

MEDICINE HAT SCHOOL DISTRICT NO. 76

601 First Avenue S.W., Medicine Hat, AB, T1A 4Y7

CRISIS PROCEDURE GUIDE



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COMMUNICATIONS PROCEDURE FOR PERSON IN CHARGE

EMERGENCY NUMBERS

Step 1 EMERGENCY SERVICES

Police	-	911
Fire	-	911
Ambulance	-	911
Hospital	-	911

tell dispatcher specifically where your command post is (that location where Person in Charge or his/her designee can be found at all times). Remain there until help arrives.

Step 2 If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between the hospital and district administration, with instructions to relay progress reports as soon as possible.

Step 3 IMMEDIATELY REPORT CRISIS TO:

Superintendent of Schools	528-6729
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Step 4 OTHER CONTACTS (person in charge)

Assistant Superintendent Administration and Personnel	528-6730
Assistant Superintendent Program Planning	528-6731
Assistant Superintendent Business Administration	528-6728
Director of Facilities	528-6716
Custodial Supervisor	528-6722

MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television and newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore must be avoided.

PLEASE ALERT ALL STAFF TO THE FOLLOWING DIRECTIVE:

After calling emergency services and following safety procedures for your building, it is imperative that employees IMMEDIATELY relay factual information regarding an emergency or disaster to the Superintendent’s office.

The Superintendent’s office will notify other school district people determined necessary to respond to the emergency.

The Superintendent, or his appointed designate will handle the release of information. Please refer all media to them.

CRISIS MANAGEMENT TEAM

Building Chain of command (person in charge)

Name	School Ext. No.	Home Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

When in a “Crisis Mode”
Every action taken must be communicated immediately to all members of the Crisis Management Team.

ALTERNATE SCHOOL LOCATIONS

School Locations

Elementary Schools

Central Park School
Connaught School
Crestwood School
Elm Street School
George Davison School
Georges P. Vanier School
Herald School
River Heights School
Riverside School
Rossglen School
Southview School
Vincent Massey School
Webster Niblock School

Junior High School

Alexandra Junior High School

Senior High Schools

Crescent Heights High School

Medicine Hat Alternative High School
Medicine Hat High School
PAS (Palliser Adolescent School)

Other School Buildings

Administration Building
Remand Centre
Warehouse

Alternate Facility

Georges P. Vanier School
Medicine Hat High School
St. Thomas Aquinas School
Top Hat Bingo
St. Patrick's School
Central Park School
Medicine Hat High School
Regional Hospital
St. Patrick's Church
Mother Teresa School
Southview Church of God
St. Michael's School
St. Frances School

First Assembly Church of God

1. Church of Latter Day Saints
2. Hockey Hounds Recreation Centre
Provincial Building
Moose Recreation Centre
As per Hospital Plan

Medicine Hat High School
Police Service Building

Special Education students will need special transportation. Make arrangements following instructions under tab: *Reference Unique to Your Building*.

Phone Number for your Alternate Site _____

POLICY STATEMENT OF THE SUPERINTENDENT

School authorities have both a moral obligation and a legal responsibility to provide for protection of life, health and property of students, faculty and staff in emergencies.

A comprehensive, concise and specific plan has been developed and coordinated to cover emergencies and will consist of a plan for each public elementary and secondary school in Medicine Hat School District No. 76, and also include the following buildings: Remand Centre School, The School Administration building and School District Warehouse.

Plans will include checklists with lines of succession and emergency assignments clearly designated. Consideration must also be given to security and preservation of essential records and sensitive areas such as boiler room and electrical panels.

See tab "Emergency Numbers - Communication Procedure" for the name of the Person in Charge to succeed me in the event of my absence or incapacitation.

The Crisis Procedure must be reviewed and updated annually prior to the commencement of school in September. Any changes will be provided to principals and must be reflected in all procedure manuals immediately.

POLICY STATEMENT OF THE PRINCIPAL

Each school's Crisis Procedure Plan will be updated yearly to better reflect the actions required to minimize the loss of life and injury to persons and property.

The principal will be the planning coordinator and will involve the necessary staff to accomplish the objectives. Faculty responsibility for implementation of the plan will be assigned by position.

Assignment of duties to specific individuals does not relieve other school employees from acting in their areas of responsibility in emergencies.

At least once a year, within one month after school commences, the principal will arrange for a faculty meeting for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.

A chain of command (Person in Charge) including names and phone numbers of the persons to succeed the principal in the event of his absence or incapacitation will be designated in writing on tab *Media Procedure* *Crisis Management Team* and prominently displayed in the school office.

FIRE DRILL PROCEDURES

- At the sound of the fire alarm, all students must walk as rapidly as possible into the hall and out the exit designated without crowding or running. The teacher will check to see that all students are out of the room and will close the door.
- The first pupils outside must move away from the building at least 50 metres so they do not block the exit for those following. When outside, students should stay on walks and paved areas.
- Teachers are responsible to see that students move away from the building, crossing the street when necessary to clear the area.
- Teachers should carry their registers with them and should take attendance once a safe distance from the school.
- The principal of each building will be responsible for preparing an evacuation diagram for each floor of the building under his supervision.

Insert individual school fire drill procedures in the attached envelope.

HAZARDOUS MATERIAL SPILLS

The main threat is toxic fumes. Keep students inside.

If Outside

1. Move upwind
2. Don't step in spilled material.

EXPLOSIONS

1. When advised by Person in Charge, evacuate building using fire drill plan, with possible modifications.
2. Proceed to alternate site for your school. (see Alternate School Location Tab)
3. If possible, students will be sent home by walking or bus, or parents can pick them up at the alternate location. Information on student pickup will be supplied by the school administration and broadcast on radio and television. Parents must be notified prior to sending students home.

HOSTAGE TAKING OR WEAPONS OFFENSES

- Each District building emergency plan will have a section to deal with a “hostage taking or weapons offense” situation.

NOTE

School-based Administration teams should be familiar with the location and operation of utility valves and switches in their buildings. This will allow them to deal with situations during the noon hour or at other times when a custodian may not be available.

NUCLEAR WARNING PROCEDURES

- The primary means of warning of a nuclear attack will be by the radio located in the administration offices of each building. Take immediate protective action.
- In the event a Public Shelter (marked with a black and yellow “Fallout Shelter” sign) is not available, take the following steps:
 - a. Remember Shielding is required. This means to move to the centre of the building to the lowest level (if there is more than one story) away from outside walls or any openings to the outside.
 - b. The heavier, thicker and denser the shielding material is between you and the outside, the better the protection.
 - c. Radiation is carried by physical particles of dust or dirt. If you keep this dust and dirt out, you are minimizing the amount of radiation exposure.
 - d. If at all possible, keep a portable radio and monitor the Emergency Broadcast Station. If this is not possible, be alert to attempts on Civil Defense officials to get information to you through special teams, public address systems, or on a door to door basis.

LOSS OF UTILITIES IN SEVERE WEATHER

- When advised by Person in Charge, evacuate the building.
- Proceed to alternate site for your school. (see Alternate School Location Tab)
- If possible, students will be sent home by walking or bus or parents can pick them up at the alternate location. Information on student pickup will be supplied by the School District administration and broadcast on radio and television. Parents must be notified prior to sending students home.

PUPIL DISMISSAL PROCEDURES

Once the dismissal order is received from the proper school authority, the principal will:

- Relay dismissal instructions to every classroom by the most rapid and efficient means.
- Review dismissal procedure already provided to parents to assure that it will be followed. This procedure should provide guidance regarding parents who have made special arrangements for care in the event the parents are not at home.
- Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the Fire Plan or other specific disaster plans are taken.
- School principal may request assistance from Administration and/or Civil Defense to assure that students disperse from the school building to minimize hazards and reduce congestion.
- All dealings with the news media and the public must be handled through the Superintendent's office.

PRINCIPAL'S CHECKLIST

- Ascertain that a Crisis Procedure Manual is prominently displayed by each designated telephone in your building.
- Confirm that each manual and checklist has current names of the Crisis Management Team listed.
- Determine a command post in your building (that location where Person in Charge or his designee can be found at all times), usually the office so there is access to a telephone. Appoint a person to stay by the phone.
- Assign written chain of command (Person in Charge) in your building and have posted in the building administrative office. Record names on the tab * MEDIA PROCEDURE * * CRISIS MANAGEMENT TEAM *. Alert all personnel to their assignment.
- Have first aid equipment and instructions in designated shelter areas in your building.
- Review teacher checklist with staff at the beginning of the year and be certain each teacher has a checklist at his desk in his room.
- Review custodian checklist with staff at the beginning of the year and be certain each custodian has this list immediately in his office.
- When in a "Crisis Mode" it is mandatory that every member of the Crisis Management Team has and wears a Person in Charge (PIC) badge (supplied) for easy identification. Team members will arrange for checking all restrooms, vacant rooms, and locker rooms.
- Secretary will secure all records and office valuables in a safe place.
- Confirm that the roll count of students is received at command post.
- If time permits . . . when a student is released to an individual other than a parent, get a signed statement from that person including the child's name, pickup time, the person picking up the student, the final destination and the phone number at the final destination.

References unique to your building: see final tab.

CRISIS MANAGEMENT TEAM (Person in Charge)

List three people and home phone numbers

CUSTODIAN CHECKLIST

- Cut off electricity, gas and water supplies only if directed to do so by Person in Charge.
- In the event of an earthquake or crisis that damages the building provide the Person in Charge with a condition report and damage survey. Always send two people for initial damage assessment.
- Immediately contact Buildings and Grounds office and report emergency actions taken.

References unique to your building: see final tab.

CRISIS MANAGEMENT TEAM (Person in Charge)

List three people and home phone numbers

SEVERE STORMS/OTHER WEATHER-RELATED EMERGENCIES

- If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will open for the day.
- Tune to the radio stations for early morning reports.
- Other school district personnel not employed at elementary or secondary schools will be advised by the same radio report whether or not they are to report for work.
- If a storm develops during the day, or primary means of warning of a severe storm or other weather related emergency will be by the radio. The Superintendent will determine the action to be taken and advise principals. The news media will be informed by the school administration of the procedures being followed.

EARTHQUAKES

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school staff and students should be guided by the following:

If Inside

- Don't panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
- To protect from falling objects take cover in this manner:
 - a. Get beneath a desk, table, or bench. If possible, cover head with coat or other clothing to minimize injury.
 - b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows, or other expanses of glass.
- All doors should be left open to minimize jamming if the building shifts.
- Stay put and take best cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in lavatory or other room with no desks or furniture, get against an inside wall or inside doorway and crouch.

If Outside

- Move quickly away from building and away from overhead electrical wires.
- Lie flat, face down, and wait for shocks to subside.
- Take roll count of students and report to Person in Charge as soon as safe.
- Do not attempt to enter building until authorized to do so.
- Do not light fires or touch fallen wires.
- Be alert for instructions from Person in Charge.

TRANSPORTATION

In the event of a disaster or emergency, the Superintendent, acting under Board authority, may close the schools and arrange transportation for bus students. Schools affected will be advised by the Superintendent's Office as to the option to exercise depending on the nature of the disaster.

TEACHER CHECKLIST

If Indoors

- If advised by person in charge, stay in your room.
- Immediately take roll count of students.
- Take protective action if building is threatened.
- Keep children away from windows and outside walls.
- Take shelter under desks, tables and heavy furniture.
- Move from under light fixtures and other suspended objects.
- Shut off or disconnect any electrical or gas operated appliances
- Be alert to any developing threats such as broken water pipes or electrical wires.
- Communicate roll count of students and situation to the person in charge as soon as it's safe.
- Be prepared to evacuate if advised to do so.
- If advised to evacuate, follow the fire drill plan.
- Earthquake only - leave doors to room open to prevent jamming.
- Nuclear Warning - move to inner core of building to the lowest level (if there is more than one story); move away from outside walls and any openings to the outside. Remember, Shielding is required.
- Plane Crash - be prepared to evacuate if advised to do so, following the fire drill plans with possible modifications.

If Outdoors

- Earthquake (can happen without warning)
- Move away from building to open space.
- Avoid overhead wires and utility poles.
- Lie flat, face down. Wait for earth to stop moving. The rolling motion of the earth is frightening, but not dangerous.
- Keep students assembled and take roll count of students. Be prepared to provide this information to person in charge.
- Do not light fires or touch any fallen wires.
- Do not enter building until authorized to do so.
- Be alert for instructions from person in charge.

Reference unique to your building : See final tab.

Crisis Management Team (person in charge) List three people and home phone numbers.

MEDICINE HAT SCHOOL DISTRICT No. 76

To: All Parents and/or Guardians of Medicine Hat School District No. 76
From: Superintendent of Schools
Re: Emergency Procedures for Medicine Hat School District No. 76

School District No. 76 has just updated the Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by the parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us as school administrators and you as parents.

In most emergencies you child/children will remain and be cared for at the school he/she attends, in the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as broken gas or water main, a fire or a loss of utilities in bad weather) students and staff will be moved immediately to that school's alternate site.

We ask you to follow this procedure if you hear rumours of any school emergency.

Turn on your radio or television. We will keep the media accurately informed of any emergency. **Please do not telephone the school.** We have limited phone lines. These must be used to respond to the emergency. **Please do not come to the school unless requested to pick up your child at school.** Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If emergency necessitates relocation of staff and students, follow these instructions:

- a. If, for any reason _____ School must be evacuated during regular school hours, your child will be taken to and cared for at _____ at this address.
- b. Stay tuned to the radio and television stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

Please insert this information inside the cover of your telephone book for easy reference.

PLANE CRASH

Be prepared to evacuate, if advised to do so, following fire drill plan, with possible modification.

BOMB THREAT PROCEDURES

1. Use your Threat Call Checklist.
2. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
 - a. Prolong the conversation as much as possible.
 - b. Identify background noises.
 - c. Note distinguishing voice characteristics.
 - d. Interrogate the caller as to description of bomb, where it is, and when it is due to explode.
 - e. Determine the caller's knowledge of the facility.
 - f. Don't hang up the phone! (Use another phone to call the authorities)
3. The person receiving the call will immediately alert the police 911.
4. The principal will confirm notification of the police.
5. The principal will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.
6. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes and pieces of pipe have been used. You will be looking for something that doesn't belong.
7. If what appears to be a bomb is found. Do not touch it. The police department will take charge.
8. If the caller indicates a time the bomb is due to explode, and the principal determines the threat is valid, the standard fire drill with possible modifications will be announced for evacuation of the facility.
9. Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to your school's alternate location. (see alternate location tab.)
10. *After all students have been evacuated, all utilities should be turned off.*
11. Check absentee list for possible clues to who might have phoned the bomb scare.
12. Attendance will be taken when the students are assembled away from the school. Give roll count to person in charge.
13. Alert office of Superintendent of Schools.

IF BOMB THREAT CALL IS RECEIVED AT SCHOOL ADMINISTRATION BUILDING

1. Use Threat Call Checklist. Do not Disconnect incoming call line.
2. Immediately call the police department 911.
3. Call the school involved.
4. Alert office of Superintendent of Schools.

THREAT CALL CHECKLIST

Don't hang up phone. (use another phone to call police)

Record the exact words used by caller: _____

Ask:

What time is it set for? _____

Where is it? _____

What does it look like? _____

Why are you doing this? _____

Who are you? _____

Voice on the phone: Check list

- | | | |
|--------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Man | <input type="checkbox"/> Woman | <input type="checkbox"/> Child |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Speech Impediment | |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Other | |

Background Noise: Check list

- | | | |
|-----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Music | <input type="checkbox"/> Children | <input type="checkbox"/> Talk |
| <input type="checkbox"/> Airplane | <input type="checkbox"/> Traffic | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Machines | <input type="checkbox"/> Other | |

Police Number – 911

Person receiving call, immediately notify authorities and give information, then notify person in charge and alert Superintendent's Office.

Date: _____ Time of call: _____

Call received by: _____

Distribute copies immediately as shown below:

Immediate Supervisor
Superintendent's Office

TORNADOS

Tornadoes, or “twisters” are violent windstorms characterized by a twisting funnel-shaped cloud which forms at the base of a cloud bank and extends toward the ground. Tornadoes occur in conjunction with severe thunderstorms, and are often accompanied by lightning, heavy rain and/or hail. Although small, often less than a hundred metres wide, they are nature's most violent storms, packing winds to 450km/h and creating havoc over paths from less than a kilometre to several hundred kilometres in length.

Tornadoes strike suddenly, their loud roaring noise will alert you that one is coming. They move rapidly (50 - 70 km/h) and normally touch ground for less than 20 minutes. Tornadoes usually move from the southwest to the northeast and usually occur from May to September (June and July are peak months).

- **Tornado Watch** - means no funnel clouds have been sighted, but tornadoes can be expected to occur.
 - a. If a Tornado Watch is declared, be prepared to evacuate quickly and be alert for special instructions.
- **Tornado Warning** - means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

The best shelter from a tornado is a specially constructed fallout shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this type of structure is not available, take these precautions:

- a. Stay away from windows.
- b. Get beneath heavy furniture. Otherwise, lie face down, head covered, along the wall of an interior hallway on the lowest floor available.
- c. Avoid auditoriums, gyms, or any room with a wide free span roof.
- d. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

