

St. Mary's Education Centre and Academy

Emergency Management Plan

The following is the Emergency Management Plan for St. Mary's Education Centre & Academy. This set of guidelines and information should be used by Before and After Program Staff during an emergency.

1. Emergency Codes

Red – Fire Alarm Evacuation of Building

Green – Evacuation or Evacuation / Relocation

Blue – Lockdown or Hold-and-Secure

Purple – Racial / Discriminatory / Human Rights Violations

Yellow – Medical Emergency or Poisoning

Orange – Staff Assistance Necessary

2. Fire Safety

An individual will be designated to be in charge of fire safety. This individual will be familiar with the fire safety requirements of the facility. This person will coordinate with the facility administrator or principal to ensure that they are fully aware of the fire safety requirements for the facility.

Designated Individual In-charge: Program Supervisor.

Be prepared to advise the school's principal or designate and the fire department of any related information regarding the fire.

3. Fire Prevention

It is important that all daycare and facility staff are aware of the fire hazards in their department and develop appropriate habits for good fire safety. These include but are not limited to:

- Ensure safe storage and use of combustibles or flammable materials, liquids, or gasses.
- Proper use of gas and its associated components.

- Ensure all exit routes are clear and free of obstructions.
- Smoking on Strait Regional School Board premises is not permitted.
- Being alert for signs of fire.
- Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
- Ensure appropriate use of electrical appliances.
- Being familiar with the use and location of evacuation plans and evacuation routes, pull stations, fire extinguisher, fire blanket, etc.
- Ensure that combustible / decorative materials on any individual wall conforms to the 20% rule.
- Report all fires.

4. Fire Emergency Procedures – Code Red

Knowing what to do in case of a fire or a fire alarm is extremely important in order that every fire emergency is dealt with safely and efficiently. These fire emergency procedures have been developed specifically for persons using the facility for afterhours use.

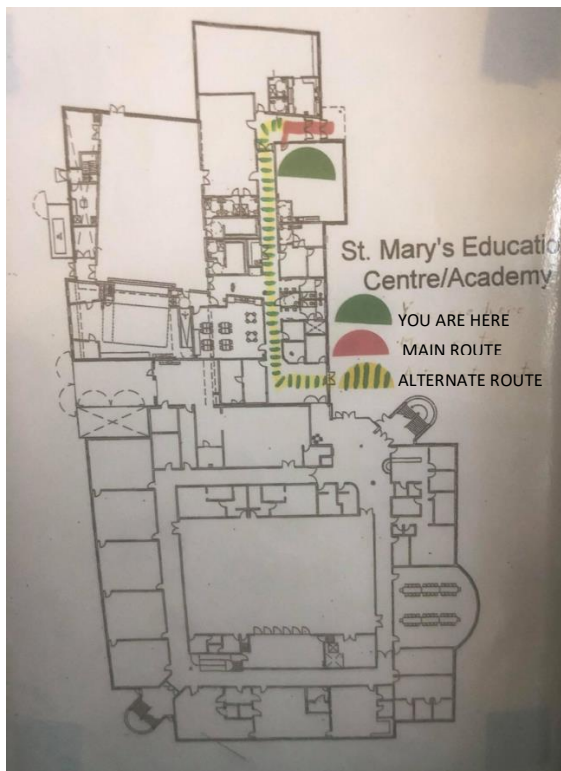
Upon Hearing an Alarm

- Remain calm and be alert for signs of fire.
- Ensure persons with special needs are receiving the assistance required to assist them exit the facility.
- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Close all doors behind you.
- Evacuate to the exterior designated meeting area (the bus garage).
 - If you are in the Kid's First room, you will exit via the Community Entrance and Exit. If you cannot use that exit, you will use an alternate route going down the hallway and out the exit.
- Follow instructions by the person in charge or their appointed replacement.
- Do not leave the meeting point until instructed to do so.

Note: Occupants are to evacuate the building immediately, regardless of weather conditions. Persons are not permitted to retrieve coats or personal belongings.

Discovery of Smoke or Fire

- Notify other persons in the immediate area.
- Activate the nearest fire alarm pull station.
- Use a fire extinguisher to extinguish the fire if possible. This is a recommendation, not a requirement.
- Notify the fire department (911 or 9-911).
- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Close all doors behind you.
- Leave via the designated exits to the external meeting point (the bus garage).
 - If you are in the Kid's First room, you will exit via the Community Entrance and Exit. If you cannot use that exit, you will use an alternate route going down the hallway and out the exit.
- Follow directions of the person in charge or their appointed replacement.
- Be prepared to direct the person in charge or the fire department when they arrive.



Special Procedures

Use of a Fire Extinguisher

- Pull the pin before the two handles.

- Aim the nozzle at the base of the fire, since the pressure of spraying directly into the fire may spread the burning material.
- Squeeze the handles together.
- Sweep the extinguisher from side to side. Evenly coat the entire area of the fire. Keep applying the fire extinguishing agent even after the flames are put out. Stay near the extinguished fire, if possible, until the fire department arrives.

Note: The use of a fire extinguisher is a recommendation, not a requirement. Only consider attempting to extinguish a small fire with an extinguisher if:

- You are confident it is safe to do so, &
- The fire is not between you and your only exit.

5. Lockdown or Hold-and-Secure – Code Blue

Hold and Secure

'Hold-and-Secure' is action taken to restrict access to the facility in response to a safety concern external to the school. Hold-and Secure situations are characterized by instructing students to remain in the classroom, or in the building, but not necessarily to cease other activity, classes typically continue as usual.

- The safety of our participants is our first priority and we are taking all necessary actions to ensure the safety of staff and visitors.
- All individuals must stay in the building.
- Activities will continue as usual.
- Cell phones will not be permitted for use during a Hold-and-Secure situation.
- The SMECA school principal is in control of the situation and is working with others to keep us safe.
- The SMECA school principal will keep us up to date.
- You will get information as soon as possible.
- Communication will be shared with your care providers to give them an update on today's incident.
- Let's practice deep breathing to keep us calm.

Expectations

- An announcement will be made saying "**Attention, attention this is (name and role), CODE BLUE, initiate HOLD-AND-SECURE now. Attention all staff, CODE BLUE, initiate HOLD-AND-SECURE now.**"

- All individuals must stay inside the building. No one is permitted to enter or leave the building.
- Any individuals outside the building should re-enter immediately if it's safe to do so.
- Once a HOLD-AND-SECURE is initiated staff will be assigned to ensure that there will be no further entry or exit from the building.
- Activities will continue as usual with no need to lock classroom doors unless specifically instructed to do so by the principal or designate.
- Communication will happen within the school in the usual manner.
- All cellphone should be on silent mode.
- Please remind individuals that the broad use of cell phones by individuals during an incident may impede communication between emergency response and the school site.

Lockdown

A lockdown is a precautionary measure in response to a threat of violence in the building and directed to the facility or facilities community.

- The safety of our participants is our first priority and we are taking all necessary actions to ensure the safety of staff and visitors.
- Individuals cannot leave their classrooms.
- Gather and stay in the washroom.
- Cell phone use is not permitted during a Lockdown situation.
- Be as quiet as possible.
- Wait calm and patiently.
- The SMECA school principal is in control of the situation and is working with others to keep us safe.
- The SMECA school principal will keep us up to date.

Expectations

- An announcement will be made saying "**Attention, attention this is your (name and role). Code Blue, initiate lockdown now. Attention all staff, CODE BLUE, initiate lockdown now. Attention all staff, CODE BLUE, initiate lock down now**" over the school intercom or communicate message by another predetermined means of communication (text, email, personal messenger).
- All individuals must remain in place.
- Do a quick check of the hallway and take any individuals into your secure space if it is safe to do so.

- Lock and close your door.
- No one answers the door under any circumstance during a lockdown.
- Administration and/or custodians will look after exterior doors.
- If possible, close all blinds, curtains and windows. Use the cardboard material located behind your classroom door to cover the window in the door.
- Turn off the lights.
- Keep all individuals away from the doors and windows.
- Remain quiet.
- All cell phones must be put on silent.
- Please remind individuals that the use of cellphones during an incident may impede communication between emergency response and the school site.
- A designated staff person will check areas such as washrooms and bring students who may be there to a pre-determined safe location.
- Students have received training and know where to find a secure location or a safe hiding place.
- Be sure your computer is on and your email / communication software is running.
- Do a roll call of individuals.
- Communicate to the office via email the names of individuals who are absent from your room and / or additional individuals you have in your room.
- Expect emotions to be higher, even among adults.
- It is important to remain calm, professional and to try and de-escalate individuals distress.
- Never open a door during a lockdown even if the person identifies as RCMP, Fire Department or another first responder.
- Lockdown remains in effect until directly instructed by the SMECA principal or designate using this announcement via the PA system "Attention, attention, this is (name and role), the lockdown is now terminated. I repeat, the lockdown is now terminated."
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- You will get information as soon as possible.
- Communication will be shared with your care providers to give them an update on today's incident.
- Let's practice deep breathing to keep us calm.

6. Evacuation or Evacuation / Relocation – Code Green

Reasons to evacuate may vary depending on the situation. Directions will be given over the PA or by messenger. Staff are to take all emergency information, which is located in a folder by the door and office staff will the Office Emergency Kit (which contains student lists, contact information, and medical information) and megaphone during an evacuation.

Procedure

1. Evacuate the building as per normal procedures.
2. Staff will have individuals line up near the muster station.
3. Staff will take attendance and report any missing individuals.
4. When a decision has been made by staff to relocate, a staff will lead individuals to the relocation site.
5. Once located inside the relocation site, staff will take attendance, and report any individuals that are unaccounted for.
6. The individual in charge will provide updated information.
7. Staff will contact caregivers.

7. Medical Emergency – Code Yellow

When a medical situation occurs the following will occur

1. A staff member will assess the situation, send for help and start first aid and stays with the injured individual.
2. The second staff member will offer support, supervise and assists with crowd control.
3. If possible, the injured individual is then moved into the facility if outside for further first aid or 911 is called if an ambulance is required.
4. An Incident Report will be completed by staff.
 - a. A call will be made to caregivers to inform them of all head injuries or other significant injuries. All contacts will be recorded.
 - b. A note will be provided to caregivers to inform them of minor injuries.

First Aid Kit Locations

First Aid Kits are located in the following areas throughout the facility:

- The Main Office
- Phys Ed Office
- Janitors Closets
- Staffroom