



Administrative Procedure 165 Crisis Response Guide

Appendix A

Good Spirit School Division

Updated November 2021

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Introduction

The Good Spirit School Division strives to create a safe and supportive learning environment for students and staff. A safe school culture and proactive planning are instrumental in effectively assisting students, staff and administration through crisis events when they occur.

A crisis event can seriously disrupt school routines, teaching and learning. There may be high levels of emotional upset, the potential for disruptive behaviour.

A well-established plan to deal with a crisis even can:

- Prevent a chaotic situation from escalating into a catastrophic one.
- Ensure the impact of the incident does not lead to lasting trauma for students and staff.
- Reduce confusion.
- Ensure that decisions are reasonable and thorough.
- Speed up responses to students, families, and staff members when timing is critical.
- Prevent further crisis reactions in the school community.
- Prevent harmful conflict among school personnel.
- Reassure the community that the school is competently managing the incident.
- Reduce confusion through open lines of communication.

Who is Involved?

• Division Level Response Team

- Director of Education
- Superintendent of School Operations
- Operations Manager
- Transportation Manager

• School Level Response Team

- School Principal and Vice-Principal (if applicable)
- TERT (Traumatic Events Response Team)
- Staff Members

• Interagency and Community Partners

- Mental Health
- RCMP
- First Responders
- Other Emergency Measures Services (EMS) Personnel

Crisis Preparation

A good crisis plan provides a strategy to respond to the unexpected and should include:

- A comprehensive crisis response plan incorporating immediate and long-term response to crisis events.
- Established relationships and contacts with local agencies and community-based organizations specializing in crisis management.
- Defined roles of school staff and community partners for various types of crisis events.
- Maintenance of a 'naturally open', healthy, positive climate. This facilitates the sharing of appropriate information between administration, staff, students, community members and central office.
- Annual review of crisis response plans with community partners, and discussion of lessons learned from past crisis events.

Emergency Phone Numbers

Ambulance, Fire, RCMP	9-1-1	
RCMP Detachments		
Canora	(306) 563-4700	
Esterhazy	(306) 745-4740	
Ituna	(306) 795-6400	
Kamsack	(306) 542-5560	
Langenburg	(306) 743-5600	
Melville	(306) 728-1700	
Sturgis	(306) 548-6250	
Yorkton	(306) 786-2400	
SaskEnergy (24-Hour Natural Gas Emergency)	1-888-700-0427	
SaskPower (24-Hour Emergency Service)	1-888-757-6937	
Good Spirit School Division	(306) 786-5500	
Mental Health (Yorkton)	(306) 786-0558	
Social Services Child Protection (Yorkton)	(306) 786-1300	
Senior Administration Contact Numbers:		
Quintin Robertson: Director	Office #: (306) 786-4794	Cell #: (306) 621-4594
Mark Forsythe: Superintendent	Office #: (306) 786-4754	Cell #: (306) 590-8675
Mick Parmar: Superintendent	Office #: (306) 786-4756	Cell #: (306) 743-8009
Shaune Beatty: Superintendent	Office #: (306) 786-5530	Cell #: (306) 621-1219
Patrick Morrison: Operations Mgr.	Office #: (306) 786-4795	Cell #: (306) 621-8409
Ryan Hall: Transportation Mgr.	Office #: (306) 786-4759	Cell #: (306) 621-5466

Traumatic Events Response Readiness Team

- 1) Traumatic Events Response Team (TERT). [Form 165-1](#)
 - Each school will select members for their TERT at the initial staff meeting for the school year.
 - Membership must include The Principal or designate, Vice-Principal and School Counsellor. It is also helpful to include acting Principals.
- 2) Responsibilities:
 - a) Develop a school-level traumatic events response plan using the procedures and forms in this guide.
 - b) Activate the traumatic events response plan when required.
 - c) Every year:
 - The Principal or designate will find out and submit the TERT form to the Good Spirit Education Complex.
 - The TERT will become familiar with your school's crisis and trauma response plans and ensure that each member understands their role.
 - The TERT will review the plans with the entire staff in the fall of each school year to ensure staff are familiar with the guidelines.
- 3) Division Traumatic Events Response Team
 - When a traumatic event occurs, supports will be deployed to assist the school TERT with crisis response arrangements.

Emergency Communication Procedures

1. The primary path for communication regarding traumatic response is between The Principal or designate and Director or designate. When a school-related emergency or traumatic event occurs, contact the Superintendent of School Operations responsible for your school.
2. The Principal or designate will provide necessary information to the school staff that is required for them to respond appropriately and effectively to student, staff, and family needs. ([Traumatic Events Response Guide: Appendix 2](#))
3. If the nature of the emergency necessitates contacting emergency response organization, do this first. The school's local RCMP, EMS, and Fire Department should be well-acquainted with your building and have an Emergency Floor Plan. Be sure that this is updated annually and that local emergency responders are invited to tour the school with a Principal or designate.
4. The Principal or designate is responsible for informing the Superintendent of School Operations about the critical event/emergency and any involved agencies. The event will be analyzed by personnel at the school, Central Office, and/or by outside agencies so plans are clearly communicated in a timely fashion.
5. All media statements are to come from the Director or designate. School personnel should not speak to the media and students should not be interviewed.
6. All schools should have specific Emergency Communication Procedures (a phone tree, email/text, or equivalent measures) to share information to all school-based and itinerant instructional student services personnel and bus drivers as prescribed in the school policy.

Emergency Administration Centre

1. In the case of emergency events where students or staff cannot or should not be in the school, they should use a pre-arranged Emergency Administration Centre as identified in your school safety plan.
2. The Emergency Administration Centre should be used to:
 - 2.1 Keep students and staff safe.
 - 2.2 Initiate and maintain contact with the Principal or designate or designate and the Superintendent of School Operations.
 - 2.3 Contact and inform emergency services (RCMP, EMS, Fire Department) of ongoing hazards.
 - 2.4 Serve as a location for parents/guardians to pick up students when they are to be sent home.
3. Staff who are with students at the Emergency Administration Centre should stay with the students and maintain attendance lists.
4. The Principal or designate, Operations Manager and Transportation Manager will consult regarding any changes required to regular bus schedules.

SECTION 1 – Immediate Risk to Students and Personnel in a Building

SCHOOL EVACUATION PROCEDURES

1. In case of an immediate emergency, engage the fire alarm and follow fire evacuation procedures.
2. If evacuation is not immediately required, convene school members of the Traumatic Events Team (TERT).
3. Inform the Superintendent of School Operations.
4. Ensure that traffic control is carried out by a designated staff member, and additional support is available, as necessary.
5. Close all windows and doors and turn off lights in each room as leaving. Designate a student to lead the class. Teachers leave last, checking for stray students.
6. Teachers next to an unsupervised area are to check this space for students.
7. Staff and students will gather at designated Muster Point.
8. Initiate Emergency Communication Procedures (pg. 4) and if necessary, establish an Emergency Administration Center (pg. 5).
9. The office will create an updated list of absent or missing students on attendance database.
10. As time permits, the school Principal will verify the evacuation of all students and staff and notify the Superintendent of School Operations.
11. The names of all students or staff evacuated to hospital are to be recorded along with the hospital name and means of transportation.
12. After consulting with the Operations Manager, the Principal or designate or caretaker will ensure that the school's physical plant is shut down if required.
13. The TERT, in consultation with the Superintendent of School Operations will assess the needs of students and staff to ensure that the necessary supports are available.
14. The Principal or designate, Operations Manager and the Transportation Manager will consult regarding any changes required to regular bus schedules. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
15. The TERT will debrief with the Superintendent of School Operations and plan any required follow-up. The Principal or designate or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#))

School Lockdown Procedures

School Lockdown: alerts students and staff that an imminent danger exists. A lockdown is implemented when the threat is inside or thought to be outside the school or facility. Staff and students are to follow specific procedures as outlined below.

Note: There is a high probability of a traumatic reaction among students in response to the potential circumstances surrounding these procedures. It is advisable that parents, students, and staff be consulted and briefed prior to any drills. All adults working in the building must be familiar with and trained in these procedures.

1. Use the P.A. or phone system to provide clear and concise directions to alert students and staff to return to their classrooms and remain inside. **“Lockdown now”** (Repeat twice). School must have a system to communicate immediately with all staff members inside and outside of the building.
2. Call 9-1-1. If it is safe, the Principal or designate school member should meet Emergency Responders (RCMP, EMS, etc.) to ensure they have access to all school locations.
Classroom teachers:
 - Lock classroom doors. No student is to be let out of the classroom for any reason during a lockdown. Remain with the students in the classroom.
 - Ensure that students are as safe as possible – create cover by moving furniture; keep students away from and below the level of windows, doors, and other exposed areas.
 - Advise students and staff not to post on social media during the event and at no time are cell phones to be used.
3. Students who are out-of-doors or off campus:
 - Unless otherwise instructed, outside students will move to the Emergency Administration Centre (pg. 5). Adults outside at the time of lock down should direct the students and remain with them until the situation is clear.
4. Students in any non-secure open area (a gymnasium or cafeteria):
 - Teachers should direct students to the Emergency Administration Centre (pg. 5).
 - Follow procedures for classroom teachers (#2 above)
5. Initiate Emergency Communication Procedure (pg. 4). In the case where other schools are located nearby, they should be informed of the lockdown as soon as it is possible.
6. Every reasonable effort will be made to contact staff and students who are off campus to keep them informed.
 - If possible, the office will create an updated list of absent or missing students for the Principal or designate.
7. Follow RCMP directions with respect to ending the lockdown of students.
8. Once the dismissal order is received from the proper authority, the Principal or designate will relay dismissal instructions to every classroom.
9. The Principal or designate will inform parents when and how children may be picked up.
10. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure the necessary supports are available.
11. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate

parent notification deemed necessary. Any media statements will be conducted by the Director or designate.

12. The TERT will debrief with the Superintendent of School Operations and plan any required follow-up.
13. The Principal or designate will complete School Incident Report for Insurance Purposes. [\(Form 165-6\)](#)
14. A minimum of two school lockdowns will be practiced each year.

Hold and Secure Perimeter Procedures

Hold and Secure Perimeter procedures are implemented when it is desirable to secure the school due to an emergency occurring outside and not related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should remain locked. Classes may continue to function normally, but no one is permitted to leave until the situation is resolved. In the event an individual needs to exit or enter, this will be done at a secure entrance in consultation with the Principal or designate.

Procedures

1. Use the P.A. or phone system to provide clear and concise directions to alert students and staff: **“School is in a hold and secure”** (repeat twice).
2. All exterior doors are locked.
3. All available staff report to administration to be assigned to designated entrances/exits.
4. The Principal or designate will inform the Superintendent of School Operations.
5. Unless otherwise instructed, outside students will move to the Emergency Administration Centre (pg. 5).
6. Adults outside at the time of lock down should direct the students and remain with them until informed that the situation is clear before returning to their classroom if possible.
7. Initiate Emergency Communication Procedure (pg. 4). In the case where other schools are located nearby, they should be informed of the lockdown as soon as possible.
8. Once the Hold and Secure has been lifted by the RCMP, The Principal or designate will relay this information to the staff.
9. The Principal or designate, Operations Manager and the Transportation Manager will consult regarding any changes required to regular bus schedules.
10. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
11. The TERT will debrief with the Superintendent of School Operations and plan any required follow-up.

Fire Evacuation

Note: Staff should be familiar with the location and operation of evacuation routes and fire extinguishers.

1. Engage the fire alarm and inform school office of location and extent of fire.
2. All students must walk quickly to the designated exit and meet at the Muster Point. Keep all students away from the fire's location.
3. Call 9-1-1 to inform them of the nature, location, and extent of fire, and direct them to the appropriate entrance.
4. See School Evacuation Procedures (pg. 6).
5. Teachers will appoint a student to lead the class out of the building. Teachers will exit last, checking to make certain no students remain, lights are off, and doors closed.
6. Assemble students and staff in previously determined Muster Point locations at least 20 meters from the building leaving fire routes clear. Use the Emergency Administration Centre if required.
7. The teacher will take attendance once at the Muster Point. A staff member will designate someone to notify the Principal or designate of any missing students.
8. If possible, the office will create an updated list of absent or missing students for the Principal or designate.
9. Re-enter the building only after fire services have declared it safe, or in the event of a fire drill, the Principal or designate will give the all-clear to re-enter the building.
10. The Principal or designate, Operations Manager and Transportation Manager will consult regarding any changes required to regular bus schedules.
11. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
12. The TERT will debrief with the Superintendent of School Operations and plan any required follow-up.
13. A minimum of 6 fire evacuation drills are to be practiced each year.

Bomb/Terrorist Threat

1. Upon receipt of a bomb/terrorist threat, the person should make every attempt to:
 - 1.1. Prolong the conversation with the threat maker.
 - 1.2. Identify any background sounds.
 - 1.3. Note distinguishing voice characteristics.
 - 1.4. Question the caller as to the description of the bomb, location, and when it is due to explode.
 - 1.5. Determine the caller's knowledge of the facility.
2. The person receiving the call will immediately call 9-1-1 (using a different phone line) and if not possible have a second staff member call 9-1-1.
3. Use [Threat Call Checklist](#) (Form 165-3) to record details of telephone call.
4. On the P.A. system, the Principal or designate will inform the staff that they should prepare to evacuate the building when the fire alarm is sounded.
5. Establish an Emergency Administration Center (pg. 5) and initiate Emergency Communication Procedures (pg. 4).
6. The Principal or designate will confirm notification of the RCMP and inform the TERT regarding the circumstances.
7. The Principal or designate will ensure copies of school floor plans are available to RCMP and cooperate in search procedures if asked by authorities.
8. The Principal or designate will inform the Superintendent of School Operations of the bomb threat.
9. The Principal or designate, Operations Manager and the Transportation Manager will consult regarding any changes required to regular bus schedules.
10. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and assess whether a school message or other parent notification is deemed necessary. Any media statements will be conducted by the Director or designate.
11. The TERT will debrief with the Superintendent of School Operations and plan any required follow-up.
12. The Principal or designate will prepare a School Incident Report for Insurance Purposes. ([Form 165-6](#))
13. The Principle or designate is responsible to post form [165-3 Threat Call Checklist](#) above each phone.

***Note:**

- Calls on our VOIP telephone system are unable to be traced. The Principal or designate or designate will contact the Technology Department to sift through the call logs to locate the caller.
- Call Trace will not work on a wireless phone. If you are receiving harassing calls on your cell phone, be sure to write down the time, date and phone number of the calls and source if possible.

Assault on School Premises

1. Inform the Principal or designate.
2. Call 9-1-1 if required.
3. Provide first aid as required or call 9-1-1. **Note:** Follow [Administrative Procedure 160 Appendix Universal Precautions](#) regarding contact with bodily fluids.
4. If hospital admission is necessary, a staff member must accompany the student(s) and remain with the individual(s) until parents/guardians arrive.
5. Protect the crime scene. Note the circumstances and individuals present. Identify assailants, victims, and witnesses.
 - 5.1. Isolate the assailant if possible and in serious incidents, separate the witnesses until the RCMP arrive.
6. Inform the Superintendent of School Operations in cases where serious personal injury has occurred, or a school employee has been assaulted.
7. Inform parents of students involved as either perpetrator(s) or victim(s).
8. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
9. The Principal or designate may meet with staff to provide information and plan any needed follow up.
 - 9.1. Where the perpetrator is a student, activate the TERT and prepare to complete a Stage 1 VTRA report in CLEVR.
10. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure necessary supports are available.
11. Document the incident.
12. The Principal or designate will complete a School Incident Report for insurance purposes. [\(Form 165-6\)](#)

Weapon in School

1. Weapon displayed by student:
 - 1.1 Do not attempt to disarm the student physically.
 - 1.2 Remain calm and speak in a controlled manner.
 - 1.3 Maintain a safe distance from the student.
 - 1.4 Request that the student put weapon down and move away from it.
 - 1.5 Attempt to gain the attention of or notify a colleague.
 - 1.6 Colleague will call 9-1-1 and inform the Principal or designate and place the school in lockdown and follow lockdown procedures. (pg. 7)
2. Weapon seen in locker/ on student:
 - 2.1 Follow [School Search Protocol AP 356](#).
 - 2.2 Stay at the locker or follow the student.
 - 2.3 Gain the attention of a colleague to contact the Principal or designate.
3. Weapon suspected in the classroom:
 - 3.1 Do not leave the room.
 - 3.2 Direct students to remain in their seats and sit quietly.
 - 3.3 Attempt to gain the attention of or notify a colleague.
 - 3.4 It may be necessary for students to leave the class.
 - 3.5 Colleague will call 9-1-1 and inform the Principal or designate and place the school in lockdown and follow lockdown procedures. (pg. 7)
4. The Principal or designate will:
 - 4.1 Call 9-1-1.
 - 4.2 Initiate the School Lockdown Procedure (pg. 7)
 - 4.3 Facilitate the arrival and informing of emergency personnel.
 - 4.4 Convene the TERT and initiate the VTRA protocol.

Intruders at School

1. If a person on school property is suspected of posing a threat, notify the Principal or designate immediately. Staff should attempt to escort/direct a willing intruder to the office.
2. The Principal or designate shall determine whether the person is a legitimate visitor or poses a threat to school safety.
3. If the intruder is determined to be a threat, call 9-1-1 and initiate School Lockdown Procedure. (pg. 7)
4. If appropriate, maintain direct observation of the intruder to monitor developments until the arrival of the RCMP.
5. Report to RCMP any threats made to staff or students.
6. When the incident is resolved, inform all staff and students as appropriate.
7. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
8. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure necessary supports are available.
9. The Principal or designate or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#))

Armed Intruder

***Note: An intruder with a weapon is treated as a clear threat to school safety. School personnel should focus on the safety of students and staff and leave negotiations to trained responders.**

1. Anyone who detects another person with a weapon should immediately inform the Principal or designate.
2. Initiate School Lockdown Procedures. (pg. 7)
3. Call 9-1-1 and initiate Emergency Communications Procedures (pg. 4)
 - 3.1 Do not evacuate the school until instructed to do by the RCMP.
 - 3.2 Do not attempt to remove the weapon(s) from the intruder.
 - 3.3 Do not attempt to negotiate with the intruder.
 - 3.4 Do not remove lockdown until given clearance by the RCMP.
4. Gather as much information as is reasonably possible prior to the RCMP arriving:
 - 4.1 The number of people involved.
 - 4.2 The location (have school floor plan available).
 - 4.3 The number and types of weapons.
 - 4.4 The names and number of victims or targets, and any statements made.
5. Pending RCMP approval to release students:
 - 5.1 Teachers must remain with students until all clear.
 - 5.2 Use class lists when releasing students to verify information.
 - 5.3 Students listed as absent or missing may be provided by the school.
6. If necessary, use the Emergency Administration Centre (pg. 5), for family members to wait and be kept informed. This is the location where students will be released.
7. When all clear, inform the Superintendent of School Operations Education and activate the TERT.
8. The Principal or designate, Operations Manager and Transportation Manager will consult regarding any changes required to regular bus schedules.
9. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
10. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure the necessary supports are available.
11. The Principal or designate or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#))

Hostage Taking

1. Alert the Principal or designate immediately.
2. Call 9-1-1 and inform the Superintendent of School Operations.
3. Follow procedures for Armed Intruder (pg. 15) or School Lockdown (pg. 7) as required.
4. Do not attempt to rescue hostages or threaten the perpetrator.
5. Gather as much information as reasonably possible (i.e., information on the perpetrator, weapons, explosives).
6. Assess immediate danger to hostage and potential threat to others.

Attempted Abduction

1. If the abduction was witnessed:
 - 1.1 Verify the health and well-being of the student.
 - 1.2 Call 9-1-1.
 - 1.3 Inform the parents/guardians.
 - 1.4 Question the student and the witnesses to obtain information.
2. If the attempted abduction was not witnessed:
 - 2.1 Verify that the student is missing.
 - 2.2 Call 9-1-1.
 - 2.3 Inform the parents/guardians.
 - 2.4 Question the student to obtain information.
3. Convene the TERT and inform the Superintendent of School Operations.
4. Initiate Emergency Communication Procedure (pg. 4 of AP 165). If possible, meet with the school Principal and key staff regarding information sharing.
5. With the RCMP and after consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
6. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure the necessary supports are available.

Abduction

7. If the abduction was witnessed:
 - 1.5 Call 9-1-1.
 - 1.6 Inform the parents/guardians.
8. If the abduction was not witnessed:
 - 2.5 Verify that the student is missing. Call 9-1-1.
 - 2.6 Search the building and question the student's friends to obtain information.
 - 2.7 Inform the parents.

9. Convene the TERT and inform the Superintendent of School Operations.
10. Initiate Emergency Communication Procedure (pg. 4). If possible, meet with staff and advise teachers about sharing information with students.
11. With the RCMP and after consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
12. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure the necessary supports are available.
13. The Principal or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#))

Severe Injury/ Medical Emergency at School

1. Immediately call 9-1-1.
2. Alert designated staff member(s) possessing First Aid training.
3. Assess the situation and extent of injuries and apply First Aid.
4. Have a staff member meet emergency personnel to direct them.
5. Clear the area and remove uninjured students from the accident site.
6. Call parents or guardians of injured student and inform them of the nature and extent of injuries and the location of the student.
7. If students are transported to hospital, assign a staff member to accompany the student or follow the ambulance and remain with the student until parents/guardians arrive.
8. Inform the Superintendent of School Operations and convene the TERT.
9. Inform all staff and students of the accident.
10. Identify any distressed students and staff (witnesses, close friends, siblings, etc.) and provide counselling as required.
11. The Principal or designate, Operations Manager and Transportation Manager will consult regarding any changes required to regular bus schedules.
12. After consultation with the director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the director or designate.
13. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure the necessary supports are available.
14. The Principal or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#)) Include a record of the trained First Aid Responders.
15. In the event of an extended hospital stay, consider visiting injured students in hospital.

Off-Site Emergency (With Injuries)

Note: An accident involving students and/or staff members requires that the school coordinate communication with and assist the emergency response agencies in reuniting students and staff with their families.

1. Upon notification of an off-site emergency, the Principal or designate will notify the Director and Superintendent of School Operations. If necessary, the Superintendent will verify the report with the RCMP.
2. The Superintendent of School Operations, in consultation with the Principal or designate, will determine who was injured, the extent of the injuries, and hospitals where students and/or staff have been transported.
3. If possible, designated staff members should remain or be sent to hospital(s) where students have been taken and must keep the Principal or designate updated on the status of the students' welfare.
4. Initiate Emergency Communication Plan to inform parents/guardians of the facts and provide information with respect to the condition of their children, their location, and which staff member is present with them.
5. The Principal or designate, Operations Manager and Transportation Manager will consult regarding any changes required to regular bus schedules.
6. The Principal or designate and Superintendent will convene the TERT team and follow the Traumatic Events Response Guide.
7. The Principal or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#))

Death at School

1. Call 9-1-1.
2. Clear non-essential students and staff and secure the area.
3. Stop all school bells and class changes until the situation is stable.
4. If required, follow Division procedures regarding contact with body fluids as per [Administrative Procedure 160 Appendix Universal Precautions](#).
5. Follow the **Traumatic Events Response Guide Checklist**. Notify the parent/guardian or spouse of the deceased that there has been an emergency and direct them to the receiving hospital.
6. Ensure that someone from the school meets the parents or spouse at the hospital.
7. Convene the TERT and inform the Superintendent of School Operations.
8. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a school message and any other appropriate parent notification deemed necessary. Any media statements will be conducted by the Director or designate.
9. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure the necessary supports are available.
10. The Principal or designate will complete a School Incident Report for Insurance Purposes. [\(Form 165-6\)](#)

Section 2 – Environmental Hazards

Tornadoes/ Violent Winds/ Earthquakes

Note: Tornadoes occur in conjunction with severe thunderstorms, and are often accompanied by lightning, heavy rain and/or hail. They can strike suddenly alerting you with their loud, roaring noise, and move quickly at a speed of 50-70 km/hr.

1. Tornado Watch: means that no funnel clouds have been sighted, but tornadoes can be expected to occur.
 - 1.1 In the case of a tornado watch- consult a reliable weather network site such as Environment Canada.
 2. Tornado Warning: means that a funnel cloud has been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.
 3. In the event of a tornado:
 - 3.1 Initiate Emergency Communication Procedure (pg. 4). The Principal or designate will notify all staff and school volunteers of the watch and/or warning.
 - 3.2 Use the P.A. system or another means to alert the entire school.
 - 3.3 Evacuate students to sheltered areas in the school – go to basement, interior hallways, or rooms without exterior walls. As a last resort use classroom areas away from doors and windows. Get under heavy furniture. **Note: Avoid windows, auditoriums, gyms, or any room with wide free span roof.**
 - 3.4 Students and staff should assume a kneeling position and cover the back of the neck and head with hands or coats to protect their eyes and head. Face away from the area of greatest danger of flying glass.
 - 3.5 Teachers may make a list of absent students and report these to the office or lists may be generated by the office when safe to do so.
 - 3.6 Students and staff will return to class only after the Principal or designate gives the all clear.
 4. The Principal or designate, Operations Manager and Transportation Manager will consult regarding any changes required to regular bus schedules.
 5. The TERT will debrief with the Superintendent of School Operations and plan any required follow up.
 6. The Principal or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#))
- ** Note: School buses will not leave during a during a tornado warning.**

Earthquakes

Note: Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best cover available. All other actions must wait until the tremor subsides. Do not panic as the rolling motion of the earth is frightening but not dangerous.

1. Follow Tornado/Violent Winds procedures (above) if inside.
2. For anyone outside, move quickly away from the building and away from overhead electrical wires. Lie down and wait for shocks to subside.

Environmental Hazard – Toxic Spill

1. The Principal or designate or will verify information about the hazard.
2. Determine if evacuation is required or remove students and staff from immediate area.
3. Provide First Aid where necessary.
4. Call 9-1-1 and initiate Emergency Communication Procedure (pg. 4).
5. Convene TERT and inform the Superintendent of School Operations and Operations Manager.
6. The TERT should work with and support disaster services personnel to:
 - 6.1 Make a decision regarding school evacuation.
 - 6.2 Inform staff of the situation and procedures to follow.
 - 6.3 Use the Emergency Administration Centre if required.
7. If students or staff are taken to hospital:
 - 7.1 Note the names of all students/staff transported.
 - 7.2 Provide a staff member to remain at the hospital.
 - 7.3 Notify parents/guardians about the incident.
8. The Principal or designate, Operations Manager and the transportation Manager will consult regarding any changes required to regular bus schedules.
9. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a message and any other appropriate notification deemed necessary. Any media statements will be conducted by the Director or designate.
10. The TERT, in consultation with the Superintendent of School Operations, will assess the needs of students and staff to ensure the necessary supports are available.
11. The TERT will debrief with the Superintendent of School Operations and plan any required follow up.
12. Complete School Incident Report for Insurance Purposes ([Form 165-6](#)).

Loss of Utilities

Electricity Failure:

1. Inform the Operations Manager and the Superintendent of School Operations.
2. Determine if the loss of lighting and/or heating represents a safety hazard.
3. If a safety hazard exists, evacuate the building following School Evacuation Procedures (pg. 6). All staff and students should be moved to the Emergency Administration Centre (pg. 5).
4. Where no safety hazard exists, school will continue normal operations.
5. Complete School Incident Report for Insurance Purposes ([Form 165-6](#)) only when school has been evacuated or released early.

Gas Leak:

1. Notify the Principal or designate immediately upon detecting a leak.
2. Call 9-1-1.
3. Evacuate the school immediately following School Evacuation Procedures (pg. 6). All staff and students should be removed to the Emergency Administration Centre (pg. 5).
4. Initiate Emergency Communication Procedures (pg. 4) including contact with the Operations Manager. The Principal or designate will determine the need to activate the TERT.
5. Return to the school building only when emergency service responders give clearance and after the Operations Manager has approved the re-entry.
6. The Principal or designate, Operations Manager, and the Transportation Manager will consult regarding any changes required to regular bus schedules.
7. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a message and any other appropriate notification deemed necessary. Any media statements will be conducted by the Director or designate.
8. The TERT will debrief with the Superintendent of Education and plan any required follow up.
9. Complete School Incident Report for Insurance Purposes. ([Form 165-6](#))

Water System Failure:

1. Inform the Operations Manager.
2. When approaching upon two (2) hours without water, Principal or designate will consult with the Operations Manager and/or the Superintendent of School Operations about possible school closure.

If the emergency requires an early school closure, follow school procedures as outlined in [Administrative Procedure 131](#).

Wild or Stray Animals

Note: On occasion will be near a school or in a school park. If a wild or stray animal is reported to be in the area the following steps should be followed.

1. Never approach a wild or stray animal.
2. Never attempt to feed a wild or stray animal.
3. Report the presence of a wild or stray animal to the following agencies:
 - City/town animal control officer.
 - RCMP detachment to relay information.
 - Notify the Superintendent of School Operations to determine if parents of students that walk home be notified.
 - Contact other schools in the area if deemed necessary.
4. If there is a report of a wild or stray animal close to the school, have students remain in the building.
5. A hold and secure may need to be initiated.
6. Do not exit the building until the authorities have deemed it safe to do so.
7. The Principal or designate, Operations Manager and Transportation Manager will consult regarding any changes required to regular bus schedules.
8. After consultation with the Director or designate, the Principal or designate will prepare a fact sheet for telephone inquiries and prepare a message and any other appropriate notification deemed necessary. Any media statements will be conducted by the Director or designate.
9. The TERT will debrief with the Superintendent of School Operations and plan any required follow up.
10. The Principal or designate will complete a School Incident Report for Insurance Purposes. ([Form 165-6](#))