

Prince of Wales P.S.
Emergency Plan
2021-2022

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Emergency Response School Team

Principal	Dee Gannon Cell: 705-760-0985
Vice- Principal	Natalie Dummitt Cell: 249-387-1196
Custodian	Karen Johnston 905 373-8070
Head Admin Assistant Admin Assistant	LTO Cari MacMillan
SERTs	Amy Simmons Jamie Smith
Health and Safety Designate	Karen Johnston Natalie Dummitt Jason Trinier
First Aid Providers	Dee Gannon

Emergency Preparedness Notes

In the event of an emergency, student safety is our first priority. The plan developed provides an outline of the procedures and roles of staff in specific situations. It is impossible to predict the challenges which could occur during an emergency situation; however, the following plan does outline in detail the procedures which would help Prince of Wales to work through such an event. There will be opportunities to practice different scenarios throughout the year in order to prepare staff and students to the challenges that could exist.

Teachers should have the following in the **Emergency Preparedness Kit**:

- 1) This Emergency Preparedness Plan
- 2) An up-to-date class list with contact phone numbers.
- 3) Minimal First-Aid items (gloves, band aids).
- 4) Pencil, cards, something to occupy students if needed- if you need, something ask the office

The Emergency Preparedness Kit is marked and in a black and blue bag and needs to be located by the classroom door and supply teachers need to know its location. A key should be available to lock the door should a lock down occur.

Considerations

- 1) If the Principal is away, the Vice-Principal will assume the role. If the both are away, then the Teacher-In-Charge assumes the role. If this person is not identified, then it is the SERT(s).
- 2) Teachers who are on prep time during an emergency should meet their homeroom class where they are presently located. Staff have specific duties, and it is important that teachers allow other staff to take on their roles as quickly as possible. The only exception is during a lockdown, where everyone will immediately proceed to the closest secure area and remain there until instructed otherwise.
- 3) In the event of an evacuation, such as fire, students who are not with their homeroom class at the signal to evacuate the building should leave the building using the area's designated exit and then meet their class at the designated spot outside the school for attendance purposes. This will be the upper field.

Emergency Telephone Numbers

Ambulance, Fire, Police	911
Animal Control	705-745-7676 ext. 202
Board Office	705-742-9773
Communications-Judy Malfara	705-742-9773 x2001 After hours#1: 705-750-0977
Health and Safety-Donna Saworski	705-742-9773 x2219 After hours #1: 705-741-3088
Superintendent – Gloria Tompkins	905-429-7982 1-877-741-4577 x2032 Cell: 705-741-8714
Transportation-Stephen Jackson -Joel Sloggett	705-748-5500x221 After hours:613-475-1179 or 705-740-4076 705-748-5500x220
Enbridge Gas	1-866-763-5427 acc#154740093913
Environmental Spill	1-800-268-6060
Health Unit	705-743-1000
Hospital (PRHC)	705-743-2121
Ministry of the Environment	Zenith 33220
OSBIE	1-800-668-6724
Pesticides	Zenith 33220
Peterborough Police Community Officer-	705-876-1122 Ext.
Poison Control	1-416-813-5900
Radio Stations CKPT Country 105 CKWF The Wolf	705-742-8844 705-748-6101
Television Stations CHEX	705-742-0451, 705-742-8712
Evacuation site: Kinsmen Arena	705-742-5454
Alternate site: Healthy Planet Arena	705-876-8121

Fire

Pre-Emergency Planning

1. Establish a designated meeting location (See Fire Location Sheet at back)
2. Emergency exit and alternative to be posted in each room
3. Practice 3 drills in the fall and 3 in the spring
4. Ensure fire extinguishers, alarms and sprinkler systems are inspected

Emergency Staff Duties:

Principal	<ul style="list-style-type: none">-walkie talkie, and cell phone-sweep the main hall and bridge and exit to playground from bridge.-determine if transport to evacuation site is necessary-contact superintendent Gloria Thompkins (705-742-9773 x2032, 1-877-741-4577 x2014 Cell: 905 429-7982), maintenance supervisor (705-760-8670 x2144, 2160), Judy Malfara (705-742-9773 x2001)
Vice Principal	<ul style="list-style-type: none">-take the place of Principal when absent and have cell phone and walkie talkie.-sweep upper hall, mini gym, large gym, Rotunda, and K wing-exit Kindergarten Doors/check for attendance on Monaghan side 93 Kinder classes) and then proceed to check attendance on field south of climbers
Admin Assistant	<ul style="list-style-type: none">-take attendance, thumbs up or down, visitor's log, student sign-in/out-record attendance on the upper field using Fire Location Sheet
Custodian	<ul style="list-style-type: none">-close ventilation system-sweep basement, washrooms in basement.-meet emergency vehicles and open gates-keep Principal up to date
Teacher	<ul style="list-style-type: none">-have students line up-shut windows, turn off lights, take Emergency Preparedness Kit, shut doors-escort students in an orderly manner to upper field using designated exit or alternate exit-Line up in your designated location (Fire Location Sheet)-once on field take attendance, raise thumbs up if you can account for all students, raise a thumbs down if you have a student that is accounted for-remain with students for further instructions
EA/CYW	<ul style="list-style-type: none">-assist students with mobility issues with evacuation-assist teachers
SERT	<ul style="list-style-type: none">-assist with any students requiring extra help-if a thumbs down is present, determine problem and notify the appropriate people to solve the problem

Follow up

-call OSBIE 91-800-668-6724) and contact Manager of Central Services if student injured or hospitalized

- complete OSBIE incident report
- work with other agencies to determine cause
- if employee injured, contact Health and Safety Officer

Supporting Documents

- Ontario Fire Code – see Fire Drill Evacuation
- School evacuation plan and evacuation site
- Parent procedures to pick up students at alternate sites
- Administrative Regulations, ES-2.1.1-Evacuation Procedures-Emergency Evacuation kit
- Custodial Services Manual-Emergency Situations Guidelines

Hold and Secure **(Someone or Something is Outside the Building)**

Pre-Emergency Planning

1. Maintain visitor's log

Emergency Staff Duties:

Principal or Vice Principal	-state over the PA "We are in Hold and Secure" Repeat. -lock outside doors -lock office doors, -constantly assess situation and give new information to police -follow police instructions -contact Gloria Thompkins (705-742-9773 x2032,1-877-741-4577 x2014 Cell: 905 429-7982), and Judy Malfara (705-742-9773 x2001) -Police will determine end of Hold and Secure
Admin Assistant	-lock door -call 911 if necessary -stay in constant contact with police -document any phone calls
Custodian	-lock outside doors -lock your office door
Teachers	-admit students and lock classroom door -close blinds -take attendance and make note of missing or extra students -do not open classroom door other than to let a student enter -do not respond to a fire alarm unless the fire is in your room -normal activities can continue inside school

Follow Up

- contact Board Crisis Response Team
- gather information and document
- violent incident report
- take disciplinary / legal action in consultation with police and superintendent
- contact Health and Safety Officer if there are staff injuries

Supporting Documents

- Board policy ES-1.1, Safe Schools
- Administrative Regulation, ES-1.1.6-Critical Incident

NOTE: There are situations where a "Hold and Secure" is called but the police are not notified. This could occur when a student is behaving in an unsafe manner and doors need to be locked until the situation is under control.

Lockdown (Someone is in the Building)

Pre-Emergency Planning

1. Practice twice a year
2. Maintain a visitor's log

Staff: When an immediate threat is observed call a lockdown. (Phone or Yell Lockdown)

- Nearest Staff member to PA announces “Lockdown, Lockdown, Lockdown” slowly and clearly.

Emergency Staff Duties:

Principal/VP	-lock office door -if possible, move to Principal’s office -constantly assess situation and give new information to police via secretary -follow police instructions -contact Gloria Thompkins (705-742-9773 X 2032 cell: 905 429-7982) and Judy Malfara (705-742-9773 X2001) -Do not announce termination of drill, police will release each room
Admin Assistant	-lock office door -stay in constant contact with the police -document any phone calls
Custodian	-enter closest room and lock door
Teachers	-admit students and lock classroom door, close blinds -if in another room (gym, library) lock door, close blinds (if applicable) -if available cover and conceal (not in front of door) -turn out lights -cover window in door (if applicable) -take attendance, note missing or extra students, do not buzz the office -keep students calm and quiet -do not open classroom door for any reason -do not respond to a fire alarm unless the fire is in your room -if outside with your class, go to Kinsmen Arena.
Students and staff	-enter the nearest room -sit along the wall of the main entrance -If too late to enter a room, find a place to hide and be quiet -If in the washroom, get to a stall, sit on toilet and lift feet.

Follow Up

- contact Board Crisis Response Team
 - gather information and document
 - violent incident report
 - take disciplinary / legal action in consultation with police and superintendent
 - contact Health and Safety Officer if there are staff injuries
- Supporting Documents-Board policy ES-1.1, Safe Schools-Administrative Regulation, ES-1.1.6-Critical Incident

Evacuation

Emergency Staff Duties:

Principal/Vice Principal	-consult Gloria/Lorraine to determine who is going to allow us to gain entrance to arena -ring bell 3 times to bring students into their homerooms if they are outside -use PA to notify school to prepare for evacuation immediately
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	<ul style="list-style-type: none"> -give the order to evacuate to Kinsmen Arena -take the cell phone and first aid kit
SERT	<ul style="list-style-type: none"> -assist with any attendance concerns -direct classes in an orderly fashion to leave the school using the fire drill exits and to proceed in single file on the sidewalks to Kinsmen Arena or another location. -sweep school with custodian to make sure everyone has left
Admin Assistant	<ul style="list-style-type: none"> -call evacuation site -call STSCO if buses are needed or let them know the location change -take student meds, student information forms, attendance, visitor's log -go ahead to prepare evacuation site or help load buses
Custodian	<ul style="list-style-type: none"> -post evacuation posters at exit -lock all doors -close ventilation system
Teachers / Assistants	<ul style="list-style-type: none"> -take attendance report any concerns to SERT -take emergency classroom kits -when notified, exit building using fire drill exits and have students proceed in an orderly fashion to Kinsmen Arena, or Evinrude Arena, or another location.

Follow Up

- complete the Ontario School Board's Insurance Exchange (OSBIE) Incident Report if student injured or hospitalized
- call OSBIE (1-800-668-6724) and contact Manager of Central Services
- work with other agencies to determine causes
- if employee affected, contact Health and Safety Officer
- follow-up with disciplinary/legal actions if necessary
- arrange for counseling support if appropriate

Supporting Documents

- Ontario Fire Code – Re: Fire Drill/Evacuation
- School evacuation plan and evacuation site
- Parent procedures to pick up student at alternate sites
- Administrative Regulations, ES-2.1.1-Evacuation Procedures, Emergency Evacuation Kit
- Emergency Response Directory on mykpr and in orange binder

Accidents

Bus Accident

Examples: Regular Bus Run, Day Field Trip, Extended Field Trip

Pre-Emergency Planning

1. Students and Staff practice a bus evacuation. Set up by office in the fall.
2. Before departure, teachers will prepare a travel kit which will include: a travel first aid kit, telephone numbers of school and Board Office, a class list with emergency contact numbers and an accurate passenger list for each bus.
3. Teacher will leave an accurate passenger list for each bus at the office. A copy of the itinerary will also be left at the office.
4. Teacher and Principal will ensure appropriate adult to child ratios:

Emergency Staff Duties

Teacher	<ul style="list-style-type: none"> -assess situation. You may need to Call 911, evacuate the bus, administer first aid, organize adults to assist -ensure all students are safe -contact the school (705-743-8595), and principal (705-760-0985) or VP (249 387-1196) -all comments to outside agencies will come from Judy Malfara, Communication Officer
Bus Driver	<ul style="list-style-type: none"> -assess situation. You may need to call 911, evacuate the bus. -report to STSCO (705-748-5500x221)
STSCO (Student Transportation Services of Central Ontario)	<ul style="list-style-type: none"> -notify Principal (Dee Gannon 705-760-0985) -notify VP (Natalie Dummitt 249-387-1196) - Superintendent Gloria Tompkins -742-9773 x2032, 1-877-741-4577 x2032 Cell:905-429-798205), -Communication Officer (Judy Malfara 705-742-9773 x2001)
Principal/Vice-Principal	<ul style="list-style-type: none"> -communicate Board response from STSCO, Superintendent and Communication Officer. -notify parents using a bus list -will support and initiate involvement of the Staff Emergency Team if feasible and / or necessary -contact Board-Based Critical Response Team 705-760-8670 x2179, x2174, x2178

Follow Up

- contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724)
- complete OSBIE Incident Report and forward to Manager of Central Services
- contact Health and Safety Officer if staff are injured
- collect appropriate information: witnesses, photos
- arrange for counseling if appropriate

Supporting Documents

- STSCO Transportation Manual
- Board Policy ES-1.5, Health and Medical Needs
- Administrative Regulation ES-1.5, Health and Medical Needs
- Safe Schools Manual-Responding to Health and Medical Needs Guidelines
 - Checklist: When to call an ambulance
 - Responding to Critical Incidents Guidelines
- Health and Safety Documents

Anaphylactic Shock

Pre-Emergency Plan

1. Post in the secretary's office, staff room, classroom, and in the orange office binder a picture and an emergency plan for each anaphylactic child.
2. Share pictures, emergency plans, EpiPen procedures with staff
3. Share plan with bus drivers.

Emergency Staff Duties:

First Staff Member at the Scene	-assess situation, look for difficulty breathing, swallowing, hives, swelling.
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	<ul style="list-style-type: none"> -notify the office (need student's name) to get EPIPEN. -Look for EpiPen on the student Look on student's emergency plan to see where EPIPEN is stored.
Office Staff	<ul style="list-style-type: none"> -deliver student emergency plan and EPIPEN to student -secure the site -together administer EPIPEN -lie student on side -if breathing does not improve after 10-15 minutes administer a second EPIPEN -call 911 for ambulance -call parents/guardians
Custodian	<ul style="list-style-type: none"> -meet and direct emergency responders

Follow up

- notify Superintendent and Communication Officer
- complete Administration of Medication Log
- contact Ontario School Board's Insurance Exchange (OSBIE 1-800-668-6724) and report event
- complete OSBIE Report Form (Safe Schools)
- contact Health and Safety Officer if it is a staff member who was treated
- collect all appropriate data (witnesses, photos)
- contact STSCO if incident on bus

Supporting Documents

- Board Policy ES-1.5, Health and Medical Needs
- Administrative Regulations ES-1.5, Health and Medical Needs (Sabrina's Law)
- Safe Schools Manual, Responding to Health and Medical Needs Guideline
- Resource Information RE: Anaphylaxis, School Safety Manual

Assaults / Fights

Pre-Emergency Plan

1. Inform staff, students, and parents of Code of Conduct
2. Train appropriate staff in Non-Violent Crisis Intervention (Dee Gannon, Peter Cain EAs, CYWs)

Emergency Staff Duties:

Principal/Vice Principal	-assess situation, secure site, call for back up if needed, separate individuals, -administer First Aid if needed -escort students to secure, separate areas -interview witnesses and participants -notify superintendent (if warranted) Gloria Tompkins 705-742-9773 1-877-741-4577 x2032 Cell: 905-429-798205, police (if warranted), and family
SERT/CYW	-maintain control -assist principal
Admin Assistant	-if appropriate call 911

Follow Up

- contact and cooperate with police if assault charges are filed
- take appropriate disciplinary action according to the safe Schools Policy
- collect all appropriate information (witnesses, teachers present)
- contact OSBIE (1800-668-6724)
- complete OSBIE Incident Report Form
- contact Health and Safety Officer if staff are injured
- arrange counseling support if appropriate

Supporting Documents

- Board Policy, ES-1.1, Safe Schools
- Administrative Regulations, ES -1.1.1, Safe Schools: Discipline/Code of Conduct
- Safe Schools Manual-Dealing with Violence

Assaults / Sexual Assaults

Pre-Emergency Plan

1. Inform staff, students, and parents of Code of Conduct

Emergency Staff Duties:

Principal/Vice Principal	-secure scene
Principal	-separate students and witnesses

	<ul style="list-style-type: none"> -advocate to go in ambulance with victim -notify parent/guardian -notify CAS if under 16 years of age -offer number of Kawartha sexual assault centre (705-741-0260) -contact superintendent, Gloria Thompkins (705-742-9773 x2030, 1-877-741-4577 x2032 Cell: 905-429-798205) -contact Communication Officer, Judy Malfara (705-742-9773 x2001)
SERT/CYW	<ul style="list-style-type: none"> -secure scene -assist principal
Secretary	<ul style="list-style-type: none"> -call 911

Follow Up

- contact and cooperate with police if assault charges need to be filed
- take appropriate discipline action according to the Safe Schools Policy
- collect all appropriate information (witnesses, teachers present)
- if serious injury, contact OSBIE (1-800-668-6724)
- complete OSBIE Incident Report form
- contact Health and Safety Officer if staff are injured
- contact Supervisor of Clinical Services for appropriate supports

Supporting Document

- Board Policy, ES-1.1, Safe Schools
- Administrative Regulations, ES-1.1.1, Safe Schools: Discipline/Code of Conduct

Bomb Threat

Pre-Emergency Plan

1. Practice lockdown and evacuation procedures with staff and students

Emergency Staff Duties:

Person Receiving Call	<ul style="list-style-type: none"> -be calm -keep caller on the line as long as possible -ask questions (What does the bomb look like? Where is it expected to go off? When will it go off? What kind of bomb is it?) -record time call received, exact words of caller, sex and age of caller, accent, any peculiarities, time call terminated
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	-note the line the call came in on and trace call using *57 followed by calling Bell Security (1-800-267-0627)
Principal/Vice-Principal	-call 911 -follow police instructions -contact Superintendent Gloria Tompkins Cell: 905-429-798205 (705-742-9773 x2014,1-877-741-4577 x2032 -contact Communications Officer Judy Malfara (705-742-9773 x2001) -call STSCO if evacuation is necessary, or schedule is altered

Follow Up

- principal or designate completes a bomb Threat Report (Appendix B)
- and attach the Bomb Threat Telephone Log (Appendix A of Safe Schools Manual, Section C), sending a copy to the Superintendent
- letters to parents
- debriefing with police services/board administration

Supporting Documents

- Student Welfare, Safe Schools: Procedures in Event of a Bomb Threat, Admin Reg. ES-1.1.8
- Safe Schools Manual: Responding to a Bomb Threat Guidelines, Preparing for a possible Bomb Threat Checklist, Responding to a Bomb Threat Checklist, Bomb Threat Telephone Log, Bomb Threat Report

Chemical/Hazardous Materials Accident

Pre-Emergency Planning

1. Practice evacuation procedures
2. Ensure staff and parents know the evacuation sites

Emergency Staff Duties:

Principal/Vice-Principal	-assess situation and determine need to shelter in place (Plan A) or to evacuate (Plan B) by consulting appropriate agencies (Utilities, Environment Canada) -contact Superintendent Gloria Thompkins (705-742-9773 x2032,1-877-741-4577 x2032 Cell: 905-429-798205 -contact Communication Officer Judy Malfara (705-742-9773 x2001)
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	-contact Health and Safety -Donna Saworski (705-742-9773 x2219)
Admin Assistant	- call 911 (Fire Department)

Plan A: Shelter in House

Principal/Vice-Principal	-ring bell 3 times and bring all students inside to their homerooms
SERT	-will man intercom and contact each homeroom to make sure all students are accounted for or have extra students
Admin Assistant	-attend the phones
Homeroom Teachers	-report to homeroom -take attendance -close all doors and windows
Custodian	-turn off ventilation system -meet emergency crews
Non-Homeroom Teachers	-assist quick, calm entrance of students -clear halls and washrooms

Plan B: Evacuate to an off-site location

Principal/Vice Principal	-consult agencies to determine which evacuation site to use -ring bell 3 times to bring students into their homerooms if they are outside -use PA to notify school to prepare for evacuation immediately -give the order to evacuate to Kinsmen Arena, or Healthy Planet Arena or another location -take cell phone and first aid kit
VP/SERT	-take attendance concerns -direct classes in an orderly fashion to leave the school using the fire drill exits and to proceed in single file on the sidewalks to Kinsmen Arena, or Healthy Planet Arena, or another location. -sweep school with custodian to make sure everyone has left
Admin Assistant	-call evacuation site -call STSCO if buses are needed or let them know the location change -take student meds, student information forms, attendance -go ahead to prepare evacuation site or help load buses
Custodian	-post evacuation posters at exit -lock all doors -close ventilation system
Teachers / Assistants	-take attendance report any concerns to SERT -take emergency classroom kits -when notified, exit building using fire drill exits and have students proceed in an orderly fashion to Kinsmen Arena, or Healthy Planet Arena, or another location.

Follow Up

- complete the Ontario School Board’s Insurance Exchange (OSBIE) Incident Report if student injured or hospitalized
- call OSBIE (1-800-668-6724) and contact Manager of Central Services
- work with other agencies to determine causes
- if employee affected, contact Health and Safety Officer
- follow-up with disciplinary/legal actions if necessary
- arrange for counseling support if appropriate

Supporting Documents

- Ontario Fire Code – Re: Fire Drill/Evacuation
- School evacuation plan and evacuation site
- Parent procedures to pick up student at alternate sites
- Administrative Regulations, ES-2.1.1-Evacuation Procedures, Emergency Evacuation Kit
- Emergency Response Directory on mykpr

Missing Child/Kidnapping

Pre-Emergency Planning

1. Inform students and parents of visitor protocol
2. Inform appropriate staff of custody orders and special relationships with organizations such as Children’s Aid, etc.

Emergency Staff Duties:

Principal/Vice Principal	<ul style="list-style-type: none"> -assess situation to determine order of calls for secretary -gather information and cooperate with police -keep eyewitnesses separate and available to police -contact Superintendent Gloria Tompkins (705-742-9773 x2032, 1-877-741-4577 x2014 Cell: 905-429-798205) -contact Judy Malfara (705-742-9973 x2001) -contact organizations such as Children’s Aid if required -document
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Admin Assistant	-conduct attendance check -call parents -notify principal -call 911 -have a complete description of child and when they went missing
Custodian	-assist in search of school
Teachers	-notify office immediately
SERT	-check OSRs for any custody information

Follow up

- complete incident form
- prepare appropriate communication to parents
- arrange for counseling

Supporting Documents

- Board Policy, ES-1.1, Safe Schools
- Administrative Regulations, ES-1.1.6-critical incident