



Section 6

Emergency Preparedness and Response



Occupational Health &
Safety Manual 2020

EMERGENCY PREPAREDNESS/RESPONSE

East Central Catholic Schools will implement an Emergency Response Plan for responding to an emergency that may require rescue or evacuation. As per East Central Catholic Schools policy EBC Emergency Plans: *“The Board charges the principal with the safety and welfare of students and staff. An emergency is a present or imminent event that demands immediate action or special regulation of persons or property to protect the health, safety, or welfare of people, or to limit damage to property.”*

Level 1 – An unplanned occurrence that interrupts the normal course of business, but to which standard internal response protocols apply. Examples are severe vandalism and medical emergency.

Level 2 – An unplanned occurrence that interrupts the normal course of business that requires enhanced response protocols, has the potential to escalate to Level 3, and may require response from external agencies. Examples are bomb threat and missing child.

Level 3 – An unplanned occurrence that discontinues normal business functions and requires broad-based response by the organization and/or by a third-party as per the Disaster Services Act. Examples are fire and severe natural disasters.

Developed procedures will provide schools with the direction on how to respond to a variety of events with each site having the opportunity to address situations unique to its location and circumstance.

Legislative Requirements:

As per Alberta Occupational Health and Safety Act, Regulation and Code an emergency preparedness program must include the following:

- a) The identification of potential emergencies;
- b) Procedures for dealing with identified emergencies;
- c) The identification of, location of and operational procedures for emergency equipment;
- d) The emergency response training requirements;
- e) The location and use of emergency facilities;
- f) The fire protection requirements;
- g) The alarm and emergency communication requirements;
- h) The first aid services required;
- i) Procedures for rescue and evacuation;
- j) The designated rescue and evacuation of workers (students).

Emergency Preparedness Requirements

The areas in which Emergency Preparedness is measured for compliance by an inspector or investigator are as follows:

- Do employees understand the emergency preparedness program and their roles and responsibilities in that program?
- Are employees adequately prepared to effectively carry out their role?
- Is the program appropriate to the specific worksite involved?
- Is the frequency of safety drills appropriate and in compliance with legal requirements?
- Are records kept of safety drills and are the drills evaluated for effectiveness?
- Is the emergency preparedness program working as intended?
- Are visitors and/or tenants aware of that facility's Emergency Preparedness Plan?

Principals and non-school based department heads demonstrate compliance

By ensuring:

- Time and resources are provided for employees to be involved in the development of the emergency preparedness program.
- Employees have adequate preparation for any unexpected incident, including how and when to initiate the alarm.
- The required supplies and equipment (e.g. fire extinguishers, first aid kits) are available and in good condition.
- The required numbers of staff are trained in emergency and standard level first aid.

Guidelines for Meeting Legislative Requirements

ECES has identified the following situations as potential emergencies:

- Fire/explosion
- Chemical/dangerous goods release
- Severe weather
- Intruder
- Bomb threat
- Weapons
- Utility disruption
- Abduction
- Youth gatherings (civil disturbance)
- Suspicious activity and/or individual

Responses to Identified Emergencies

There are four types of responses that may be implemented for the emergency situations identified:

1. **Lockdown** – is used to maintain occupants in their room or area to provide protection from a threat (e.g. intruder) when it is safer to stay in the building than evacuate.
2. **Evacuation** – is used to move occupants out of the building by a designated route to avoid contact with a potential threat (e.g. fire).
3. **In-Place Sheltering** – in-place sheltering is an option when there is a potential, or a release of a hazardous substance into the atmosphere, e.g. sour gas release or a chemical release that could result in harm to people. In-place sheltering is an effective means of protection when:
 - there is not enough time or warning to safely evacuate people;
 - the emergency is of short duration (several minutes to a half-hour)
4. **Room Clear** – is used to keep occupants away from a potential threat (e.g. student altercation) within the room while the teacher deals with the situation.

Clear language rather than code words are to be used to communicate the required response.

Emergency Preparedness Plan Components

Each school or worksite must have a written Emergency Preparedness Plan in place with the following items to be included in the plan:

1. **Evacuation Routes** – the worksite's primary and secondary evacuation routes shall be posted in each occupied room within the facility. Administrative sites must post primary and secondary evacuation routes in each meeting room within the site.
2. **Muster (Assembly) Location** – Each worksite shall identify and inform all occupants of the primary and secondary assembly locations. Primary locations onsite will be utilized to maintain staff and students at a safe distance from the building. Secondary locations must be identified and formal, prior arrangements made for use when it is required to evacuate occupants from the site. Secondary locations must be confirmed in writing on an annual basis.
3. **Emergency Response Classroom Chart** – each classroom/occupied work area shall be provided with an Emergency Response Classroom Chart. This chart is a summary of the emergency procedures.
4. **Emergency Response Kit** – Each worksite shall assemble and maintain an Emergency Response Kit to support the Emergency Preparedness Plan. Ensure the Emergency Response Kit is kept in a secure yet accessible location at all times. The Emergency Response Kit shall include the following:
 - At least three up-to-date copies of the site's Emergency Preparedness Plan;
 - Current list of all staff and/or students in the facility;
 - Student's parent/guardian emergency contact lists (updated in September and February annually);
 - An Emergency Call Card;
 - Chemical Inventory; this list can be obtained off the ECCS main website, under the Occupational Health and Safety department page. <http://www.ECCS.ca/view.php?action=documents&id=63>
 - Evacuation route maps highlighting primary and secondary evacuation routes;
 - Megaphone;
 - Flashlights with a supply of batteries and supply of spare bulbs;

- A portable AM/FM radio with a supply of batteries;
- A minimum of three clipboards;
- Miscellaneous office supplies; pens, pencils (sharpened), box of paper clips, paper, envelopes;
- Portable first aid kit (fanny pack) kit type depends on school population;
- List of qualified first aiders at site (update in September and February annually);
- Emergency blankets;
- “Caution – Do Not Enter” tape;

5. Safety Drills – The purpose of drills is to ensure that in the event of an emergency, persons present in ECCS facilities can leave, move within, or be secured in the building in an orderly fashion, without panic, and with self-control. Speed of the drill is important, but shall not alter the effectiveness of executing the emergency response plan.

Safety drill procedures and instructions are to be reviewed with staff, including permanent contract workers, and students on an annual basis. The following elements must be implemented when planning a safety drill:

- All school facilities must complete **8 safety drills** each school year, **with a minimum of 3 fire drills and 3 lockdowns**. The choice of the other 2 safety drills (at a minimum) is at the discretion of the Principal. The other types of drills are: **In-Place Sheltering and Room Clear** (*A letter is to be sent home prior to a scheduled lockdown drill*). All non-school based sites must complete a minimum of one fire drill per year.

The Emergency Response Classroom Flipchart shall be readily available to staff in each classroom within each school based site.

Ensure each safety drill is documented on the *School Record of Emergency Drills* and filed in the OHS Binder. The *Annual Record of Emergency Drills* is to be forwarded to the OHS Coordinator.

Review and address issues identified as areas of concern arising from the safety drills with staff and students following the drill.

The principal or decision unit administrator or designated administrator shall initiate all safety drills. The duty of sounding the alarm, when required, should rotate among staff members to promote familiarity with emergency procedures.

Prior to a safety drill; each site must inform their respective security services of the time that the drill will be held as well as informing them when the drill is complete.

All occupants shall participate in the safety drill.

Ensure occupants leave, or move within, the building in an orderly manner and class lines do not cross during evacuation.

Ensure that no individual re-enters the buildings following an evacuation until the “All Clear” indicates that the building is safe to re-enter.

Ensure all required individual roles and responsibilities for an emergency preparedness plan are assigned to identified employees and their alternate.

Special considerations shall be made for individuals with compromised physical and/or mental abilities.

6. Special Considerations – Each worksite shall establish a special provision plan for assisting staff and/or students with a degree compromised physical and/or mental ability, whether permanent or temporary (e.g. broken leg), in meeting the response procedures for the various emergencies identified.

A special provisions plan for individuals with compromised mobility should consider that individual’s ability to exit and the amount of support needed.

7. **Contagious Emergencies** – In the event of the District/individual worksite experiencing contagious health emergency, each worksite will be provided with direction from the District and Alberta Health Services.
8. **Off-site Emergencies** – If an emergency situation should occur during an off-site event:
 - Move the students away from the area of risk,
 - Keep all students together
 - Call emergency services (9-1-1)
9. **Emergency Response System Inspections** – The Maintenance Department will complete an inspection on the Emergency Response System once a year, all records will be kept in the maintenance binder.
10. **Roles and Responsibilities** – Each worksite shall ensure that all employees are made aware of their roles and responsibilities during each of the four identified emergency responses. New and substitute employees shall be made aware of their roles and responsibilities on an ongoing basis.

LOCKDOWNS

School Administrators (Principal, Vice Principal or Designate and Office Support):

- Assess the situation and determine the need of a lockdown.
- **Sound lockdown alarm which is distinct from the fire alarm, has an audio recording “EMERGENCY LOCKDOWN, EMERGENCY LOCKDOWN, EMERGENCY LOCKDOWN NOW”. This will ring for 15 minutes then stop. Do not assume the lockdown has ended when the alarm stops. The Lockdown will end when the all clear has been given.**
- If possible, inform staff of the situation, occurring **inside** or **outside** the facility.
- If possible, Call 9-1-1 and provide information as to the situation.
- Take the Emergency Response Kit to the designated safe room.
- Contact applicable numbers on the Emergency Call List which is to be located in the Emergency Response Kit.
- Meet with Emergency Personnel, if safe to do so.
- Contact the Superintendent and OH&S Coordinator to inform of the situation.
- All media inquiries to be directed to Central Services.

Teachers:

- Remind students of lockdown procedures regularly
- Classroom doors are to remain locked at all times during school hours. Doors can be left open during class time.
- When the lockdown alarm is sounded, close classroom doors and turn off classroom lights.
- Keep students away from doors and windows.
- Refer to the Emergency Response Classroom Flip Chart.
- If situation is **outside** the facility, close window coverings on outside windows.
- If situation is **inside** the facility, keep classroom exterior windows open where possible and the interior classroom windows covered where possible.
- Be prepared to evacuate, if required, on short notice.
- Maintain calm and ensure the students that everything possible is being done to return the situation back to normal.
- Ensure absolute quietness.
- Do not open the door for anyone unless the **“ALL CLEAR”** has been given.
- Keep students on the floor out of the line of sight from windows.
- If a gunshot or explosion is heard, ensure everyone remains on the floor.
- If there is an emergency in your room, contact the office immediately.
- Refer all media inquiries to administration.

Custodians:

- If safe, move to the office area, otherwise move to the closest safe room. Turn the lights off, and remain on the floor out of the line of site, until the **"ALL CLEAR"** has been given.

EVACUATIONS

School Administrators (Principal, Vice Principal or Designate and Office Support):

- Assess the situation and determine the need to evacuate.
- **Sound the alarm.**
- The following items are too brought to the assembly location:
- **Emergency Response Kit**
- **Visitor Sign in Sheet**
- Contact applicable numbers of the **Emergency Call List** which is to be located in the **Emergency Response Kit**.
- Collect attendance sheets from the designated messenger from all classrooms and areas. Clarify who may be missing and provide information on missing individuals and/or individuals with compromised mobility to emergency personnel.
- Contact Emergency Services 9-1-1(if required).
- Meet with Emergency Personnel if safe to do so.
- Contact the Superintendent and OH&S Coordinator to inform of the situation.
- Contact parent/guardian of students as directed by the principal.
- All media inquiries to be directed to Central Services.

Teachers:

- Take the following items with you:
- Class list, paper and pen.
- Emergency Response Classroom Flipchart.
- Ensure the classroom is evacuated of all occupants.
- Close door, but do not lock.
- Ensure primary exit route is not blocked and is safe and clear.
- Immediately leave the building in a calm and orderly fashion, using the exit and directions indicated on the floor plan.
- Remain with the students at the assembly location, and do not allow them to leave.
- Take class attendance to ensure that all students are present or list the students that are absent. Ensure that any visitors or volunteers are accounted for.
- Assign a reliable attendance messenger to take a note to the principal or designate, informing them that all are accounted for or that there are certain individuals missing.
- Wait for further direction from the principal or designate.
- Refer all media inquiries to administration.

Custodians:

- Report to the principal or designate. Provide support to principal or designate.

In-Place Sheltering

School Administrators (Principal, Vice Principal or Designate and Office Support):

- Assess the situation and determine need.
- Contact Emergency Services, if required.
- Communicate with occupants, using clear language, regarding further direction.
- Contact applicable numbers on the Emergency Call Card, located in the Emergency Response Kit.
- Contact the Superintendent and OH&S Coordinator to inform of the situation.
- Secure cleared area(s), if required, until safe to re-enter.

Teachers:

- Take the following items with you:
- Class list, pen and paper.
- Emergency Response Classroom Flipchart
- Go immediately, in a calm orderly fashion to the area inside the building designated by the principal or designate.
- Follow the route specified by the principal or designate.
- Account for all students and stay in designated area with the students until further instruction is given by the principal or designate.
- Implement the special provisions action plan for individuals with compromised mobility (this should be previously planned).
- Notify principal or designate if any concerns arise.

Custodians:

- Provide support to principal or designate.

ROOM CLEAR

School Administrators (Principal, Vice Principal or Designate and Office Support):

- Assess the situation and determine need.
- Contact parents/guardians if required.
- Ensure alternate room/location is provided with supervision for uninvolved students.
- Determine when uninvolved students may return to room.
- Inform Superintendent.

Teachers:

- Assess situation and notify office immediately for support, including desired response.
- Remain calm.
- Send uninvolved students directly over to alternate room/location.
- Unless personal safety is threatened, stay in the problem situation and work to resolve the crisis.
- Take Emergency Response Classroom Flipchart if you leave the room.

Custodians:

- Clean up room, as required.

East
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Steps to Implement Emergency Preparedness Plan

Using the Emergency Preparedness Development Tool, principals and supervisors shall:

1. Establish and record the primary and secondary evacuation routes of the facility.
2. Identify appropriate primary and secondary assembly locations, obtain permission from occupant.
3. Distribute Emergency Flipcharts to all classrooms and occupied work sites.
4. Assemble Emergency Response Kit.
5. Create a specialized plan for occupants with compromised mobility.
6. At the beginning of each school year, the principal is to complete the Emergency Response Plan (using the available forms).
7. Orientate all staff regarding their roles and responsibilities of the identified Emergency Responses.
8. Share your Emergency Preparedness Plan with local Emergency Services and local municipality.

On-going Checklist for Principals and Non-school Based Department Heads

- ☐ Conduct monthly safety drill(s), document and file in OHS Documentation Binder.
- ☐ Review safety drill outcome and discuss issues and solutions with staff.
- ☐ Maintain Emergency Response Kit and Field Trip Kit contents.
- ☐ Ensure the needs of students/staff with compromised mobility are met.
- ☐ Complete an annual review of the Emergency Preparedness Plan.
- ☐ If exit routes/locations are altered, make the changes in the Emergency Preparedness Plan.
- ☐ Ensure alternate individuals are assigned key roles should someone be absent or off site.
- ☐ Ensure all temporary staff/volunteers are familiar with the Emergency Preparedness Plan.
- ☐ Ensure all classrooms have an Emergency Response Classroom Flipchart.

EMERGENCY CALL NUMBERS

Emergency Services 9-1-1

(Ambulance, Police, Fire Department)

DISTRICT CONTACT NUMBERS

East Central Catholic School Central Office780-842-3992
 (Security Company) (insert)
 Principal’s Cell Number (insert)
Occupational Health and Safety Coordinator.....780-842-8912
Director of Transportation 780-806-9313
Alberta Emergency Management (24hr service)1-866-618-2362
 (Insert Town/Village) (insert)

UTILITIES

ATCO Gas (24hr) 1-800-511-3447
Public Works (insert)

School: _____

Date: _____

Principal: _____

Responsibility	Individual(s) Accountable	Timeline/ Schedule
Mark primary and secondary evacuation routes on site map and post in each occupied room. Ensure the floor plan room numbers correspond with actual room numbers.		
Identify and share primary assembly locations for all classrooms at the site.		
Identify, and make formal arrangements with the secondary off-site assembly location.		
Ensure the Emergency Response Classroom Flipcharts are in each room.		
Assemble and maintain Emergency Response Kit. Ensure it is in a secured location.		
Ensure safety drills are completed and documented each month. Alarm must be activated for fire/evacuation drill and security service notified.		
Establish a special provisions plan for individuals with compromised mobility.		
Ensure Field Trip Kit is assembled and maintained in secure location to protect confidential information enclosed. Ensure emergency contact numbers are provided.		
Conduct an annual orientation at the start of the school year with staff regarding roles and responsibilities during each of the Emergency Responses.		
Assign staff to ensure all rooms are checked to ensure clearance of all occupants during evacuation/room clear procedures.		
Ensure fire extinguishers and emergency exit lighting is inspected as required.		
Conduct ongoing orientation of temporary staff/volunteers.		
Review the Emergency Preparedness Action Plan on a monthly basis following monthly safety drill and complete debrief with staff.		

School: _____

School Year: _____

Principal: _____

The principal of each school shall develop the site's Emergency Preparedness Plan prior to the start of the school year. The Emergency Preparedness Plan is to be reviewed annually with staff at the building of each school year and with new staff on an on-going basis.

The Emergency Preparedness Plan is organized into the following sections:

1. Purpose
2. Contagious Health Emergencies
3. Off-site Emergencies
4. Preparation
5. Facility Evacuation
6. Resources
7. Training

Purpose

All organizations are required to establish an emergency preparedness plan to mitigate the effects of a wide variety of potential disasters. Emergency preparedness is designed to ensure the health, safety and welfare of all occupants in the facility, at the time of the occurrence. This planning shall be comprehensive enough to cope with a variety of emergencies.

While many emergency procedures may be common among District schools, each facility is responsible for developing a site specific Emergency Preparedness Program that meets Legislative and District requirements and guidelines. The District has developed procedures that provide schools with direction on how to respond to a variety of events with each site having the opportunity to address situations unique to its location or circumstance.

Contagious Health Emergencies

In the event of the District/individual worksite experiencing a contagious health emergency, each worksite will be provided direction from the District and/or Alberta Health Services.

Off-site Emergencies

During off-site emergencies each worksite shall:

- Move from the area of risk to maintain student/staff safety.
- Keep students together.
- Call 9-1-1, look after injured individuals.
- Call the principal to inform him/her of the situation.

Preparation

1. Roles and Responsibilities – Please identify and list below:

- The alternate classroom/area assigned to each classroom to re-locate students in the event of a room clear.
- The specific staff and rooms they are assigned to check to ensure all occupants are cleared from the room, in case of evacuation.
- The staff person that is responsible for assembling and maintaining the Emergency Response Kit.

Facility Evacuation

1. Evacuation Routes – Please identify and list below:

- The primary and secondary evacuation routes for each room in the site.
- Include copies of the evacuation room maps for each room.

2. Assembly Locations – Please identify and list below:

- The primary and secondary assembly locations for room in the site.
- Include a copy of the signed agreement letter between the site and the secondary assembly location.

3. Special Provisions Plan

- Detail the plan for any staff, student or visitor on site that has compromised mobility in the event of an emergency response being initiated.

Resources

1. Emergency Response Classroom Flipchart

- Indicate when each classroom was provided with the Emergency Response Classroom Flipchart.
- Indicate when the specific details of the flipchart were/will be provided to the site staff.

2. Emergency Response Kit

- Indicate where the Emergency Response Kit will be located.
- See OH&S Manual for contents of Emergency Response Kit.

Training

1. Safety Drills

- Indicate the tentative schedule of which type of safety drill we be completed each month.