



MAPLE HILL SCHOOL  
SUMMITTING TOGETHER

## Maple Hill School

SECTION	General School Administration
POLICY NAME	Emergency Response Plan
POLICY NUMBER	307
DATE CREATED	August 8, 2017
DATE REVISED	September 9, 2019
DATE IMPLEMENTED	September 1, 2017

### Preamble

Maple Hill School is committed to provide a safe and caring environment to its students and personnel. To this end, several emergency policies have been developed that must be followed in the event of an emergency scenario.

### Policy

The following policies describe the actions of students and staff:

1. Fire Alarm during Class time: Upon the fire alarm being triggered:
  - a. Teachers will instruct students to remain calm, stand up and prepare to leave the room. No personal property may be taken during evacuation except jacket/coat, if required for weather protection.
  - b. Teacher will take emergency clipboard located at the front of the class.
  - c. Students will calmly line up in single file to leave the classroom.
  - d. Teacher checks classroom exit door to ensure the escape route is safe (no flames/smoke on other side of door).
  - e. Teacher instructs last student out to close the classroom door.
  - f. Teacher leads students out of classroom to nearest safe emergency exit.
  - g. Teacher and students assemble in designated assembly area.
  - h. Teacher takes roll call in safe assembly area and reports missing students to school's Safety Officer or designate.
  - i. Teacher and students will always follow directions/instructions of school Safety Officer, designate or public service emergency personnel, e.g., police, firefighters, etc.
  - j. Teacher and students may only re-enter school building when the "All Clear" signal is sounded.
  
2. Fire Alarm outside of Class time: Upon the fire alarm being triggered:
  - a. The above procedure is to be followed to the best of each employee's ability.
  - b. Missing students must be reported to the school's Safety Officer or designate.

3. Lockdown (Intruder or other external threat) during Class time:
  - a. Teacher locks classroom door and closes windows/curtains.
  - b. Teachers turns off classroom lights and maintains minimal lighting.
  - c. Teacher instruct students to remain calm and be quiet and keep away from the door and windows. Students and Teacher should take cover under desks, staying out-of-sight as much as possible
  - d. All electronic devices that could make noise are to be muted. Do not put on vibrate.
  - e. Teacher frequently reminds students to be silent and to remain calm.
  - f. Teacher and students do not unlock the classroom door under any circumstances. When safe, it will be unlocked by the police
  - g. If an evacuation is necessary (requested by the Safety Officer or police) the teacher will follow the school's evacuation policies.
  - h. Teacher takes the students safely and calmly to the evacuation area

Lockdown (Intruder or other external threat) outside of Class time:

- a. The above procedure is to be followed to the best of each employee's ability.
- b. Missing students must be reported to the school's Safety Officer or designate

Earthquake: Teacher and students will follow DROP-COVER-HOLD procedure:

- a. If indoors, immediately drop to the ground and take cover under a school desk, table or any similar protective piece of furniture (DROP-COVER)
- b. Hold onto the piece of furniture tightly while the earthquake is occurring so that it protects your body from falling debris (HOLD).
- c. Face away from windows and glass doors to protect yourself from flying broken glass.
- d. If in an open area such as a hallway, where there are no protective furnishings, drop to the ground and lie as close as possible to a wall, away from anything that might fall on you (pictures, shelving, etc.), covering your yourself with whatever you have available, e.g., backpack, jacket, etc. Do not stand in a doorway.
- e. Decision to evacuate all or part of school should not be automatic. There may be more danger outside the building than inside.
- f. Identify safe evacuation routes and safe assembly area. This will be difficult and must be done intelligently as what can be assumed to be a safe area before a disaster may not be. There is a radio at the front of the school. Tune in to CBC AM 690 to listen to where the safety areas set up by the City of Richmond emergency services will be.
- g. Signal staff and students to evacuate if needed. DO NOT USE FIRE ALARM. Do not use elevators.
- h. Determine names, ages and possible locations of unaccounted for students/staff, including any students/staff waiting in secure areas of the school for assistance to be removed from the building. Check for possible fires, utility leaks, hazardous material spills, and call 911 if help is needed.
- i. Implement procedures for communication, safety glasses, face masks, hard hats, search and rescue, first aid, shelter, supervision, student/staff release, etc.
- j. Consider school plans for an extended stay with students and/or emergency evacuation to another site.

- k. Schools will remain open indefinitely until every child has been released to a parent/guardian.

Medical Emergency:

The role of the untrained supervisor is to ensure the comfort and safety of the injured student until the trained First Aid officer or paramedics arrive:

- a. Depending on the circumstances the teacher should call the front desk or have another student go to the front desk to get help. The teacher should remain with the injured student.
- b. The front desk attendant should contact the First Aid Attendant of the school, or dial 911 for emergency medical services
- c. The injured student should be calmed by the teacher and made as comfortable as possible with minimal movement, unless determined safe to do so. This is extremely important in the case of head, neck or spinal injuries.
- d. If the injured student is convulsing or throwing up, he/she should be moved to their side in a fetal position to prevent choking.
- e. Unless absolutely necessary to ensure the safety of the injured student no treatment should be administered by anyone other than the trained First Aid Attendant or the Emergency responders.

In the Event of an Anaphylactic Reaction:

- a. Administer the student's auto-injector (single dose, single-use) at the first sign of a reaction. Note time of administration.
- b. One staff member stays with the child at all times. One person (possibly other student) goes for help or calls 911
- c. If symptoms have not improved, a second single dose-single use auto-injector may be administered within 15 minutes or sooner, after the first dose is given (i.e., the reaction is continuing, getting worse, or has recurred)
- d. If an auto-injector has been administered, the student must be transported to a hospital as soon as possible.
- e. Contact parents/guardian and inform of the incident.

Hazardous Material Spill/Explosion Procedures (if spill is large or the chemical poses a health risk to students/staff):

- a. 3579 Notify the office immediately.
- b. Seal off room by closing doors/windows.
- c. Use PA system to announce to all students and staff that a chemical spill has occurred, and give
- d. instructions regarding evacuation or remaining in classroom.
- e. Call 911 and tell dispatcher this is a HAZMAT incident.
- f. Notify Mr. Di Nozzi (604-506-1911)
- g. If necessary, evacuate school building by activating fire alarm system.
- h. Ensure that students and staff do not assemble downwind from the escaping fumes.

- i. If evacuation is necessary, do not allow anyone to re-enter, even to render first aid, until material has been identified.
- j. Determine nature, type of material involved, location and size of spill/explosion/accident.
- k. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
- l. Indicate location on a site plan for responding crews.
- m. Provide name of First Aid Attendant and location of medical room and supplies.
- n. Make available the person or persons with firsthand knowledge of products used.
- o. DO NOT clean up spill unless familiar with health risks and clean up protocol.
- p. Do not release students/staff or re-enter until “All Clear” is issued by Fire Department.

AFTER HOURS: Call 911 and then Mr. Di Nozzi at 604-506-1911.

#### Safe School Coordinator and VTRA Team

The acting principal of Maple Hill School is designated as the Safe School Coordinator for the school who will receive information from the Ministry in regards to the anonymous ERASE Bullying reporting tool. The principal will therefore chair the Safe School Committee that will be made up of other staff members who have undergone ERASE Training. The Safe School Committee will meet once a semester to go over any safety issues the school is experiencing and what can be done to make the school safer.

The Safe School Committee will be made up of the Safe School Coordinator (The Principal) as well as members of the school team that have gone under ERASE Training. The exact number of members will be determined depending on how large staff is and how many students are in the school. Regardless, there will be at least two other members of the school that is not the principal in the committee with more added if the committee would deem it necessary.

The VTRA (Violent Threat Risk Assessment) team will comprise of members of the Safe School Committee as well as outside community bodies such as RCMP and others if necessary. VTRA will be convened if two or more members of the Safe School Committee feel it is necessary to perform a VTRA.

A VTRA binder will be placed at the front desk for use when a VTRA takes place. In that binder are all the necessary forms to be completed when conducting a VTRA. Please refer to the binder for all the relevant information pertaining to VTRA.