history of wandering away, where were they found??
 - ❖ family dynamics (estranged parent, custody etc.)
8. Attempt to locate a **photograph** of child.
9. After a reasonable search and/or when requested by parents, call the RCMP. Do not delay calling the police. Know all above info. prior to calling the police. Have police meet parent, teacher etc. in the office (not the playground). If possible, have an item for the police dog to sniff.
10. **When the child is found:**
 - ❖ If it is a staff member who locates the child off school grounds, the staff member should stay with the child and attempt to contact the school to have the teacher or parent come to get the child. (We don't want the child to go with a stranger!)
 - ❖ Debrief the situation in the office- maybe even the next day with the parents, teacher etc. Emotions are high so this is often not productive at that point. The playground is NOT the place to debrief.

Attempted Child Abduction

In the event of a confirmed abduction, call 911 immediately and inform the parents

1. The first priority of the school is to respond and manage the situation as needed. In the event of a confirmed abduction, call 911 immediately and inform the parents.
 - a. Secure the building/playground
 - b. Call the Police
 - c. Call the parents
2. When appropriate, notify Central Services by calling:
 - a. Cyndi Ramsfield, Executive Assistant to the Superintendent at 403-342-3713
 - b. If there is no answer, contact the Main Switchboard at 403-343-1405
3. Information will be directed to Central Services Administration to respond to and provide support as needed:
 - a. Provide assistance and advice to the school
 - b. Advise others as needed:
 - i. Superintendent
 - ii. Senior Administration
 - iii. Community Relations
 - iv. Facility Services
 - v. Information Technology Services
 - vi. External Resources
 - vii. Board of Trustees
 - viii. Others
4. Email information to other schools and departments providing direction for action as needed; Note all media inquiries are to be directed to Bruce Buruma, Director of Community Relations at 403-343-1838
5. As the situation evolves, information will be shared with schools, departments.