
Killarney School



Emergency Plan

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Emergency Plan 2017-18

A. Communication Procedures

1. The Communicator is the Principal – Terry Beazley
The Designate is the Vice Principal – Giselle Beaupre
2. In the event of an emergency situation at the school, the Principal is responsible for delegation of any communication to staff, parents and Division Office. Working with the Vice-Principal, the Principal will communicate through our secretaries (Melisa Bylo & Taryn Lamont) who will remain in the school office during the emergency, safety permitting.
3. Any instructions for students & staff will be delivered over the P.A. System. Should this system not be working, Mrs. Thiessen-Kramer's class (alternate class Mrs. Nichol) will be called upon to provide runners who will convey messages throughout the building. Mrs. Thiessen-Kramer (Mrs. Nichol) or her sub will have a checklist to see that everyone is notified.

Communications with the Division Office, RCMP, Fire Department and Ambulance will be through the secretaries by telephone in the office.

An emergency phone exists in the storage area of the school office. (In a power outage only)

Administration, Office Staff and Custodians will use 2 way radios. (6 radios are available in the school)

4. All staff will be familiarized with the Emergency Preparedness Plan once a year.
A practice evacuation to New Life Assembly will be held once a year.
5. There will be no use of number or color codes for communication. Instructions will be straight forward, for example, "All classes are to evacuate the building immediately, or stay in your classrooms until further notice or lockdown".

De-briefing and follow-up

As soon as possible, after an emergency situation, the principal is responsible for a debriefing with the school staff. This will include a review of the emergency, all school team responses and our student accounting procedures.

Where necessary, the School Crisis/Divisional Team will assume responsibility for ensuring that counseling is provided to whoever requires it.

B. Evacuation Procedures

1. Teachers are to carry their attendance records with them to facilitate the accounting for students.
Information regarding the accounting of students must be relayed to the principals as per a fire drill.

2. Students will evacuate the building as per a fire drill. If deemed necessary, under the direction of administration and supervision of the teachers, students proceed to the New Life Assembly Church. A signal will be given to the runner who reports to the South Door indicating to evacuate to the church. A copy of the Nominal Roll & Emergency Plan as well as a key to the New Life Assembly will be taken by the secretaries. A copy of the key to the New Life Assembly and the Nominal Roll will be kept at the Turtle Mountain School Division Office.
3. Crosswalk supervisors have been assigned for each corner of the route to the New Life Assembly Church and stop traffic as follows:

King Avenue & Fletcher Street	Darren Knight	Alternate: Sandra Freeman
King Avenue & Finlay Street	Terrill Outhwaite	Alternate: Erica Hilhorst
Finlay Street & Laurier Avenue	Meagan Lawson	Alternate:
4. Once at the New Life Assembly Church, Grade 9 to 12 students will go to the basement and report to their Advisor Group Leader. Kindergarten to Grade 8 students will meet with their homeroom teacher upstairs.
5. Communication will be made to the Division Office from the New Life Assembly by a teacher designated by the principal. Parents will be contacted from the New Life Assembly and if necessary the Turtle Mountain School Division office.
6. There are some emergencies (e.g. chemical spills) where evacuation of the building will not be a reasonable course of action. In such cases, students and staff will remain in the school building until notified by the proper authorities of any action that should be taken. The custodians will shutdown all air handling units and make sure the bathroom fans are turned off.

C. School Cancellation Procedures

In the event that school has been cancelled yet students are arriving at school unaware of school being cancelled, the parent will be contacted and the student will be provided a ride home.

D. Bus Cancellation & School Closure Procedures – Before School Begins (a.m.)

The School Division has implemented a policy for the cancellation of school buses prior to the beginning of school in the morning. School buses may be cancelled when the wind chill factor reaches -45°C or in the event of reduced visibility or poor road conditions. Please listen to CJRB 1220 AM, CKLQ 880 AM, FARM 101.1 FM, STAR 94.7 FM, CBC 990 AM, CJOB 680 AM or BOB 96.1 FM to determine whether buses and school have been cancelled. If the staff have any questions please call the administration: Mr. Beazley (523-4178), Mme. Beaupre (215-0550).

E. Bus Cancellation Due to Weather - During the School Day

Should buses be cancelled at some point during the school day:

1. All students will be asked to remain in their classrooms until the end of the day.
2. Designated staff will phone storm billets. Storm billet information is kept at the office.

3. Students that are still able to be bused to storm billets in town will gather in their quadrant group in the North Gym, from there they will be directed to the appropriate bus. Staff members familiar with the particular area of town will ride on the buses to ensure that students are looked after.
4. Under no circumstances will any K – 12 students be released from school until it has been determined someone is at home at the storm billet or child's home.

Parent or storm billet may pick up the student/students and take them to the storm billet home/child's home. Homeroom teachers will make a list of all students picked up by whom and their intended destination, a copy of this list will be given to office staff upon completion. **This is a must.**

Note: All staff will notify the office as to where they will be staying if the school is closed and they require alternate accommodations.

De-briefing and Follow-up

As soon as possible, after an emergency situation, the principal is responsible for a debriefing with the school staff. This will include a review of the emergency, all school team responses and our student accounting procedures.

Where necessary, the School Crisis/Divisional Team will assume responsibility for ensuring that counseling is provided to whoever requires it.

Weapons Threats

A. Lockdown

A lockdown will take place when the school staff is notified or is aware of a person approaching the school with a dangerous weapon and the following steps will take place:

1. The principal or designate will announce over the P.A. that there is a lockdown in effect. 911 will be telephoned and the situation reported. Division administration will be notified by secretaries.
2. All entrances to the school will be locked, if safe to do so. Administration/Secretaries/Custodians being responsible for locking the South doors (extra key in office)
3. Teachers are to lock the doors to their classrooms, turn lights out and have their students crouching away from any windows or doors.
4. Classroom windows (indoors also) should be covered.
5. South Gym: Students are to take shelter in Mrs. Thiessen-Kramer, Mrs. Nichol or Mr. Bartley's Room.
North Gym: Students are to take shelter in the Band Room or Shops Room if the Band Room is not open.
Library: Classes are to use the Library storage room and both doors to the room are to be locked.
6. Teachers responsible for checking school areas will do so as in a fire drill, if safe to do so.
7. Trudy Gray will notify any staff and students on the playgrounds that a lockdown is in effect and to take defensive action immediately. This means to vacate the school area by going to the bus garage or drop to the ground and remain still. Trudy should also take defensive action off school property in the event it is unsafe for them to reenter the school.
8. Secretaries will notify, by phone, if possible, any classes that are away from the school that a lockdown is in effect and to remain where they are until notified it is safe to return.
9. Sandy Witherspoon/Kim Riley (Primary), Jana Little/Kat Moody (West North Hall), Jen Thiessen-Kramer/ Katrina Nichol (West South Hall), Paula Opperman/Naureen Grant (South West Hall), Darren Knight/Sandra Freeman (Upstairs) and Patrick Hudson/Felicia Billaney (Downstairs) will do a quick check of their areas in the building. This check is to make sure all exterior doors and classroom doors are locked.
10. When the threat has ended, the principal or designate will inform the school that the lockdown has ended.

***Teachers are to ensure that their substitutes are aware of these procedures.**

B. Threat in the Building

If a situation arises in which students and staff are in great danger from a weapons threat within the school, the following steps will be taken:

1. The principal or designate will announce over the P.A. "School Lockdown" and the area of the school that the threat is in i.e. Primary, Middle School, High School. 911 will be dialed and the situation reported. Division administration will be notified.
2. Teachers are to lock the doors to their classrooms, turn out lights and have their students crouching away from any windows and doors.
3. Classroom windows (indoors also) should be covered.
4. South Gym: Students are to take shelter in Mr. Bartley, Mrs. Nichol or Mrs. Thiessen-Kramer's Room.
North Gym: Students are to take shelter in the Band Room or Shops Room.
Library: Classes are to use the Library storage room and both doors to the room are to be locked.
5. If it is safe to do so, Trudy Gray will notify any staff and students on the playgrounds to take defensive action immediately. This means to vacate the school area by going to the bus garage or drop to the ground and remain still. Trudy should also take defensive action off school property in the event it is unsafe for them to reenter the school.
6. Secretaries will notify by phone, if possible, any classes that are away from the school that a weapons threat exists at the school and to remain where they are until notified it is safe to return.
7. When the threat has ended, the principal or his designate will announce over the P.A. "Lockdown is over" and the school will return to normal operations. Office staff or administration will notify those students and staff who took defensive action outside the building.

If a threat occurs during the lunch hour or during exams:

1. Students in the North Gym are to take shelter in the change rooms and storage room.
2. Students in the South Gym are to take shelter in the storage and change rooms.

During an assembly, students are to take shelter in the Library & Southwest hall classrooms and if necessary, the stage area or the Library Storage area.

Students and Staff that are not in their classroom when a lockdown is called should report to the nearest classroom or safe spot.

EMERGENCY CHECKLIST

<u>Teacher</u>	<u>Grade</u>	<u>Teacher</u>	<u>Grade</u>
Mrs. Millan	K	Mr. Forsythe	HS
Mrs. Witherspoon	K	Miss Mowatt	HS
Mrs. Magwood	1	Mr. Knight	HS
Mrs. Riley	1	Mr. Korman	HS
Mrs. Korman	2	Miss Lawson	HS
Mrs. Forsythe	2	Mrs. Lovett	HS
Mrs. Shiels	3	Mrs. Outhwaite	HS
Mrs. Little	3	Mrs. Freeman	HS
Miss Moody	4	Mr. Outhwaite	HS
Ms. Grant	5/6	Mr. Hudson	HS
Mrs. Opperman	5/6	Mrs. Hilhorst	HS
Mr. Bartley	5/6	Mrs. Billaney's office	
Mrs. Thiessen-Kramer	7	Cafeteria Staff	
Mrs. Nichol	7/8	HS Resource Room	
Mr. Pugh	8	Daycare	
Custodial Staff		French Room	
Mr. Riley		North Gym	
Library			
Mrs. Campbell			
Mrs. Simpson's Area			
Mrs. Blixhavn's Area			
Levelled Literacy room			
Office Staff			
Clinician Room			
South Gym			
Nursery School			