



Fairview High School

Disaster/ Emergency Plan

2019-20



Disaster Services Branch

Disaster / Emergency Plans Procedure

The following is recommended procedure to ensure that these plans are updated in a timely fashion and distributed to appropriate individuals.

1. Safety Coordinator will review plans over the summer months and:
 - a. Add additional information
 - b. Confirm outside agency contact information
 - c. Remove incorrect content
 - d. Update task list on PSW (a reminder to administrator of the timeline for submitting information to Safety Coordinator)
 - e. Send a memo to administrators outlying the division wide changes, if any
 - f. Set up task on PSW to auto send reminders to admin in October and June
2. Administrators will:
 - a. Review changes
 - b. Review assignments and adjust, if necessary
 - c. Update Plan with current information
 - d. Review Plan with staff early in the year
 - e. Send Safety Coordinator the updated version no later than October 15.
3. Safety Coordinator will:
 - a. Review updates
 - b. File plan on Docushare and PSW
 - c. Send plans to appropriate authority no later than October 31
 - d. Update task list on PSW for request to send current Disaster Plan to Safety Coordinator
4. Administrators will:
 - a. Post an edited version of Disaster Plan on School Website for parents
 - b. Update information, especially Appendix 14 & 1
 - i. If changes, send revision to Safety Coordinator who will let the appropriate authorities know
 - c. Send updated Disaster plan to Safety Coordinator no later than June 15

Review / Revision Record

<i>Date</i>	<i>Task</i>	<i>Name</i>	<i>Position</i>
Unknown	Create	Brenda Woudsma	Safety Coordinator
	Revise	Diane Rutledge	Safety Coordinator
06/26/14	Revised	Jim Complak	Principal
07/14	Revised	Diane Rutledge	Safety Coordinator
09/06/16	Revised	Dave Hamlyn	Principal
		Kristy Shilka	Safety Coordinator
09/27/17	Revised	Dave Hamlyn	Principal
09/14/18	Revised	Clyde Green	Principal
08/28/19	Revised	Clyde Green	Principal

“Sent to” Record

<i>Date</i>	<i>Sent To</i>	<i>At</i>	<i>By</i>	<i>Position</i>
			Diane Rutledge	Safety Coordinator
June 26, 2014	Diane Rutledge	Support Services	Jim Complak	Principal
Oct. 11, 2016	Kristy Shilka	Support Services	Dave Hamlyn	Principal
Oct 2, 2017	David Smith	Support Services	Dave Hamlyn	Principal
Sept. 25, 2018	David Smith	Support Services	Clyde Green	Principal
August 27, 2019	David Smith	Support Services	Clyde Green	Principal

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EMERGENCY NUMBERS

CONTACT	MAIN #	ALTERNATE #	Email
Fire	911	780-835-4372	
Police	911	780-835-4031	
Ambulance	911	780-835-6138	
Director of Disaster Services Fairview: Darryl Greenhill Carolyn Cleave	780-835-5461	780-835-9857 780-835-1178	cao@fairview.ca
Director of Disaster Services MD: Sandra Fox	780-835-4903	780-834-7994	sandra.fox@mdfairview.ab.ca
Fairview Parks Fairview Arena Foreman	(c) 780-834-7239		
Town of Fairview	780-835-5464		
AB Fish & Wildlife, Fairview	780-835-2737		
Animal Strike	310-0000		

PEACE RIVER SCHOOL DIVISION

CONTACT	WORK #	CELL #	HOME #
Central Office	780-624-3601		
Superintendent: Paul Bennett	780-624-3650 x 10102	780-219-5792	780-332-1774
Assistant Superintendent: Aleeta Ploc	780-624-3650 x 10131	780-219-0334	
Corporate Secretary: Rhonda Freeman	780-624-3650 x 10110	780-625-4849	780-624-4169
Corporate Treasurer: Judy Peppler	780-624-3650 x 10110	780-625-4575	780-624-3967
Director of Support Services: John Przybylski	780-624-3562 x 11102	780-618-1701	780-596-2026
Transportation Manager: David Rushton	780-624-3562 x 11103	780-618-3791	780-835-3061
Facilities Manager: Jon Ruether	780-624-3562 X 11105	780-618-1381	780-835-4311
Safety Coordinator: David Smith	780-624-3562 x 11106	780-219-4316	

Facility

CONTACT	WORK #	CELL #	HOME #
Principal: Clyde Green	780-835-5421	709-424-1687	
Vice Principal: Darren Phelps	780-835-5421	780-504-0723	
Office Manager: Cheryl Hemstock	780-835-5421	780-835-0119	780-835-4183
Caretaker: Megan Klemchuk	780-835-5421	780-251-0075	

INTRODUCTION

This Disaster Planning model was developed by the Disaster Services Branch of Alberta Transportation and Utilities in collaboration with stakeholders. This Plan is intended as a guideline to assist facility disaster planners in the development, implementation, assessment and revision of their Facility Disaster Plans.

The Plan follows generally accepted planning design principles and is divided into four sections as follows:

- The General Plan: This section outlines the purpose of the Plan, who has which responsibilities for the various components of the Plan, the general policies that apply to the Plan and the procedures that will activate the Plan. The Plan is divided into three parts: Facility Evacuation; Reception of Evacuees; and Off-Site Emergency.
- References: These are the working documents for specific types of emergencies
- Check Sheets: The Check Sheets define the actions to be taken by the individuals assigned to key roles when the Plan has been activated. They are placed in an order of priority by which these key personnel may be assigned.
- Appendices: These are the working documents that supplement the procedures defined in the References.

Disaster Services Branch staff is available to assist with the interpretation and application of the Plan, taking into consideration the uniqueness of the resources of each facility board. They are also available to assist in the review of drafts, and for exercising and evaluation of Plans.

The Plan is reviewed annually. Recommendations for improving and updating the Plan are obtained from facility board personnel throughout Alberta, and from observations made following responses to disasters and mock disaster exercises.

GENERAL PLAN

Fairview High School has an obligation to protect and ensure the health and safety of students and staff in the event of an emergency or disaster situation. Therefore, it is necessary to have the disaster plan in a state of preparedness that extends beyond normal procedures.

This Plan must be considered a part of the Town of Fairview and Municipal District of Fairview Emergency Plan and Peace River School Division 10 Disaster Plan.

PLANNING

Peace River School Division will ensure that a Division emergency preparedness program and a facility disaster plan are maintained for each facility.

Fairview High School Planning Committee positions:

- Safety Coordinator
- Principal
- Assistant Principal(s)
- Office Manager
- Guidance Counsellor
- Family Liaison / Youth Support Worker
- School Council President
- Caretaker
- Director of Disaster Services for Town of Fairview and Municipal District of Fairview
- RCMP
- Others as appropriate to the school

Committee Responsibilities:

- Develop a Facility Disaster Plan.
- Co-ordinate the Plan within the Town of Fairview and Municipal District of Fairview Emergency Plan and within the Peace River School Division 10 Disaster Plan.
- Establish liaison with the other facilities.
- Establish procedures and processes with the local municipality to procure additional emergency resources when the Plan is activated.
- Establish procedures and processes on terms and conditions for use of the School as a Reception Centre with the local municipality.
- Review the Plan annually and revise it as necessary.
- Conduct regular exercises, which test some aspect of the Plan.

School Principal Responsibilities:

- Maintain overall responsibility for the Facility Disaster & Emergency Response Plan including updating all information on an annual basis.
- Establish a Facility Disaster Planning Committee.
- Determine the location of the Administration Muster point and long term meeting point, and that staff and students are aware of these locations:
 - Administration: **basketball court in student parking lot**
 - Long term: **full school evacuation to Fairview Arena**
- Ensure the evacuation route maps are accurate and posted.
- Ensure that evacuation drills are conducted; three times in the fall, three times in the spring, lockdown. See Appendix 1
- Consult with Safety Coordinator, if necessary, with concerns brought forward from the drills.
- Ensure the Plan is a component of the Town of Fairview and Municipal District of Fairview Emergency Plan.
- Ensure emergency supplies to support activation of the Plan are maintained.
- Ensure that staff and students receive emergency preparedness education and training.
- Ensure that staff's alerting procedures are established.
- Ensure that parent / guardian notification procedures are established.
- Ensure student emergency release procedures are established.
- Ensure that emergency contact notification information and procedures are established.
- Keep the Superintendent informed regarding emergency preparedness in the facility.
- Inform staff / parents about the Plan.
- Be prepared to activate the Plan.
- Provide Safety Coordinator with updated plan.
- Reviewing the Disaster & Emergency Plan for their area of responsibility, being familiar with specific duties and assigned areas and being prepared for change brought about by renovations or construction.

GENERAL POLICIES

The Principal or designate has the authority to activate the Plan.

Local notification procedures will be followed when the Plan is activated.

- The **public address system** will be used for emergency announcements.
- In the event of a power outage, **megaphone** will be used.
- No code words or phrases to be used. (These are deemed to be too confusing and likely to create more turmoil.)
- The **conference room / office complex / Fairview Arena** will become the Emergency Administration Centre.
- Administration Muster point is **basketball court in student parking lot**
- Classroom phones (if applicable) are not to be used.

RESPONSIBILITIES OF SUPERVISION PERSONNEL

- In a crisis situation the safety and well-being of each student is the responsibility of all school personnel. However, the most important role of the supervising teacher is to remain with his/her class to provide directions, information and support in a professional, calm and empathic manner.

- In the event that students must be evacuated from the school or locked down in the gym, homeroom teachers are responsible for taking attendance and reporting any missing student to the authorized school official (principal or designate).
- Each classroom will have a Critical Response handbook
- School staff members are required to carry their school keys with them to ensure quick access in event of a lockdown situation.
- The crisis response plan and classroom emergency kit should be readily accessible to all school personnel and should accompany them upon their departure from the classroom in response to fire alarm or emergency announcement.
- The office **Disaster / Emergency Kit** which will contain the following items:
 - Disaster & Emergency Response Plan, including the assignment envelopes
 - High visibility vests
 - School Crisis Response Plan
 - Emergency contact numbers (in disaster plan)
 - Information about special needs students (high risk medical) (in disaster plan)
 - School Floor Plan (in disaster plan)
 - Class Attendance Sheet
 - Crank Flashlight & radio
 - Paper, pens and pencils
 - Any other items deemed necessary by the teacher
- If possible, teachers/staff should bring wallets, purses and car keys when evacuating in the event the building cannot be re-occupied.

ACTIVATING THE PLAN

Initial Response

The initial response to an emergency that threatens the safety of staff will be in accordance with established procedures. This may include:

- Fire alarm procedures
- Bomb threat procedures
- Transportation accident procedures
- System shutdown procedures
- Lock down procedures
- In-Place Sheltering (external disaster event)
- Gas Pipeline Leak

The decision to activate the Plan will be made by the Principal or designate when:

- the safety of staff is at risk;
- directed by the Superintendent or designate;
- directed by a law enforcement officer; or
- recommended by the Director of Disaster Services for the Town of Fairview and Municipal District of Fairview

SITE EVACUATION

The initial response to an emergency that threatens the safety of staff will be in accordance with established procedures:

INTERNAL EVENT

EVACUATION OF FACILITY

- Evacuation of staff and students from the immediate danger zone.
- Teachers / Educational Assistants to muster students at designated areas outside the building.
 - Designated areas must be accessible to all – even during the winter months.
 - Teacher / EA to send runner to the Administration Muster Point with the Evacuation Chit with information on staff and student evacuation for each occupied room.
- Teachers / Educational Assistants to muster students at designated areas inside the building.
- Staff and students are to be prepared to evacuate to an external holding area **student parking lot / Fairview Arena**

When unsafe to evacuate the facility due to an intruder, Lockdown procedures will be immediately implemented. See Reference #4: Lockdown Procedure

EXTERNAL DISASTER EVENT

Immediately implement "In-place Sheltering" and / or, if required, be prepared to initiate External Evacuation procedures UNLESS and UNTIL ADVISED OTHERWISE by the municipal emergency operations centre or the Director of Disaster Services.

The Principal or designate has the authority to activate the Plan.

The Plan will be activated depending on the information available and the degree of perceived danger to staff. When the decision is made to activate the Plan, the Principal will:

- Alert the staff and direct them to begin evacuation procedures.
- Assign a staff member to notify the external emergency response agencies (911).
 - **Office Managers**
- Ensure that the Disaster / Emergency Briefcase is retrieved from **near Office Manager's desk**
 - **Office Managers**
- Ensure that the Briefcase is taken to **student parking lot** which will become the Emergency Administration Centre. See Appendix 2: Disaster Supplies
- Proceed as per Check Sheet #1: Facility Evacuation.

MUNICIPALITY RESPONSIBILITIES

The **Town of Fairview and Municipal District of Fairview** have a joint Municipal Emergency Management Plan. When necessary, the Emergency Operations Centre (EOC) can be activated, in whole or part, to assist a specific PRSD Fairview facility evacuation. In this instance, PRSD will most likely be responsible for providing manpower for most tasks.

Community wide issues that result in the evacuation of people to EE Oliver (primary community site) will involve the Emergency Operations Centre with the staff at EOC providing direction and services. PRSD staff may be assigned tasks.

Other agencies may be involved on an “as needed” basis and could include:

- Alberta Ambulance Services
- RCMP
- Fire Department

PEACE RIVER SCHOOL DIVISION RESPONSIBILITIES

The School Board Disaster Plan may be activated to support the Fairview High School Disaster & Emergency Plan.

The Emergency Transportation Coordinator will provide vehicles to transport the evacuated staff.

The PRSD Communications Coordinator will prepare and circulate a news release that will inform family members of the evacuation and provide instructions for re-uniting families.

The Emergency Communications Coordinator will establish and maintain cell phone communication with the Facility Emergency Administration Centre.

ADMINISTRATOR'S ONGOING RESPONSIBILITIES

- Ensuring that all fire doors in area of responsibility are closed and unobstructed and that stairs and corridors are clear of obstructions,
- Ensuring that two buddies are assigned to any disabled staff or students to assist them, if necessary, during emergency situations and fire drills,
- Ensuring that all staff and students are aware of their roles and responsibilities during drill procedures,
- Ensuring all staff and students are aware of and practice both primary and secondary routes out of the building,
- Ensuring all staff and students are aware of procedures to follow if not in regular class when alarms sound.

ADMINISTRATOR'S RESPONSIBILITIES AT TIME OF EVACUATION DRILL

- Determine the date & time of the drill; at least one each season should be a surprise to staff and students
- **All PRSD personnel, parents, guests and community members in the building or on the grounds must participate.** Adults may need to be reminded that no talking is allowed.

FIRE DRILL

- Notifications:
 - Contact Consolidated Monitoring (1-866-646-1159) approximately 15 minutes prior to the drill and:
 - Inform them that a drill will be conducted.
 - Request that the security system be shut down for a maximum of one hour and, if they have not been contacted once the hour has elapsed, to put the security system back on line.
- Activate the alarm
- Clear the building
 - Ensure all bathrooms, offices, storage areas and hallways have been vacated. This will be done after evacuation of staff has been completed,
 - Close but not lock the main door when exiting the building. Lights should be left on to assist emergency personnel should they need to enter the building,
 - Leave the building as soon as check is complete and meeting at the Administration muster point
- End the drill
 - Reset the pull station
 - Give the all-clear to evacuated students, staff and visitors.
- Communicate with authorities:
 - Location and number of persons requiring assistance during an evacuation,
 - Names and approximate locations of missing personnel,
 - Areas requiring special attention in the event of a building evacuation:
 - **Caretaker's Room**
 - **Aerosols**
 - **Science Lab**
 - **Construction Shop**
 - Liaise with both Emergency Personnel and Division Emergency Officers during an emergency.
- After the Drill
 - Contact the fire department to inform them that the all-clear has been given.
 - Request the security company to put the security system back on line.

- Complete Evacuation Drill Report (found on PSW under Forms) using information obtained through self-observations and reports from other staff
- Submit Evacuation Report to Safety Coordinator

LOCK DOWN / SHELTER IN PLACE DRILL

- Follow procedure for Lock Down as per Reference 4: Lock Down
- Complete Evacuation Drill Report (found on PSW under Forms) using information obtained through self-observations and reports from other staff
- Submit Evacuation Report to Safety Coordinator



IF YOU DISCOVER THE FIRE

- Determine level of emergency and, if required, immediately notify other staff in the building by activating the fire alarm
- Attempt to control the fire with a fire extinguisher or fire hose only if it is safe to do so and you have been trained to use such equipment. Cease attempts if:
 - Fire or smoke threatens your exit,
 - The fire continues to grow despite attempts to control it,
 - It becomes dangerous to fight the fire, and/or
 - Gas cylinders are threatened by the fire
- If the fire cannot be controlled, try to contain it to the area by closing the door. Leave the lights on.
- Teachers / Educational assistants are to take class in an orderly fashion to designated muster point.
- Exit the building via the nearest safe exit or by following the directions of the Evacuation Marshall.
- Walk, do not run. Shut your door behind you.
- Under absolutely no circumstances is anyone allowed to re-enter the building until they have been told it is safe to do so by either Emergency Personnel or Evacuation Marshall.

If you hear the fire alarm ringing, quickly evacuate the building, reporting to the muster station.

ADMINISTRATION PROCEDURES

The Principal/Assistant Principal will:

- Turn class over to another staff member, if necessary. This should be part of the planning process
- Sweep the building to ensure all staff and students are out of building
- Provide contact with emergency personnel and the Superintendent

Office staff will:

- Take the Disaster/Emergency Kit and the cell phone from the office
- Take the visitor sign-in sheet, student sign out sheet
- Take the first aid kit
- Ensure that the office area is closed but not locked, lights are left on
- Take their wallets/purses if possible
- Proceed to administration muster point and:
 - Call 911. Provide the following information:
 - Our address: **10317 – 106 Street, Fairview**
 - Any information about the fire such as location in the building, how fast fire is spreading or if anyone is trapped.
 - Take the roll call and account for each visitor
 - Compare names on student sign out sheet to class lists
 - Missing visitors / students will be reported to either the administrator or the person-in-charge

In case of facility evacuation to another site, the office personnel will:

- Contact the emergency facility locations and notify them of the school's arrival
- Contact the Peace River School Division #10
- Contact the local emergency centers, as deemed necessary

- Follow verbal directions for ongoing procedures. If necessary, the students will be moved to the designated safe place.

Under absolutely no circumstances is anyone allowed to re-enter the building until they have been told it is safe to do so by either Emergency Personnel or by the Administrator.

When an extended evacuation is necessary:

- Buses will be called
- A local radio station announcement will be made
- Parents will be notified by phone:
 - Bus students first
 - Town students next
- Staff shall remain at the evacuation site until dismissal by administration. They will:
 - Ensure that all students are present and/or accounted for,
 - Maintain order and keep the students calm, and
 - Provide support as needed for individual students requiring assistance

CLASSROOM PROCEDURES

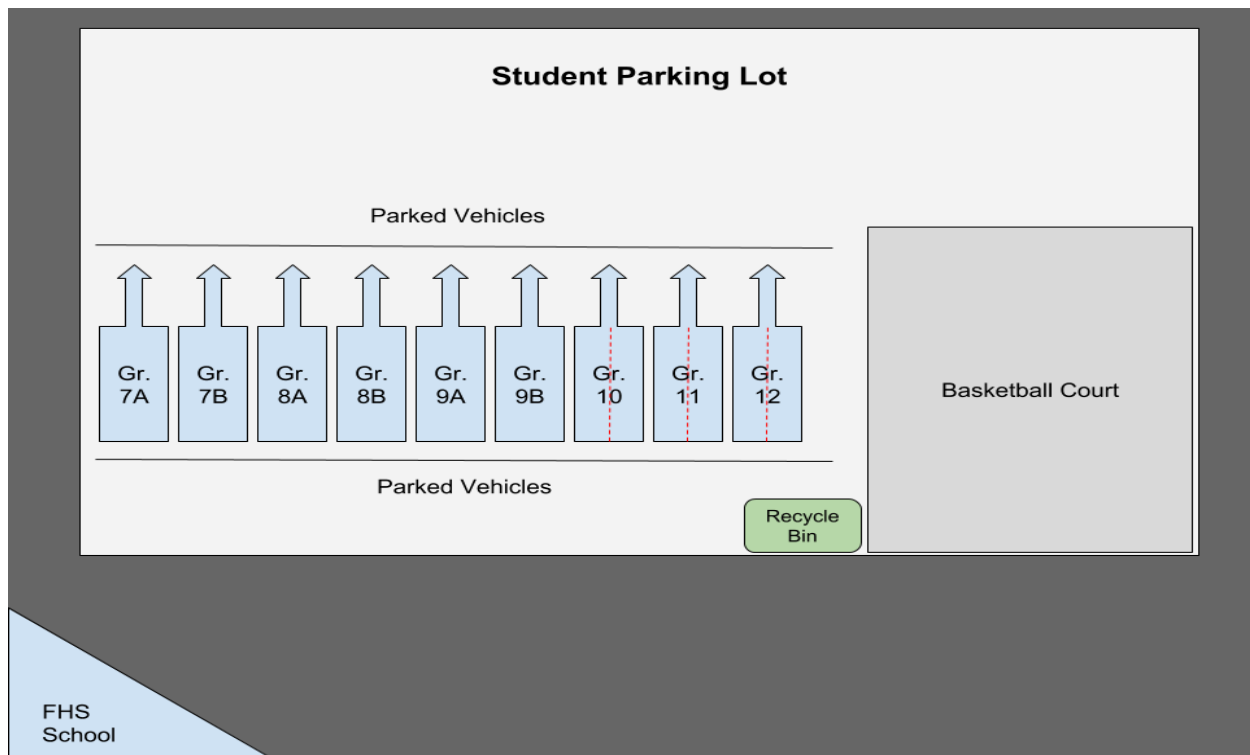
- When the fire alarm is activated, teachers will stop all instruction and activities in the classroom.
 - All machinery, gas and oil burning apparatus and appliances such as stoves will be shut off
 - Students are to remain still and quiet until further notice
 - Teachers will take the attendance sheet and give the command for evacuation
 - Students will stand and remain silent
 - The teacher will open the classroom door and determine the route to be taken
 - Students are to exit the classroom and WALK in orderly lines along the route determined by the teacher
 - Leave lights on
 - Close windows only if it is safe to do so
 - Close the classroom door. DO NOT LOCK as entry at a later time may be required
 - Students will exit the building by the designated route to the assembly area
- Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
- Students who are on spares are to report to and remain with a designated staff member. This staff member is the office manager in charge at the muster point in student parking lot. Students will be expected to sign out if leaving the building. This list will be taken with to the muster point by the office manager.
- Students outside the classroom and still in the building will go to the nearest corridor and join with any class or, if close to an exit, will leave the building and report to their particular class outside the building.
- At the assembly area, the teacher will take the roll call and account for each student. The teacher will complete an Evacuation Chit (found on PSW under forms) indicating:
 - Names of missing students
 - Names of additional students / adults
 - All students present
- Teacher will send a runner with this information to the Administration muster point at **basketball court in student parking lot**

PROCEDURE USED BEFORE SCHOOL, DURING LUNCH, CLASS BREAKS, AND FLEXIBLE PULSE

- Students are to WALK to the assigned place in the **parking lot** where they meet their teacher (see visual below).
- Students wait in orderly and silent lines for the teacher who is assigned to each group.
 - Students will muster with the following teachers:

Class or Grade	Assigned Teacher(s)
7A	Kim Glen and Arlene Hauer
7B	Rachel Harvey and Mary Reynolds
8A	Shannon Fraser and Taylor Hanley
8B	Owen Fleming and Earl Verbicky
9A	Kerry Wiebe
9B	Paul Letkeman
10	Ingrid Primrose and Toni Craig
11	Taryn Banach and Annette Laue
12	Amber Dalke and Ken Hovey

- The teacher will take attendance and account for each student. If there are any missing students or additional students the teacher will report this to the Office Administration, giving the names, the classroom numbers and the location.
- Teachers who do not have an attendance list can get one from the emergency communications coordinator ([Mrs. Hemstock](#)).
- Students are to remain in orderly and silent lines until the all clear signal is given or they are transported to the designated safe place.
- Teachers should be familiar with assembly areas and evacuation routes designated for all areas of the school.



Evacuation procedures in the event of a systems failure:

- Power
- Gas
- Water
- Fire Suppression

Evacuation procedures in these events are slightly different than emergency evacuations since the urgency is not present and this will likely reduce panic.

- Support Services will contact the utility to determine the length of time for the outage.
- Support Services will contact Central Administration and apprise them of the situation. Communications beyond will be determined when the extent of the outage is fully known. The Communication Coordinator may be dispatched either to the facility or the emergency operation centre (at the receiving location) to coordinate information between the facility and the public.
- Based on the information provided and other related factors such as the time of year and the size of facility, the decision to evacuate the facility will be made between the Director of Support Services and the Superintendent, Deputy Superintendent or the Secretary/Treasurer.
- Transportation Manager or Supervisor will arrange for buses, if necessary.

EVACUATION TO FAIRVIEW FAIRVIEW ARENA

- The Transportation Manager will be notified and buses dispatched to the [Fairview Arena](#) as quickly as possible.
- Particularly in the event of a power outage, the school will contact the [Fairview Arena](#) to evacuating to determine if they, too, are without power. If so, the backup receiving location should be used.
- Announce the evacuation to all staff. Ensure that staff and students are aware that this is not an emergency evacuation and therefore staff and students will be allowed to gather their belongings prior to leaving the school. Ensure that students who have prescriptions take them along.
- Office staff will take the Disaster/ Emergency Kit and cell phone from office.
- Students will be assembled for a head count prior to leaving the school.
- Students will enter the buses and will be transported to the receiving location.
- Students will enter the receiving location as per that their reception of evacuees plan and will be directed to the room assigned to them.
- Emergency Operation Centre will be set up at the receiving school. Communications will be disseminated from this centre. The Communications Coordinator will be responsible for notifying all media and staff will be responsible for contacting parents.
- Notification of the evacuation to parents, in the event of a power outage, should be coordinated between the school, Support Services and Central Administration, in particular if students are being dismissed.
- Depending on the time of day and various circumstances, parents may need to be contacted from the school to arrange pick up and drop off. Wherever possible the emergency phone should not be used for this purpose as it should be kept free for other departments or parents to contact the school.
- Transportation of students back home at the end of the day will be decided between the receiving school, the evacuated school and Transportation.

EVACUATION OF SCHOOL: EARLY RELEASE

- The Transportation Manager will be notified and buses dispatched to the school as quickly as possible.
- Announce the evacuation to all staff. Ensure that staff and students are aware that this is not an emergency evacuation but an early release due to a utility outage.
- Notification of the evacuation to parents, in the event of a power outage, should be coordinated between the school, Support Services and Central Administration. Wherever possible the emergency phone should not be used for this purpose as it should be kept free for other departments or parents to contact the school.
- Students will be assembled for a head count prior to leaving the school.
- Normal release procedures shall be carried out.
- There must be a decision of what to do with students whose parents have not been contacted as students will not be allowed to return to an empty home.

FACILITY REMAINS OPEN

Remaining in the facility - should the facility decide to continue normal operations there are factors that need to be considered.

- In the event of a power failure or water outage certain systems will shut down, such as automatic/basic washroom facilities and fire alarms.
 - Division facilities with a sprinkler system have a back up system; the sprinklers will work even if there is a power failure
- Emergency lighting remains on for only 20 minutes during a power outage.
- Two maintenance personnel must be dispatched to conduct fire watches while the water or power is out.
- Fire watch schedule / log must be completed every hour. See Appendix 19

- Staff should be made aware of the procedure necessary if a lockdown is required.
- The decision to call for a lockdown will only be made if there is an existing threat in or around the building when it would be more dangerous to call for an evacuation of the building.
- Remain silent and follow all instructions.
- Move immediately to the nearest lockable room.
- If locked outside rooms after a lockdown, find the closest secure hiding place.
- Remain there and do not come out until a confirmed “All Clear” has been announced.
- If the police arrive, put your hands behind your head, identify yourself as staff and follow instructions.

STAFF & STUDENTS INSIDE THE BUILDING

Take a brief look in the hallway to check for staff and students before locking door.

- Turn the volume off on cell phones,
- Report in with **Office Manager** by text @ **780-835-0119** or email. Use phone only as last resort.
- Do not allow anyone to leave the room.
- If in an area that is unsafe, prepare to move. Do a quick visual check of the hallway. If the hallway appears to be safe, go to the nearest classroom.
- Lock all doors and turn off lights.
- Move staff and students away from doors and out of view from any windows, especially those that are next to doors.
- If the room has outside windows, instruct staff and students to drop below the windows and out of view.
- Cover windows if possible.
- If there is access to a computer, log into e-mail.
- Do not open your door under any circumstances
- Fire alarm ringing is to be ignored unless smoke is coming under the door. The ringing alarm may have been set by the intruder to get people into hallways.
- Further instructions may come to you by intercom, e-mail, text or cell phone.
- Do not leave or allow anyone to leave until you hear an “All Clear” announcement, repeated 3 times
- If any announcements or the all clear sound suspicious, do not leave safe area.
- If it is necessary to initiate a Lockdown during the lunch hour or class break, all staff and students should find the closest safe area and follow Lockdown procedures.

STAFF & STUDENTS OUTSIDE THE BUILDING:

If outside, proceed immediately, if safe to do so, to **Fountain Tires**. Record names of all staff and students who are present. Contact office by cell phone for further instructions.

In-place sheltering is an option when there is a potential for, or a release of a hazardous substance into the atmosphere, i.e., sour gas release or a chemical release that could result in harm to people. Facility staff and students should follow any instructions provided by the municipal Emergency Operations Centre.

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); and/or
- the public would be at a higher risk because of the evacuation (there is not enough time or transportation to leave the area, or there are extremely low temperatures).

The principle of in-place sheltering is based upon a building or residence being constructed to withstand weather conditions in the northern Canada; buildings are constructed to withstand sub-zero temperatures and contain thermal insulation. Because of this, the internal air within the building takes up to six hours before it is fully exchanged. This means the contaminants will not reach high concentrations in the first few hours of an event.

When the openings of these buildings are closed and remain closed (i.e., windows, doors, any other fresh air intakes), the air within the building becomes a reservoir of relatively uncontaminated air. This air will sustain occupants during the emergency. Taping shut any openings or leakage around doors and windows can further reduce the amount of contamination.

A safe area within a building should be identified to serve as a “safe room.” This room should have access to washrooms, drinking water and a telephone. Staff should be informed of the “safe room” location. [gym](#)

***There may be times when it is desirable for all staff and students to remain in classrooms, for example, a medical emergency on site. In place sheltering is a preferred option to lock down.**


INSTRUCTIONS FOR IN-PLACE SHELTERING

- All staff and students should go indoors.
- Close all windows and doors. Do not reopen these until the emergency is over or the municipal emergency operations centre provides instructions.
- If directed to do so by Emergency personnel:
 - If possible, go to an inside room (“safe room”, [gym](#)) away from exposed doors and windows.
 - Shut off the main electrical power breaker and the natural gas (heating fuel) main valve. These switches must be clearly identified so staff can shut them off in an emergency.
 - **Main panel, inside Room 048, south wall**
 - [Inside Room 109, to the left of the door](#)
 - [Entrance to room 017](#)
 - [Inside Foods storage area, southeast corner](#)
 - [Inside Construction Shop, south wall, to the left of entrance doors](#)
 - [Inside short Hallway to stage, to the left of the door](#)
 - [Gas valve, Mechanical Room, 06, north wall](#)
- Tape openings around loose fitting doors and windows if the emergency includes a toxic cloud.
- Use phones, internet for emergency instructions. Crank Radio in Disaster Kit
- Have flashlights and other emergency supplies readily available. Flashlight in Disaster Kit

NOTE If a toxic cloud occurs, then, when the “all clear” has been declared for your area, open all windows, start ventilation systems, and leave the building for at least 20 minutes. This will exchange any contaminated air in the building.

In adverse winter conditions, e.g. minus 40 Celsius, the most prudent measure may require keeping the heating system operating. Information must be obtained from the municipality as to the nature of the release, i.e.,

flammability, which may result in the heating system being shut down no matter what the temperature. Should the heating system remain on during extremely cold weather, it will result in the exchange of inside air with contaminated outside air at a quicker rate, i.e., 4 to 6 hours versus 6 to 8 hours. This may be offset somewhat as most gases at lower temperatures are less volatile.



Pipeline right-of-way crosses **FHS** property on the **eastside, running north south. This same line continues approximately one block north of the school, and then turns west on 106th Ave., before turning north at 105th St.** The markings include name of pipeline, product shipped, operator information and emergency contact numbers. The right-of-way is not an appropriate muster point for school evacuations. It is, however, a safe place for children to play. Any plans to disturb the soil within 30 m of the pipeline right-of-way require a call to the One Call Centre prior to final planning and any digging.

LEAK RECOGNITION

What you may smell:

- Hydrocarbon smell may be present, but not always
- Rotten egg smell if the gas has been odorized (done to improve the ability to detect leaks)

What you may see:

- Dead or dying vegetation in a normally green area
- Water bubbling or blowing into the air at a pond, creek, or river
- Dirt being blown or appearing thrown into the air
- Frost build-up on the ground
- Fire coming from the ground or appearing to burn above the ground
- What you may hear:
- Roaring, blowing, hissing or loud whistling sound

IF YOU SUSPECT A LEAK:

- Activate school emergency preparedness plan
- Leave the area immediately and move to a safe location – at least 750 m from the pipeline
- Leave any equipment or machinery “as is”
- Call 911 once safely evacuated
- Secure the area
- Warn others
- Move upwind, if outside
- Call emergency contact number for pipeline
 - **ATCO Gas Pipelines @ 1-800-511-3447**

Do NOT do any of the following:

- Use a telephone of any kind until in the safe location
- Light a match
- Start an engine
- Switch lights on or off
- Switch electrical equipment on or off
- Turn machinery on or off
- Create heat or sparks

PERSONNEL **Principal or Vice Principal****NUMBER** 1**PURPOSE**

- To provide direction for the evacuation of staff and students.
- To provide direction for relocation to a safe external holding area.
- To assign available staff to key responsibilities.

IMPLEMENTATION

Communication equipment should be distributed to those emergency personnel that will need to maintain communication with Emergency Administration.

Check item when completed.

- ☐ Put on **Emergency Administration high visibility vest** found in Disaster/ Emergency Kit
- ☐ Meet with municipal Emergency Site Management personnel to assist in the coordination of the overall management of the incident.
- ☐ Reaffirm the assignments for Communications Coordinator, Evacuation Marshall Traffic Control, First Aid Coordinator (on individual check sheets, also in Appendix 18)
- ☐ Assign a staff member to collect the attendance records, health records and student information records, and to proceed to the Collection Area located at **basketball court in student parking lot**
- ☐ Ensure names of all evacuated students have been recorded on the Student Count Sheet.
- ☐ Ensure names of all evacuated staff have been recorded on the Staff Count Sheet.
- ☐ Ensure that the names of all staff and students who have been transported to hospital via ambulance or private vehicle, as well as what hospital they have been taken to, is recorded on the Transported to Hospital Record (this will be completed by the person in charge of First Aid).
- ☐ Ensure that the facility is shut down and secure.
- ☐ Notify Superintendent when all staff have left the premises.

PERSONNEL **Office Manager or Office Staff****NUMBER** 1**PURPOSE**

- To alert staff.
- To alert external agencies.
- To alert parents / guardians.

IMPLEMENTATION**Check each item as completed.**

- ☐ Get Emergency Communications Supplies / Disaster Kit
- ☐ Request all parent volunteers remain with class and presence be reported on Evacuation Chit.
- ☐ Request all visitors not working with students report to either:
 - Outside administration muster point: **basketball court in the student parking lot**
 - Main office (during planned evacuations e.g. floods)
- ☐ Alert the Superintendent or Deputy Superintendent

	Work	Cell	Home
Superintendent: Paul Bennett	780-624-3650 x 10102	780-219-5792	780-332-1774
Assistant Superintendent: Aleeta Ploc	780-624-3650 x 10131	780-219-0334	

- ☐ Establish cell communications with Emergency Administration and Emergency Transportation Manager.
- ☐ Contact:

	Work	Cell
Director of Disaster Services Fairview: Darryl Greenhill Carolyn Cleave	780-835-5461	780-835-9857 780-835-1178
Director of Disaster Services MD: Sandra Fox	780-835-4903	

- RCMP at: 911
- ☐ Alert the **Fairview Arena** at **780-835-2723**
- ☐ Establish communication with Emergency Administration and Emergency Transportation Manager.
- ☐ When all agencies have been notified, give the check sheet to person-in-charge at Emergency Administration.

PERSONNEL **Vice Principal or Principal****NUMBER** 1**PURPOSE**

- To ensure that all staff are accounted for.
- To coordinate transportation of students and staff to an external holding area / receiving school.

IMPLEMENTATION**Check item when completed.**

- ☐ Get Evacuation Marshall Supplies.
- ☐ Don **Evacuation Marshall high visibility vest** found in Disaster / Emergency Kit
- ☐ Notify staff when to evacuate students using school intercom or megaphones.
 - Confirm the location of the external Collection Area is **Fairview Arena** If necessary, select an alternate in consultation with Emergency Administration.
 - Advise staff if there are any exceptions to the practised evacuation drill procedures
- ☐ Establish radio communications with Emergency Administration and Emergency Transportation Manager.
- ☐ Collect Student and Staff Count Sheet and confirm against student and staff attendance record.
- ☐ Notify Emergency Administration if any staffs are unaccounted for.
- ☐ Inform emergency response personnel of missing students or staff.
- ☐ Complete Vehicle Record Form for each vehicle dispatched with students and/or staff.
- ☐ Give driver address, phone number and route to external holding area.
- ☐ Report to Emergency Administration when all students and staff have been transported.

PERSONNEL **Youth Worker or Librarian****NUMBER** 1**PURPOSE**

- To prevent unauthorized persons from entering Facility premises.
- To maintain an orderly flow of vehicles entering the Facility grounds.

IMPLEMENTATION**Check item when completed.**

- ☐ Get Traffic Control and Security supplies.
- ☐ Don **Traffic Control and Security high visibility vest**.
- ☐ Establish staging area for vehicles. Additional personnel to assist with traffic should be requested from Emergency Administration.

On-Site Evacuation:

- ☐ Station yourself at
 - **Bus Circle**
- ☐ Assign Traffic Controllers/Guards at:
 - **Staff & student parking lot**
- ☐ Location of First Aid Station: **Basketball Loop**
- ☐ Staging area for vehicles: **103 avenue and 103 street**
- ☐ Traffic flow is: **Follow rules of the road.**

Off-Site Evacuation: Fairview Arena

- ☐ Station yourself at **Fairview Arena**
- ☐ Assign Traffic controllers/ Guards at:
 - **Fairview Arena**
- ☐ Give duty sheets to Traffic Controllers/Guards. Record postings on facilities map.
- ☐ Ensure the following information is provided:
 - Location of first aid station: **Dressing Room 1 in the arena**
 - Staging areas for vehicles: **Fairview Arena**
 - Traffic flow: **Follow the rules of the road**
- ☐ If any person attempts to enter school property and does not have the appropriate identification, notify the person-in-charge at Emergency Administration
- ☐ Notify person-in-charge at Emergency Administration if additional assistance or police resources are required.
- ☐ Maintain traffic control and security measures until advised by Emergency Administration.

PERSONNEL **Librarian or EA****NUMBER** 1**PURPOSE**

- To coordinate first aiders to provide emergency first aid. See list of trained staff in Appendix 13
- To provide emergency medical care for injured staff until relieved by emergency medical services personnel.

IMPLEMENTATION**Check item when completed.**

- ☐ Collect First Aid Kits from:
 - Disaster kit
 - Assistant principal in main office
 - Office supply room
 - Phys ed teacher office
 - Foods room
 - Construction shop
 - Science Prep room
- ☐ Don **First Aid Coordinator High visibility vest** found in Disaster/ Emergency Kit
- ☐ Establish First Aid Station at **Fairview Arena** or as directed by the person-in-charge at Emergency Administration.
- ☐ Have mats collected from the gym and distributed to first aid station, if required.
- ☐ Have messenger assigned to you.
- ☐ Assign available staff to provide first aid to casualties.
- ☐ Meet emergency medical services personnel on arrival and provide details on number and status of casualties.
- ☐ Record the name(s) of staff taken to hospital and the name of hospital, on the Transported to Hospital Record.
- ☐ Report to Emergency Administration when all injured students and staff have left the site.

RECEPTION OF EVACUEES

A Plan to respond when the health and safety of staff and students are endangered because of an off-site emergency or disaster event such as:

- Transportation accident
- Winter storms (blizzard conditions)
- Natural disaster (tornado, flooding)
- Fire, explosion, building/equipment collapse
- Bomb threat
- Hostage taking

ACTIVATION OF THE PLAN

- The Principal or designate has the authority to activate the Plan.
- The Plan will be activated upon request from Peace River School Division 10 School Board or the Director of Disaster Services for the Town of Fairview
- The terms and conditions outlined in the Fairview High School Reception of Evacuees Agreements will apply.
- Retrieve the Disaster / Emergency Kit and proceed as per Check Sheet #1: Reception of Evacuees. See *Appendix 3: Disaster Supplies*

NOTE: The Disaster / Emergency Kit is kept near [the Office Manager's Desk](#) in the main office

MUNICIPALITY RESPONSIBILITIES: COMMUNITY WIDE EVACUATION

Community wide issues that result in the evacuation of people to EE Oliver (primary community site) will involve the Emergency Operations Centre with the staff at EOC providing direction and services. PRSD staff may be assigned tasks.

Other agencies may be involved on an “as needed” basis and could include:

- Alberta Ambulance Services
- RCMP
- Fire Department

Reception Centre Operations will be staffed, operated and managed by the EOC team.

MUNICIPALITY RESPONSIBILITIES: SCHOOL EVACUATION ONLY

Emergency Operations Centre (EOC) can be activated, in whole or part, to assist a specific PRSD Fairview facility evacuation. In this instance, PRSD will most likely be responsible for providing manpower for most tasks.

SCHOOL RESPONSIBILITIES

Municipal wide response:

- To appoint one or more school staff to provide advice and assistance to the Emergency Operations Centre team during initial set up.
- To ensure that a school liaison person is available to the EOC team throughout the time the school is used as a Reception Centre.

School Evacuation:

- To appoint one of more persons to assist with the orderly intake and housing of students until such time as the students can be picked up / transported home.
- To arrange for food and drinks, if necessary. Given the short time frame that is likely involved, water may be the only necessary item required.

PEACE RIVER SCHOOL DIVISION 10 RESPONSIBILITIES

- Depending on the nature and magnitude of the disaster event, the School Board Disaster Plan may be activated to support the Fairview High School Disaster Plan.
- The Emergency Communications Manager will establish and maintain radio communications with the Fairview High School Emergency Administration.

PERSONNEL Principal or Vice Principal

NUMBER 1

PURPOSE

- To co-ordinate School responsibilities for the reception of evacuees from an emergency or disaster event.
- To assign available staff to key responsibilities.

IMPLEMENTATION

Communication equipment should be distributed to those emergency functions that will need to maintain communication with Emergency Administration.

Check item when completed.

- ☐ Wear the **Emergency Administration high visibility vest**.
- ☐ Reaffirm the assignments for Communications Coordinator, Reception of Evacuees, Emergency Food Services, Traffic Control (on individual check sheets, also in Appendix 18)
- ☐ Assign personnel to maintain the:
 - Log of Events
 - Record of Assignments
- ☐ Establish and maintain communication with the person-in-charge of the evacuee group.
- ☐ Provide information to the Peace River School Division Communications Coordinator.
- ☐ Notify the Superintendent of number of evacuees received.
- ☐ Notify the Superintendent when the evacuees have left the School premises.

PERSONNEL Office Manager or Office Staff

NUMBER 1

PURPOSE

- To alert School staff.
- To alert external agencies.

IMPLEMENTATION

Check item when completed.

- ☐ Ensure that you have the Emergency Communications Supplies. (*Appendix 3: Disaster Supplies*)

During School Hours

- ☐ Ensure that all staff is aware that:
- **The Reception of Evacuees Plan has been activated.**
 - **The staff on prep time should report to the Office.**
 - **Staff using Gym are to relocate to cafeteria**
 - **All other staff is to continue with their regular classes.**
- ☐ Alert the Superintendent: See table below
- ☐ Request activation of Emergency Public Information

Outside School Hours

- ☐ Alert the following people:

CONTACT	WORK #	CELL #	HOME #
Superintendent: Paul Bennett	780-624-3650 x 10102	780-219-5792	780-332-1774
Assistant Superintendent: (alternate) Aleeta Ploc	780-624-3650 x 10131	780-219-0334	
Safety Coordinator: David Smith	780-624-3562 x 11106	780-219-4316	
Caretaker: Megan Klemchuk	780-835-5421	780-251-0075	
Director of Disaster Services Fairview: Darryl Greenhill Carolyn Cleave	780-835-5461	780-835-9857 780-835-1178	
Director of Disaster Services MD: Sandra Fox	780-835-4903		

- ☐ When all these agencies / people have been notified, give this check sheet to the person-in-charge at Emergency Administration.

PERSONNEL Vice Principal or Principal

NUMBER 1

PURPOSE

- To receive the evacuees and direct them to assigned rooms and facilities.

IMPLEMENTATION

Check item when completed.

- ☐ Get Reception Marshal supplies. (*Appendix 3: Disaster Supplies*)
- ☐ Don the **High visibility vest**.
- ☐ Establish radio communication with Emergency Administration.
- ☐ Assign (#) people to assist you.
- ☐ Station reception staff at the following locations:
 - **Main foyer**
- ☐ Ensure that the following information is given:
 - Evacuees will be using **Gym**
 - Evacuees will enter the School via **South (main)** Entrance.
- ☐ Ensure that the rooms and other facilities assigned to the evacuees have been vacated.
- ☐ Advise Emergency Administration when all evacuees have been received.

PERSONNEL **Youth Worker or Librarian**

NUMBER 1

PURPOSE

- To prevent unauthorized persons from entering School premises.
- To maintain an orderly flow of vehicles entering the School grounds.

IMPLEMENTATION

Check item when completed.

- ☐ Get Traffic Control and Security supplies.
- ☐ Don **Traffic Control and Security high visibility vest**.
- ☐ Establish staging area for vehicles. Additional personnel to assist with traffic should be requested from Emergency Administration.
- ☐ Station yourself at **south entrance**
- ☐ Assign Traffic Controllers/Guards at:
 - **Bus loop**
 - **Student parking lot**
- ☐ Give duty sheets to Traffic Controllers/Guards. Record postings on facility map.
- ☐ Ensure that the following information is provided:
 - ☐ The evacuees will enter the School via **south** Entrance.
 - ☐ Traffic flow is per signage at **through the bus loop**
 - ☐ The staging area for vehicles is located at **student parking lot**
- ☐ If any person attempts to enter school property and does not have the appropriate identification, notify the person-in-charge at Emergency Administration
- ☐ Notify person-in-charge at Emergency Administration if additional assistance or police resources are required.
- ☐ Maintain traffic control and security measures until advised by Emergency Administration.

School Evacuations to FHS:

- Likely to be of short duration
- May need to provide water and snacks

Sources for Food / Beverage:

- Super A Foods: 10825 - 101 Avenue, 780-835-3394
- Freson Brothers IGA: 10905 - 101 Avenue, 780-835-2716

Community Wide Emergency:

- Emergency food services will be organized by the EOC. PRSD staff may be asked to provide assistance.

OFF-SITE EMERGENCY

A Plan to respond when the health and safety of staff and students are endangered because of an off-site emergency or disaster event such as:

- Transportation accident
- Winter storms (blizzard conditions)
- Natural disaster (tornado, flooding)
- Fire, explosion, building/equipment collapse
- Bomb threat
- Hostage taking

ACTIVATION OF THE PLAN

The Principal has the authority to activate the Plan.

- The Plan will be activated when an off-site emergency or disaster event has endangered the health and safety of staff and students.
- Retrieve the Disaster / Emergency Briefcase from **near the Office Manager's desk**
- Proceed as per Check Sheet #1 - Off Site Emergency. (See Appendix 4: Disaster Supplies)

MUNICIPALITY RESPONSIBILITIES (WHERE EMERGENCY HAS OCCURRED)

The municipality should have an Emergency Management Plan. When necessary, the Emergency Operations Centre (EOC) can be activated, in whole or part.

Other agencies may be involved on an “as needed” basis and could include:

- Alberta Ambulance Services
- RCMP
- Fire Department

The location and telephone number should be obtained from the Director of Disaster Services of the municipality where the event has occurred. (Director's Telephone # available from Alberta Government 24-Hour # at 1-800-272-9600)

SCHOOL RESPONSIBILITIES

Fairview High School staff will need to liaise with the emergency on site personnel which could include supervising teachers and/or educational assistants, bus drivers and emergency response staff.

PEACE RIVER SCHOOL DIVISION 10 RESPONSIBILITIES

The School Division Disaster Plan may be activated to support the Fairview High School Disaster Plan. The Emergency Communications Manager will establish and maintain cell communications with the Fairview High School Emergency Administration.

PERSONNEL **Principal or Vice Principal****NUMBER** 1**PURPOSE**

- To co-ordinate communication with, and to assist the emergency response agencies.
- To assist with re-uniting staff with their families.

IMPLEMENTATION

Communication equipment should be distributed to those emergency functions that will need to maintain communication with Emergency Administration.

Check each item as completed.

- ☐ Don the **Emergency Administration high visibility vest**.
- ☐ Reaffirm the assignments for Emergency Communications, Emergency Site Liaison, Traffic Control (on individual check sheets, also in Appendix 18)
- ☐ Contact the Director of Disaster Services (or alternate) of the municipality where the emergency has occurred. (Name and telephone number available from Alberta Government 24-Hour # at 1-800-272-9600)
- ☐ If there are casualties, obtain address and telephone number of the Casualty Information Centre.
- ☐ Ensure that **(2)** Messenger(s) are assigned to you. Assign personnel to maintain the:
 - Log of Events
 - Record of Assignments
- ☐ Ensure that you have the listing of students and staff who were on the field trip.
- ☐ Be prepared to attend at the municipal Emergency Operations Centre to assist in the co-ordination of the overall management of the incident.
- ☐ Assign extra staff to the Facility Switchboard. Fairview High School **780-835-5421**
- ☐ Maintain contact with the Superintendent. Be prepared to provide information to the Superintendent for news releases.

PERSONNEL **Office Manager or Office Staff****NUMBER** 1**PURPOSE**

- To alert staff.
- To alert external agencies.
- To alert family members.

IMPLEMENTATION**Check each item when completed.**

- ☐ Ensure that you have the Emergency Communication Supplies. (Appendix 3 - Disaster Supplies)
- ☐ Alert the Superintendent at:

	Work	Cell	Home
Superintendent: Paul Bennett	780-624-3650 x 10102	780-219-5792	780-332-1774
Deputy Superintendent: Aleeta Ploc	780-624-3650 x 10131	780-210-0334	

- ☐ Request activation of Emergency Public Information
- ☐ Alert the Director of Disaster Services (or alternate) of the municipality where the emergency has occurred. (Name and telephone number available from Alberta Government 24-Hour # at 1-800-272-9600)
- ☐ When all these agencies have been notified, give this check sheet to the person-in-charge at Emergency Administration.

PERSONNEL **Supervising Teacher / Parent / Coach or Bus Driver**

NUMBER 1

PURPOSE

- To liaise with the emergency response agencies at the emergency site.

IMPLEMENTATION

Check each item as completed.

- ☐ Get the Emergency Site Liaison Supplies. This needs to be sent with each out of town field trip as part of the planning process. (Appendix 4: Disaster Supplies)
- ☐ Establish communication with the Facility Emergency Administration and with the Emergency Transportation Manager at the Peace River School Division 10.
- ☐ Proceed, where possible, to the municipality where the emergency has occurred.
- ☐ Establish contact with the Director of Disaster Services for the municipality. (Name and telephone number available from Alberta Government 24-Hour # at 1-800-272-9600)
- ☐ Using the School Field trip manifest, determine if all staff and students have been accounted for.
- ☐ Advise the municipal Director of Disaster Services if there are staff/students unaccounted for.
- ☐ Provide information on the location and the status of staff to Emergency Administration.
- ☐ Remain in the municipality until directed otherwise by Emergency Administration.

PERSONNEL **Youth Worker or Librarian**

NUMBER 1

PURPOSE

- To prevent unauthorized persons from entering Facility premises.
- To maintain an orderly flow of vehicles entering the Facility grounds.

IMPLEMENTATION

Check each item when completed.

- ☐ Get the Traffic Control and Security supplies. (*Appendix 4: Disaster Supplies*)
- ☐ Wear the **Traffic Control and Security high visibility vest**.
- ☐ Station yourself at the **Main entrance Parking lot** and prepare to assign Traffic Controllers/Guards at the following locations:
 - **Entrance exit for FHS main parking lot**
 - **Bus loop area**
- ☐ Give the Traffic Controllers/Guards their duty sheets and supplies, and record their postings on the facility map.
- ☐ **Emphasize that:**
 - Parking for staff is **north side**
 - Parent and guardian parking is **student parking lot**
 - Traffic flow: **only one entrance / exit**
- ☐ If any person attempts to enter the school property and does not have the appropriate identification, notify the person-in-charge at Emergency Administration.
- ☐ Notify the person-in-charge at Emergency Administration if additional assistance or police resources are required.
- ☐ Maintain traffic control and security measures until advised by Emergency Administration.

APPENDIX 1: EMERGENCY DRILL RECORD

Click on link below to access the form.



<https://goo.gl/wu8rrJ>

1. Task could be fire drill or lock down or?
 - Schools: Fire drills are required 3 times in the fall, 3 times in the spring, one other type of drill per year
 - A good idea is to do one using primary route, one using secondary route and a third at a strange time e.g. just as recess or lunch hour is ending
 - Other facilities: one fire drill and one other drill per year
2. Evacuation must be completed within 3 minutes of alarm ringing. This is evacuation only, not head count.
3. Number present for drill is staff only.
4. Record names of those staff absent from drill. (a way of making sure that same staff aren't always missing)
5. Record the collection of Evacuation Chits on a master staff list.
6. Deficiencies could include such items as doors not closed, lights turned off, disaster kits not picked up, emergency high visibility vest not worn, etc.
7. Completed form is automatically sent to Safety Coordinator upon completion of each report.

Sample of Evacuation Chit: form found on Docushare and PSW, under forms

Facility: FVHS		Date: 09/14/13 Time: 9:25	
Adult #1: John Brown		Room/Class/Block: A	
Adult #2: Susan Smith		All accounted for: Yes No	
Missing People: Yes No		Extra People: Yes No	
If yes, provide names in the correct column below			
April Smith		James Brown	
When completed, send to the Administration Muster Point			

Evacuation Drill Exemplar

Evacuation Drill Record Submissions

This form is for the submission of records of fire and lockdown drills. Submissions are received by the PRSD Safety Coordinator.

Note that PRSD schools are required to annually perform:

- Three fire drills in the fall
- Three fire drills in the spring
- At least one lockdown drill yearly

All other PRSD facilities are required to annually perform:

- One fire drill
- One other drill (i.e. lockdown)

Your username (rutledge@prsd.ab.us) will be recorded when you submit this form. Not rutledge?
[Sign out](#)
 *Required

School or facility *

Person submitting report *

Type of evacuation drill *

Date of drill *
 :

Evacuation complete *
 :

Evacuation route used *
(NA if a lockdown drill)

Number of staff present *

Staff absent
(include names)

Disaster/Emergency kit complete *
Contains: vests, crank radio, crank flashlight, task envelopes
☒ Yes
☐ No

Deficiencies

Corrective actions

☐ Send me a copy of my responses.

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Communication equipment, as available, should be distributed to those emergency personnel that will need to maintain communication with Emergency Administration. Arrangements to obtain additional equipment should be established with local resources, i.e., the Director of Disaster Services for the municipality.

The following vests should be in the kit but not in the envelopes:

- Emergency Administration
- Emergency Marshal
- Traffic Control & Security
- First Aid Coordinator

Emergency Administration

- Check Sheet #1
 - Record of Assignments Form
 - Log of Events Form
 - Messenger Memos (#)
 - Map of Facility
 - “In-Place Sheltering” Instructions
 - “Lockdown” Instructions
 - Pencils/pens

Emergency Communications

- Check Sheet #2
 - Messenger Memos (#)
 - Pencil/pen

Evacuation Marshal

- Check Sheet #3
 - Student Count Sheet (#)
 - Staff Count Sheet (#)
 - Messenger Memos (#)
 - Vehicle Record Form (#)
 - Map of Facility
 - Pencil/pen

Traffic Control and Security

- Check Sheet #4
 - Traffic Controllers/Guards duty sheet (#)
 - Messenger Memos (#)
 - Map of Facility
 - Pencil/pen

First Aid Coordinator

- Check Sheet #5
 - Messenger Memos (#)
 - Transported to Hospital Form (#)
 - First Aid Kits.
 - Emergency medications, as per parent approval
 - Material Safety Data Sheets
 - Map of Facility, pencil/pen

Communication equipment, as available, should be distributed to those emergency functions that will need to maintain communication with Emergency Administration. Arrangements to obtain additional equipment should be established with local resources, i.e., the Director of Disaster Services for the municipality.

The following vests should be in the kit but not in the envelopes:

- Emergency Administration
- Emergency Marshal
- Traffic Control & Security
- First Aid Coordinator

Emergency Administration

- Check Sheet #1
- Record of Assignments Form
- Log of Events Form
- Messenger Memos (#)
- Map of School
- Pencils/pens

Emergency Communications

- Check Sheet #2
- Messenger Memos (#)
- Pencil/pen

Reception Marshal

- Check Sheet #3
- Messenger Memos (#)
- School floor plan - shows areas assigned for evacuees
- Map of School
- Pencil/pen

Traffic Control and Security

- Check Sheet #4
- Traffic Controllers/Guards duty sheet (#)
- Messenger Memos (#)
- Map of School
- Pencil/pen

The following vests should be in the kit but not in the envelopes:

- Emergency Administration
- Emergency Marshal
- Traffic Control & Security
- First Aid Coordinator

Emergency Administration

- Check Sheet #1
 - Record of Assignments Form
 - Log of Events Form
 - Messenger Memos (#)
 - Map of Facility
 - Pencil/pen

Emergency Communications

- Check Sheet #2
 - Messenger Memos (#)
 - Pencil/pen

Emergency Site Liaison

- Check Sheet #3 (Should travel with each group)
 - Field trip manifest - collected from Facility Office
 - Messenger Memos (#)
 - Pencil/pen

Traffic Control and Security

- Check Sheet #4
 - Traffic Controllers/Guards duty sheet (#)
 - Messenger Memos (#)
 - Map of Facility
 - Pencil/pen

APPENDIX 5: RECORD OF ASSIGNMENTS

FUNCTION	ASSIGNED TO	LOCATION
Emergency Administration		
Emergency Communication		
Traffic Control & Security		

APPENDIX 6: LOG OF EVENTS

[illegible]

APPENDIX 7: STUDENT COUNT FORM

#	NAME	GRADE/ HOME ROOM	TRANSPORTED TO
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

APPENDIX 8: STAFF COUNT FORM

#	NAME	TRANSPORTED TO
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

APPENDIX 9: TRAFFIC CONTROL/GUARDS DUTY SHEETS

Name	Time	Duty

APPENDIX 10: TRANSPORTED TO HOSPITAL FORM

APPENDIX 11: VEHICLE RECORD

Driver's Name _____

Vehicle Licence # _____ Vehicle Make/Colour _____

Date/Time Left Site _____

Dispatched to _____

#	Passenger Name (Please Print)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

APPENDIX 12: MESSENGER MEMO

<p style="text-align: center;">MESSENGER MEMO (Filled in by person requisitioning)</p> <p>Time _____</p> <p>To _____</p> <p>From _____</p> <p>Required _____</p> <p>_____</p> <p>_____</p> <p>Signature _____</p> <p>When Above Completed, <u>Send Both Copies</u> (Filled in by Person/Dept. supplying)</p> <p>ACTION _____</p> <p>_____</p> <p>_____</p> <p>TIME _____</p> <p>SIGNATURE _____</p> <p>When completed, <u>send this copy to sender</u></p>	<p style="text-align: center;">MESSENGER MEMO (Filled in by person requisitioning)</p> <p>Time _____</p> <p>To _____</p> <p>From _____</p> <p>Required _____</p> <p>_____</p> <p>_____</p> <p>Signature _____</p> <p>When Above Completed, <u>Send Both Copies</u> (Filled in by Person/Dept. supplying)</p> <p>ACTION _____</p> <p>_____</p> <p>_____</p> <p>TIME _____</p> <p>SIGNATURE _____</p> <p>When completed, <u>send this copy to sender</u></p>
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Available in Triplicate from Safety Coordinator

APPENDIX 13: SAFETY TRAINING

Include Expiry date of certificate e.g. John Doe (09/25/16)

Post this list beside each first aid kit.

Standard First Aid		
Earl Verbicky (02/16/2020)		
Terrie Wayland (02/16/2020)		
Darren Phelps (03/07/2019)		
Tamara Szmata (03/07/2019)		
Annette Laue (03/07/2019)		
Shannon Fraser (03/07/2019)		
Kerry Wiebe (03/07/2019)		
Dayna Hobbs (03/07/2019)		
Jake Binnema (03/07/2019)		
Emergency First Aid		
Kerry Wiebe (03/7/2019)		
WHMIS Training		

APPENDIX 14: FHS STAFF

FHS: 780-835-5241

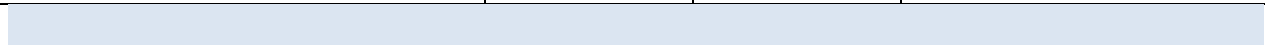
Fail Safe Phone: 780-835-3222 (white phone near fax machine)

Fax: 780-835-3222

<i>Year (as of 09/30)</i>	<i># of Staff</i>	<i># of Students</i>
2019-2020	30	269

Name	Usual Room	Additional Numbering	Cell Phone	Additional Information
Green, Clyde			709-424-1687	
Phelps, Darren			780-504-4723	
MacKay, Pam			780-835-0940	
Hauer, Arlene			780-834-7013	
Harvey, Rachel			289-456-5592	
Laue, Annette			780-835-0931	
Hemstock, Cheryl			780-835-0119	
Fraser, Shannon			780-330-9099	
Hanley, Taylor			709-424-0486	
Wiebe, Kerry			780-835-1812	
Przybylski, Janet			780-596-2026	
Mitchell, Candace			780-834-6559	
Craig, Toni			780-835-8805	
Primrose, Ingrid			780-772-0085	
Reynolds, Mary			780-618-6019	
Verbicky, Earl			780-835-9573	
Glen, Kim			780-772-1659	
Klemchuk, Megan			780-251-0075	
Sellers, Kyla			780-835-3554	
Letkeman, Paul			780-834-7763	
Wayland, Terrie			780-772-9405	
Szmata, Tamara			780-219-9497	
Bamach, Taryn			780-835-6095	
Hovey, Ken			780-834-7886	
Dechant, Jody			780-772-5639	
Fleming, Owen			780-834-6156	
Dalke, Amber			780-835-5595	
Przybylski, Sherri			780-835-4088	
Duncan, Kristin			780-834-6087	
Rolling, Tara			780-835-8770	

<i>Occasional PRSD Staff or Contractors</i>				
Name & Position	Home Phone	Cell Phones	Additional Information	
Paul Geerds, Facilities Supervisor		780-618-4850		
Stefan Buschbeck, Carpenter		780-834-7529		
Tim Fox, Carpenter		780-835-0035		
Jerry Graham, Plumber		780-835-8845		
Brad Patterson, Electrician		780-772-9200		
Jon Ruether, Facilities Manager		780-618-1381		



APPENDIX 15: ASSISTANCE REQUIRED

PRSD Staff			
Person	Issue	Room	Additional Info

[illegible]

Remove last names – use only initial

APPENDIX 16: COMMUNITY USER INFORMATION

2019-2020:

Group	Name	Primary Number	Secondary Numbers	Rooms Used
Men's Basketball Group	Trevor Giesbrecht	780-835-4041	780-835-1490	Gymnasium

Disaster / Emergency Briefcase:

- Near Office Manager's desk

Fire alarms pull stations:

- Inside second set of doors, main entrance, between double set of doors
- Outside south entrance, west side of building, east side of door
- Inside and outside entrance, west wall, north end of hallway
- Inside Mechanical room 006, north wall
- Outside room 005, Mechanical room, to the west of the door, near the hallway double doors
- Near north entrance, east west Hallway, across from the library, to the right of the doorway
- Room 050, Industrial Arts shop, North wall to the east of the exit doors
- East side of the building, outside south entrance, to the west of inside doors
- Inside east entrance in east west hallway near room 039, to the south of the outside doors
- Gymnasium, east wall, to the north and south of the double doors

Fire extinguishers:

- Room 028, Storage, north wall to the east of the door
- Room 006, Mechanical, south wall
- Room 005, Mechanical, south wall
- Room 051, Foods, to the right of the door
- Room 050, IA Shop, towards northeast corner,
- Room 050, IA Shop near garage door
- Room 050, IA Shop, on west wall of IA shop
- Room 050, IA classroom, immediately to left upon entering classroom.
- Room 048, Mechanical, left of door
- Room 033, Business, west wall, in front of door
- Room 039, Kitchen, inside south entrance
- Room 039, Kitchen, on the interior partition, west side
- Room 201, Mechanical, bottom of stairs, east wall
- Room 202, Mechanical, inside entrance, north wall
- Room 203, Mechanical to the left and southeast corner

Fire Extinguishers & Standpipe Hose

- Main foyer, east wall, outside of main office
- Main foyer, south wall, near gym entrance
- Outside Room 018, west wall
- Across the hall from 011 Staffroom, east wall
- Outside Room 029, Library, south wall
- East west hallway, outside Room 033, Business, South wall
- Inside Room 061, IA classroom, north wall, to the left of the door
- Outside Room 035, north wall
- At the top of the stairwell to the stage, south wall

AED:

- Main foyer, east wall, outside of main office
- Main foyer, south wall, outside of gym

First aid supplies:

- Disaster kit
- Assistant principal in main office
- Office supply room
- Phys ed teacher office
- Foods room
- Construction shop
- Science Prep room

Eye Wash station:

- Chemistry lab
- Construction
- Biology
- Home Ec



APPENDIX 18: EVACUATION RESPONSIBILITIES SUMMARY

Task		Person Responsible	Alternates
Site Evacuation	Notify 911	Office Manager	Office Staff
	Collect Disaster / Emergency Kit	Office Manager	Office Staff
	Emergency Administration (vest)	Principal	Vice Principal
	Emergency Communications	Office Manager	Office Staff
	Evacuation Marshall (vest)	Vice Principal	Principal
	Traffic Control & Security (vest)	Youth Worker	Librarian
	First Aid Coordinator (vest)	Librarian	EA
Reception of Evacuees	Emergency Administration (vest)	Principal	Vice Principal
	Emergency Communications	Office Manager	Office Staff
	Reception Marshall (vest)	Vice Principal	Principal
	Traffic Control & Security (vest)	Youth Worker	Librarian
Off-Site Emergency	Emergency Administration (vest)	Principal	Vice Principal
	Emergency Communications	Office Manager	Office Staff
	Emergency Site Liaison	Supervising Teacher/Coach/Parent/Bus Driver	
	Traffic Control & Security (vest)	Youth Worker	Librarian

APPENDIX 19: FIRE WATCH LOG

- Sprinkler system is off
- Must pull fire alarm in case of fire
- Fire department must be called manually
- Evacuation procedures as per protocols
- The building, including every storage room, must be checked hourly and the Fire watch sheet is to be completed

<i>Name (Print)</i>	<i>Basement</i>	<i>Second storey</i>	<i>Main level</i>	<i>Time completed</i>	<i>Concerns</i>	<i>Initial</i>

MAP 1: FIRE ALARMS, EXTINGUISHERS, & UTILITES

Note – this map may not match room numbers

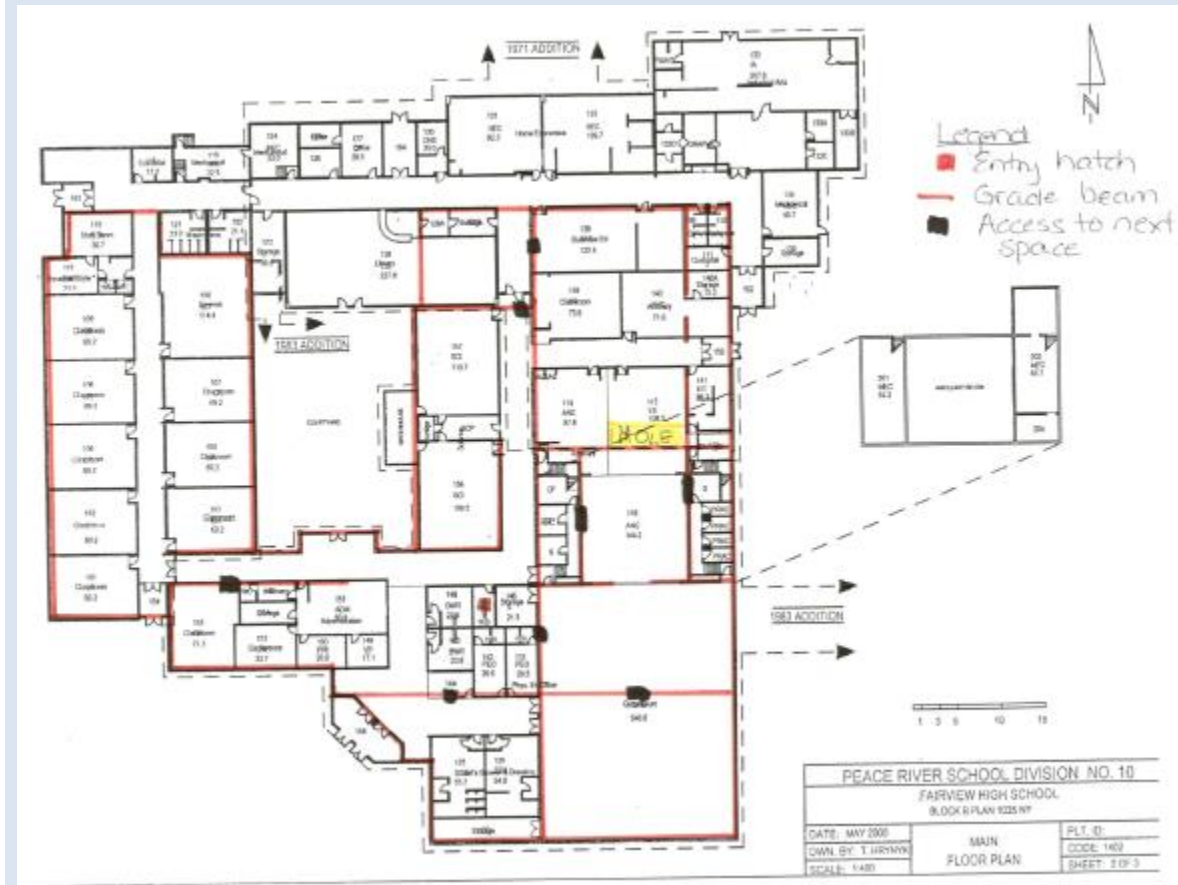
- Fire Extinguisher
- Fire Extinguisher & Standpipe hose
- Pull Station
- Electrical Panel
- Annunciator Panel
- Roof Access



MAP 2: FLAMMABLES & EXPLOSIVES



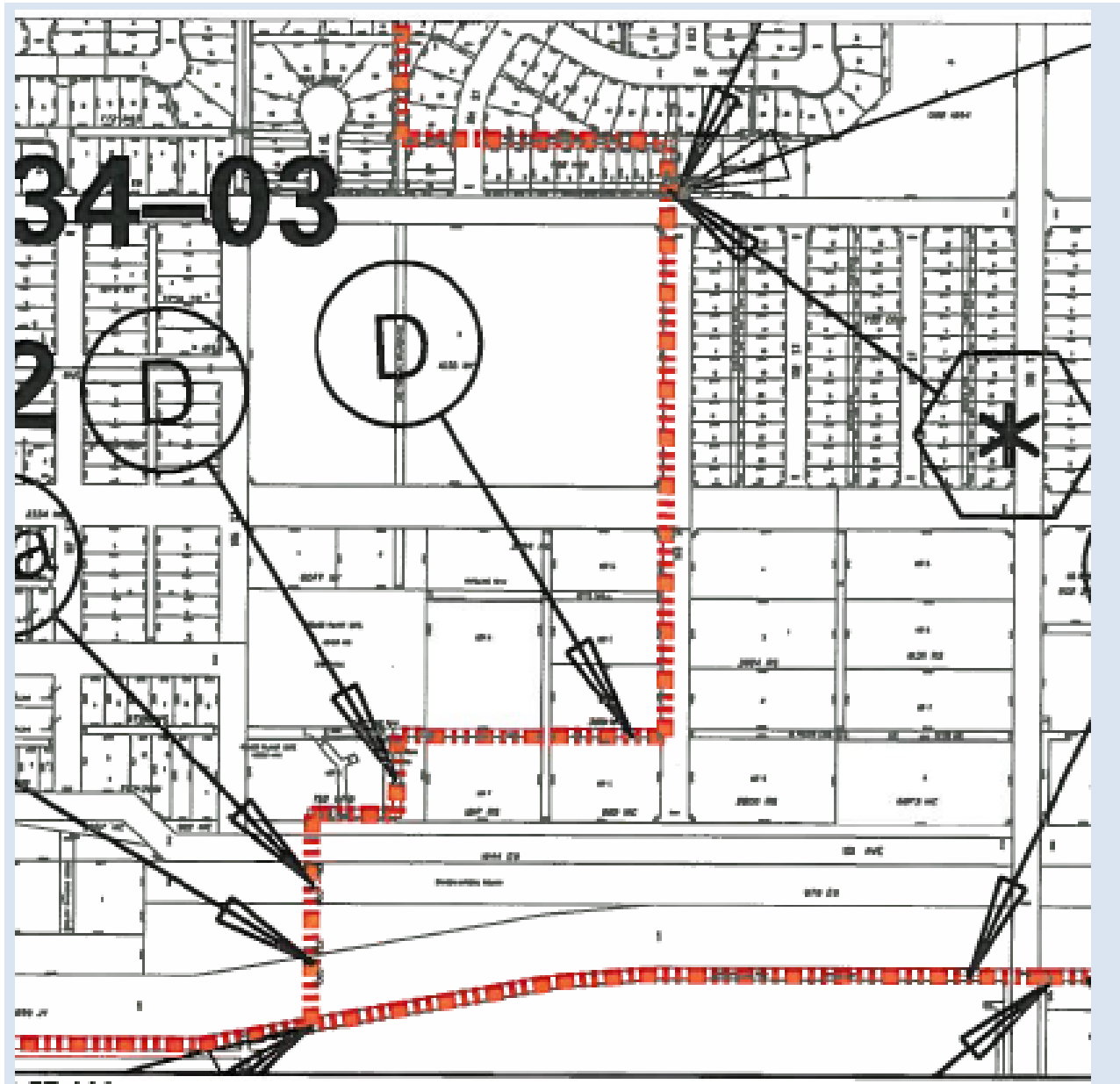
MAP 3: RESTRICTED SPACE ENTRIES



MAP 4: SAFE ROOM

MAP 5: EVACUATION ROUTES

ATCO Gas Major Distribution Line



GLOSSARY

Casualty Information Centre is a centre established by the municipality or the regional health authority where relatives and friends may gather to wait for information regarding casualties of an emergency or disaster event.

Declaration of a State of Local Emergency is a declaration by a local authority under section 18 of the Disaster Services Act, providing the necessary authority, resources, and procedures at the municipal level to allow an emergency to be resolved effectively and efficiently.

The Director of Disaster Services is a director of the municipal disaster services agency who co-ordinates municipality emergency planning, programs and services.

Disaster means an event that result in serious harm to the safety, health or welfare of people or in widespread damage to property.

The Emergency Operations Centre (EOC) is an operations centre established in a suitable location to manage the larger aspects of the emergency, and is staffed jointly by municipal government and emergency response agencies.

Emergency Site Management is an on-scene command post established in the immediate vicinity of the incident to provide and direct response to the emergency. It will be staffed by the municipal emergency response agencies that report to an "Emergency Site Manager" or an "Incident Commander."

A **Disaster Supplies** box contains the check sheets, forms, information materials, and other supplies necessary to respond to an emergency or disaster event. These resource materials may be arranged in an envelope system.

Emergency means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

An Envelope System is a method of arranging resource materials, packaged in an envelope or folder, by emergency function in order of priority. Each envelope contains the supplies needed to perform a specific emergency response function.

The Government Emergency Operations Centre (GEOC) is located at Alberta Transportation & Utilities headquarters and may be activated to co-ordinate the government response to a major emergency.

Local Authority, as defined in the Disaster Services Act, means the council of a city, town, village, county or municipal district, the Minister of Municipal Affairs for an improvement district or special area, the settlement council of a settlement under the Metis Settlements Act, the park superintendent, or his delegate, of specified national parks or the band council of specified Indian bands.

Minister means the Minister charged with the administration of the Disaster Services Act.

Municipal Emergency Plans are those plans prepared by a local authority under section 8 of the Disaster Services Act.

A State of Emergency is a declaration by the Lieutenant Governor in Council, under section 15 of the Disaster Services Act, providing the necessary authority, resources, and procedures to allow an emergency to be resolved effectively and efficiently.

School Board Disaster Plan is a plan that outlines the Board's response to an emergency or disaster event that affects one or more facility. The Plan should support the disaster plan of each of the facilities within the Board's jurisdiction.