

# Penhold Elementary School

# Emergency Response Plan

September 2023 -August 2024

## OVERVIEW

Penhold Elementary 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, the following Emergency Response Plan will address safety concerns in the event of a local disaster. The plan may be activated under the authority of the Principal or designate. The plan must respect the authority that lies within the organizations listed below.

## EMERGENCY CONTACT NUMBERS:

**Penhold Elementary School (403) 886-4390**

**Chinook's Edge School Division (403) 227-7070 or (800) 561-9229**

**Town of Penhold (403) 886-4567**

**Red Deer County (403) 350-2150**

**RCMP Office (403) 227-3342**

## Utilities

Name	Position	Home/Office Phone	Cell Phone
Gas Alberta Site	ID 0003057088811	1 (800) 511-3447	
Enmax Site	ID 0040168621005	(403) 310-9473	
Town of Penhold (water)	Acct# 001 166 100 000	(403) 886-4567	

## Media Contact Numbers

Only the Superintendent or designate is to speak on behalf of Chinook's Edge School Division.  
Only the Principal or designate is to speak on behalf of the school

## **Documentation Posted in All Rooms**

In each room in the school, the following documents will be posted:

- Fire Routes will show a primary and secondary route.
- Red Emergency Duotang (hung next to all room exits) – contains all information needed in an emergency
- Emergency Procedure – Teacher Checklist (multicolored sheet)

## **Medical Emergency - First Aid**

In the case of a medical emergency, the staff member attending to the situation will call the office and report 'Send medical assistance' and give the room location.

Almost all staff have current First Aid certification. Our key response team (Caroline Tindall / Lisa Baird/Giselle Meyer/ Jill Neilson) will be called to all medical emergencies to assess and take the appropriate steps. The key response team will determine when further support is needed. When deemed necessary, 911 will be called for an injured student. Parents will be contacted and either the parent or a staff member will accompany the student, if transportation to the hospital is required.

Trained first aid attendants will assess minor emergencies. First Aid Kits are stored in the office in the cupboards on the west wall as well as in the Kitchen. The contents will be reviewed twice a year.

Penhold School utilizes incident reports that are completed online for any injuries to staff or students by the individual staff member or a supervising staff member, in the case of a student accident.

If a student, or staff member, is involved in a workplace accident, they will complete a CESD incident report online. The principal must review the completed form via email.

## **Playgrounds**

- Playground Supervisors are well identified – safety vests
- Playground Supervisors are in communication with the school – student messengers
- Playground Supervisors are able to communicate to students in the event of a problem – whistle
- Playground Supervisors are positioned so they can see all students on the grounds, and school doors, if possible.
- A first aid kit is readily available to the playground supervisors.

## **Fire - Evacuation from the School**

Six fire drills will be practiced over the course of a school year. Staff must be familiar with the school fire evacuation procedures that are to be posted in every room. Each staff member is required to make their students familiar with these procedures and evacuation routes.

1. At the sound of the fire alarm, students and teachers will file out in an orderly manner to the designated areas to the east of the school near the baseball diamond. All staff members are required to take the Red Emergency Duotang from the location where they exited. The Secretary or Principal or Vice Principal or designate will call 911 and meet the fire department.
2. The first two students to reach the exit doors will remain there and hold the doors open until all classes have passed through. They will then join their classes in the designated assembly area.
3. Teachers will take attendance and hold up the Red Emergency Duotang when all students are accounted for. If students are missing then the teacher will assign a student to report absences to the attendance collection officer (Mrs. Meyer/Mr. Crawford/Acting Admin). Teachers will remain with their classes at all times.
4. If the alarm sounds when classes are not in session, students will assemble in the designated areas and report to their homeroom teacher.
5. Teachers should be the last to exit classroom areas. Please make sure all doors are closed, and lights left on upon exit.
6. Specific areas that need to be checked:
  - The Administrative Assistant will check the work room, staff room, resource room A and B
  - Educational Assistants will check washrooms, custodial rooms, library, and hallways.
  - Physical Education teachers, if teaching gym at that time, will check the change rooms and storage room.
7. All clear will be given by the Principal and communicated by intercom or cell phone to supervisors when it is safe to enter the building.

## **Tornado**

At the sign or warning of a tornado, if students and staff are outside they are to be summoned inside by the ringing of the bell followed by communication over the intercom directing staff and students to assigned safe locations. All students will kneel in the hallway in front of lockers away from exit doors and windows. Students will kneel or crouch on their knees as per the picture below. Bags, coats, books, and other belongings will be left in the classroom. Classroom doors are to be open.

## **Secure Our School and Emergency Lockdown**

When a threatening situation presents itself at school or as directed by RCMP, school staff will be following CESD Secure Our School and Emergency Lockdown Checklist (Jan 2015). This document is attached to this safety plan.

At Penhold Elementary School, the following precautionary measures are in place.

- West door is the main entrance to the school and is in close proximity to the office.
- West doors are open throughout the day.
- All visitors are required to check in at the office and sign in.
- Staff are asked to wear their name tags at all times
- South and east entrances unlock automatically at 8:40 a.m., 10:45 a.m. and 12:55 p.m. for 5 minutes.
- If an unknown visitor is in the hallways, staff will greet the person and ask how to help. They will then escort the person to the office or send a colleague to the office to let school office/admin personnel. Office personnel or admin direct the visitor to sign in and direct the visitor to their destination or will initiate a lock down procedure.
- School emergency and security plan will be revisited with staff at the beginning of each school year or whenever deemed necessary.

In brief, **Secure Our School** is used for potential external threats and we need to keep students safe and accounted for inside the building. These situations range from wild animals roaming outside, to local police / emergency responder activity in the neighborhood or a threat about someone coming to the school. Typically students stay working quietly at their desks and remain in their locked classrooms.

**Emergency Lockdowns** are very rare and are used for immediate threats. In these situations, students are locked in their classrooms and sit together away from the door or windows. RCMP are involved in these cases and we take direction from them.

## **Evacuation due to Train Derailment**

When the school has been informed of a train derailment, school administration will determine, in collaboration with local emergency services, if the school needs to be evacuated. If an evacuation does need to take place, administration will:

- 1) Announce for staff to evacuate the building just like in a fire drill
- 2) Ensure all students and staff are safely evacuated
- 3) If need be, move students to evacuation locations. For Penhold Elementary this location is at Penhold Crossing School (in-town) or Innisfail Middle School (out of town)
- 4) School staff and Administration will proceed with next steps, with support by division office, to send students home.

## **Communication with Stakeholders**

In the event of an emergency, once all staff and students are safe, office personnel and administration will communicate next steps with parents. In conjunction with division office, messaging will be sent to parents through Power School Messaging.

## **School Drills**

Each year Penhold school will hold:

- 6 fire drills
- 2 secure all classroom (lockdown) drills
- 2 tornado drills

## **Muster Points**

In town - Penhold Crossing Secondary School

Out of Town - Ecole Innisfail Middle School