



MOOSONEE PUBLIC SCHOOL

learn to live

Emergency Plans & Procedures

Our Mission:

At Moosonee Public School we work together as Students, Teachers, Parents and Community to create a safe learning environment that encourages all to achieve maximum growth.

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This is a growth document which is subject to change and modifications based on Board Policy Development and the MOE requirements.

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PURPOSE

The Moosonee District School Area Board is committed to providing a safe environment for its students and staff. To assist staff in fulfilling this essential responsibility, from time to time, the Board will publish these guidelines outlining expectations, procedures, and acceptable practices which enhance the safety of individuals on Board property.

FIRST AID KITS

First Aid Kits are located in Office 100. This includes a stationary First Aid Kit that is used daily to administer minor first aid to students. In addition, there are supplies and containers in this office that can be used to assemble a portable first aid kit. The Physical Education teacher should ensure that there is a First Aid Kit present in the gymnasium. There is an eye wash station and First Aid Kit in the kitchen of the Staff Room. Staff should notify the Secretary if First Aid supplies need to be replenished.

EMERGENCIES AFFECTING THE OPERATION OF THE SCHOOL

The Board accepts the general principle that reaction to an emergency is best taken and directed by the person(s) responsible at the site of the emergency.

Staff members who are present should have someone notify the office, however this should not prevent them from dealing with it. For example, staff members who are present, and have First Aid training and/or CPR training, should follow the protocols they learned during training. Other staff members should clear the area of students, escorting them to another area of the playground or the school and staying to supervise them.

The safety of children foremost, and the safety of staff, shall be the main consideration when dealing with an emergency. Provided that the building is not affected by the emergency, the school shall normally be open to receive students. It is assumed that weather and road conditions will not prevent at least some of the staff and some of the students from reaching the building. School administrators will normally be present at the school.

It is accepted that bus operators are the best judges of the action to be taken when transportation emergencies arise. Administration will be responsible for informing parents and guardians if the buses are cancelled for the morning run. This will normally be done through Facebook, mass email, and over the telephone, as well as through the radio station (CHMO 1450).

In emergencies requiring early dismissal, the Principal and bus drivers are expected to use the best means available to ensure that students dismissed early will have access to shelter when they reach their homes. A procedure for Power Outage and

early dismissal is set out and included in this document and may be utilized in other emergencies that require early dismissal of students.

In extreme emergencies, such as unexpectedly severe weather conditions, it may be expedient to hold students at school until safe transit to their homes is assured. The Principal, or designate, shall immediately inform the Board office, and Supervisory Officer, when a school has to be evacuated.

Emergency Safety Plans

Fire Safety Plan

Basic Routines:

1. All Fire doors are to be kept closed at all times.
2. All doors should be closed when the building is unoccupied.
3. The charge on each fire extinguisher shall be checked monthly by Maintenance.
4. All staff shall be instructed on the use and location of fire extinguishers.
5. All windows should be closed at the end of each day.
6. A copy of the Fire Safety will be posted in all classrooms, the staff room, and the Office area.
7. Signs indicating the Primary and Secondary “Fire Exit Routes” will be posted in each room of the school.
8. A master map diagramming all Primary and Secondary exit routes will be maintained.
9. Fire Emergency Evacuation drills will be carried out at least once per term.

Evacuation Procedures

In the event of a Fire Emergency teachers shall:

1. Instruct students to line up at the classroom door and listen for a possible announcement as to the location of the fire.
2. If no announcement is received by the time the students are lined up then check (visually) as to which “Evacuation Route – Primary or Secondary – should be taken.
3. Instruct the students as to which route should be followed and at what location they should assemble upon exiting the school.
4. Ensure that the classroom/office doors and windows are closed upon leaving the room.
5. Have the class register in your possession.
6. Take a roll call upon reaching the designated location.
7. Inform the Vice Principal or designate or Fire Department personnel, that a student is not present and their last known location.
8. If the Fire Emergency takes place during Nutrition Breaks, Teachers who are in the school, including Itinerant Teachers, should assist snack supervisors in the

evacuation of students and follow the procedures normally used by Classroom Teachers. It should be noted that some classroom teachers leave the school during their designated 40-minute lunch breaks and may not be present during a Fire Emergency. If the students are outside during recess, teachers should go outside to assist Duty Teachers in accounting for students.

In the event of a Fire Emergency the Principal and/or Vice Principal shall:

1. If possible, announce the location of the fire and which Exit Route to take-- Primary or Secondary.
2. Check the washrooms, office area and Resource Room for any students and direct the students (if any) to the safest exit area.
3. Ensure the office and staff room doors and windows are shut.
4. Check the hallways to ensure all students and staff have evacuated the building.
5. Upon exiting the school building, go to each designated exit area to confer with staff as to the whereabouts of any missing students.
6. Report ASAP to the authorities whether or not any students or staff may be left in the building and their possible location if known.
7. Indicate to staff the location/shelter where the students are to be escorted to next. (Primary shelter is the Moosonee Community Centre/Arena).
8. Delegated duties: **Principal** to make announcements and to make contact with the Fire Department and to receive briefings from office staff; **Vice Principal** to check with each teacher and report back to Principal whether or not all students and staff are accounted for; **School Counsellor** to check washrooms and hallways and report to Principal that staff and students have evacuated; **Attendance Counsellor** to position school van and assist in ensuring students with physical disabilities are safely within the vehicle; **School Secretary** to evacuate with the Student Index Rolodex. In the event of the absence of personnel, the Principal or Vice Principal will do double duty.

Primary & Secondary Fire Exit Routes

Class or Room	Primary Exit & Waiting Area	Secondary Exit & Waiting Area
118 - ELK A 120 - ELK B	Classroom back doors Field behind school	South (Front) doors of MPS Sidewalk
107 – Photocopier 109 – Resource 112 – PE 113 – Grade 5/6 114 - Computer server Washrooms	North Door of MPS Field behind school Students join their class outside	South (Front) doors of MPS Sidewalk Area Students join their class outside
124 - A/V room 123 – Grade 5 122 – Grade 4	South (Front) Doors of MPS Field behind school	Primary Doors (between MPS and JBEC wings) Field behind school
All classrooms/rooms in JBEC wing (Northern College) 121 – Grade 3/4	Primary Doors (between MPS and JBEC wings) Field behind school	Front Doors of JBEC (Northern College) Sidewalk area (121 Only) Front (South) Doors
Upstairs Rooms 200 (Grade 6) 201 (Grade 8) Library	Front (South) Door of MPS Field behind School	North (Back) Door of MPS Field behind School
203 – Grade 7/8 209 – Grade 7 Lab 210 – Offices 211 - Special Ed. Offices Washrooms	Back (North) Door of MPS Field behind School Students join their class outside	Front (South) Door of MPS Field behind School Students join their class outside
Gymnasium	Emergency Exit door in Gym Field behind School	Front doors JBEC (Northern College) Sidewalk Area
Main Office Secretary's Office Resource Room	Front (South) Doors of MPS	North Door of MPS

Situational Procedures

1. You are not able to exit your room

- a) Ensure your room door(s) are shut tight.
- b) Stuff any cracks around door with clothing to keep smoke out.
- c) Use your room phone (if possible) to call for help.
- d) Open or break classroom window (as a last resort and only after having sealed around your doorway) to either call for assistance or escape.

2. You enter a hallway filled with smoke

Smoke will be denser at normal walking height. Vision and breathing will be severely impaired. Therefore, instruct your students to get down low to the floor and maintain physical contact with the person in front of them and then proceed to crawl to the exit door.

3. You enter the hallway but all exit routes are blocked

Return to your classroom/nearest room and follow Situational Procedures 1. a) – d).

Educating Students

Teachers are responsible for teaching their students the following:

1. Primary and Secondary exit routes.
2. To leave the building by the shortest route possible if they are not with a teacher when the fire alarm rings.
3. To join their class at the designated waiting area immediately after exiting the building.
4. What actions to take upon discovering a fire in the building or on the school grounds.

The Principal, or designate, is responsible for ensuring the school has at least one practice fire drill per school term.

Note: In the case of a fire drill, or false alarm, staff and students should not re-enter the school until the Principal announces that it is safe to do so.

The Board Office will be notified of the situation at an appropriate time.

Bomb Threat Plan (Code 1)

1. Any staff member upon receiving information about a possible bomb threat will immediately contact the Principal/Vice Principal.
2. Office staff members answering the telephone should complete the Bomb Threat form and follow the instructions on the form.
3. The Principal/Vice Principal shall notify the police immediately to request assistance (911, 2320 or 2955). The offices of Northern College and Bishop Belleau should also be notified.
4. A **Code 1** call will be broadcast throughout the school by the Office. A **Code 1** indicates:
 - a) that there is an emergency;
 - b) all students and staff shall return to their home rooms immediately;
 - c) all staff and students shall line-up in their classrooms behind locked doors and wait for the next signal (teachers should take roll call);
 - d) teachers will contact the office using the internal phone system to indicate which student(s) (if any) are not in the classroom and their possible location.
5. The office staff will do a quick inspection of the three (3) main exits prior to giving the final signal for evacuation.
6. A search of the school will be made by the Police, accompanied by key personnel on a voluntary basis – the Principal, Vice Principal, Maintenance Manager.
7. The final signal will consist of:
 - a) An **“all call”** which will indicate whether all exits are clear or not and an announcement of **“This Is Not A Practice Drill”**.
 - b) The Emergency Horn Sounding for a prolonged period of time.
8. Teachers shall escort their students out of the building to their Primary Designation Locations and await instructions from either the Principal or on site officials (Police/Fire Department) as to where they should proceed for their final destination.
9. No one shall re-enter the school until the police have given their permission. The Principal and/or Vice Principal will communicate this to Teachers and other staff members.
10. The Principal/Vice Principal will cause the Board Office to be notified as to the situation at the appropriate time. A written report will be made.

Destination Locations

1. Primary Locations:

- a) Far side of school field if evacuating out the back of the school (North Door, Primary Doors between JBEC and MPS wings, ELK doors).
- b) Sidewalk on opposite side of road if exiting out of the South (Front) Doors of MPS or JBEC (Northern College).

2. Final Locations:

The Principal/Vice Principal, in consultation with On-Site officials from the Police/Fire Department, will decide as to the best location for students and staff to travel to as a final destination. Final destination points could be any one of the following locations:

- **Moosonee Community Centre (Arena)**
- **Christ the King Cathedral Church**
- **Ontario Government Building.**

Safe Arrival Home

1. Upon reaching the Final Destination Location, teaching staff and office staff will begin calling parents and guardians to arrange for students' Safe Arrival Home. The School Secretary is responsible for securing the Student Index Card Rolodex of student names and phone numbers during the evacuation.
2. Office staff will contact the busing company to arrange transportation home for bus students.

Dangerous Intruder Plan (Code Red)

1. A Dangerous Intruder is any person that appears to be a threat to the safety of students and/or staff. A Dangerous Intruder may be carrying a weapon (firearm, knife, club, etc.) or may be someone who appears emotionally unstable and appears intent on causing harm to another person.
2. Any staff observing a person entering the school grounds or building and deems that person to be a possible dangerous intruder shall immediately communicate the message to the Principal/Office. The message shall include:
 - a) Last known location of the intruder.
 - b) The intruder's name (if known) and/or a short description of the intruder.
 - c) Information about a weapon, if seen with a weapon.
3. A "**Code Red**" signal will be broadcast throughout the school.
4. A "**Code Red**" indicates that all staff and students are to return to their classrooms and remain there behind locked doors until they hear the next communication from the office.
5. Staff will contact the office using the internal phone system to indicate which students (if any) are not in the classroom and their possible location.

6. The Principal/Vice Principal will contact the police immediately and proceed to investigate the situation. The Board encourages the Principal or designate, to use best judgement to decide whether to intervene or wait for the police.
7. The Police-School Board Protocol (AP 390) directs that “in cases of exigent circumstances, the police will assume primary responsibility as may be necessary to ensure school safety.”
8. The Board Office will be notified of the situation as soon as appropriate. The Principal will make a written report.

Note: In order to teach students what to do in a lock-down situation, teachers should practice barricading themselves and their students in the classroom. The small window on the door should not be covered so that the Police may see inside the classroom. Students should be moved away from the door so that they cannot be seen inside the classroom and remain quiet. In some cases, classes may not be able to return to their classrooms due to the location of the intruder, therefore teachers should practice barricading students into other locations, such as the Computer Lab, Library, or Gymnasium equipment room.

Situations Caused By Hazardous Goods or Flood

1. The Emergency Measures Organization of the Town of Moosonee has developed detailed plans of evacuation and actions.
2. Directions will be issued by the officials of that organization in case of an emergency in any part of the community.

PCB Spills

1. In the event of a transformer rupturing, the Principal will, if the transformer is located on, or in near proximity to the school grounds, keep students in the building until emergency procedures for dismissal are completed.
2. Students will be instructed to stay at least 100 meters from the site of the transformer.
3. The Principal shall contact:
 - Hydro One at 1-800-665-5130 and 705-336-7273
 - The Ministry of the Environment at 1-800-380-6615.

Chlorine Gas Spills

1. If a chlorine gas spill occurs, the Emergency Measures Organization and/or the police will notify all residents and schools in the area and direct evacuation.
2. When a warning of a chlorine spill is received, specific information will be included: the location, the wind direction, and evacuation route. The evacuation direction should be at right angles to the wind direction and upwind.
3. If evacuation is not possible, the students and staff shall remain in the school, close all windows and doors, turn off heating and ventilation, and move to the upper floor.

Procedure for Evacuation of School due to Power Outages or Water Shut-off

1. All students return to classroom. This includes any classes in the Gym, Computer Lab, Library, or outside.
2. Teachers to wait for updates. (Note: the PA system has a back-up battery system).
3. In consultation with the Principal, the School Secretary will call Ontario Hydro or Town of Moosonee to determine how long the power/water will be turned off. The Principal will consult with the Supervisory Officer and Board Office or, if unavailable, the Chair of the Board.
4. The School Secretary will monitor the telephones for messages.
5. Once a decision has been made to dismiss, the Attendance Counsellor will contact Two Bay Enterprises to make arrangements for the buses.
6. The Principal or designate will notify parents of the pending dismissal. Normally this is done through Facebook and mass email. CHMO Radio will be notified by the School Secretary.
7. The School Counsellor will assist the Principal and Vice Principal.
8. All classroom teachers will stay with their own classes and itinerant teachers to report as follows:
 - Physical Education Teacher to ELK A
 - Cree Teacher to ELK B
 - Special Education Teacher to Grade 1
 - French Teacher to Grades 1-2.
9. Teachers should prepare students for dismissal.
10. If any parents show up, the office will inform teachers to escort/send student(s) to be picked up.
11. The office will announce/inform teachers of when students in Grades 5 to 8 who walk to school may be dismissed. Older students may be instructed to collect younger siblings and escort them home (on bus, walking or due to mitigating factors).
12. The Office will inform teachers when the school buses arrive. Bus monitors should report for bus duty. Teachers should escort ELK and Primary students to the front of the school in an orderly fashion.
13. All staff to report to the staffroom and wait for further instructions. The Administrative team will remain at the school until the buses return and all students have left the school.

See: Evacuation Procedure for Individual Students.

References

SCHOOL CLOSURE: Moosonee District School Area Board Governance Policy GOV-25
EMERGENCY RESPONSE PLANS: Moosonee District School Area Board Governance Policy GOV
POLICE/SCHOOL BOARD PROTOCOL: Moosonee District School Area Board Administrative Policy AP-390