

September 3, 2014

Procedures Guide – Emergency Situations

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INTRODUCTION

These procedures *in case of emergency situations* were prepared in order to implement an evacuation strategy for all premises of the Kativik School Board in Nunavik.

This document is a guide, to be used in the event of an emergency situation in a building of the school board including the schools, adult education and vocational training centres, student residences, administrative centres and warehouses. Furthermore, the purpose of this guide is to facilitate coordination with the local emergency services and as such, certain sections of the guide will need to be adapted by each KSB location to ensure the information meets the specific needs of that locale.

The information contained in these sections must be reviewed at least once a year, at the beginning of each school year and whenever an important change is made. The following persons are responsible for reviewing this document:

- Buildings: The Center Director or representative
- Student residences: The Residence Manager or Student Life Animator
- Kuujjuaq head office: The person in the highest position of authority
- For the other buildings: The person in the highest position of authority

A copy of the adapted plan must be immediately forwarded to the Department of Material Resources.

Note: A minimum of 6 evacuation drills must be organized each year in accordance with the Directive EQU-04 on Fire Drills and Emergency Evacuation in schools.

1. RESPONDERS' ROLES AND RESPONSIBILITIES

When the instructions are implemented in case of an emergency, it is important for each of the responders and people in charge to know their role and responsibilities.

1.1 The Director General or representative in a situation of emergency:

- a) ensures that the human and material resources are deployed based on the needs and the circumstances;
- b) validates and authorizes the information that must be broadcasted outside the organization;
- c) acts as official spokesperson with various external entities.

1.2 The Administration of the building¹:

- a) coordinates the implementation of directives in case of an emergency in its building;
- b) ensures that the external emergency responders can be reached quickly (police, fire department, ambulance, school transportation, etc.);
- c) synchronizes its actions with the Director General and provides a status report on the situation;

Moreover, the administration of the building must:

- d) adapt the sections of this guide for its location and see that the evacuation plan is implemented (lists, assembly points and emergency kit);
- e) get the students' parents (primary or secondary) acquainted with the procedure(s), the assembly points and contact information during a crisis situation;
- f) organize information sessions at the beginning of each school year with all staff of the building to ensure the evacuation procedures are known and functional;
- g) ensure the directives and instructions concerning fire prevention are respected by all (see Directive EQU-04);
- h) immediately report to the person responsible at the Material Resources Department any equipment malfunction likely to jeopardize safety and confirm corrections are made as soon as possible;
- i) verify that all fire protection equipment is current and in good working condition (see Directive EQU-04).

¹The Administration of the building means the Center Director in the case of schools and the persons in the highest position of authority in the other KSB buildings.

1.3 The Director of Material Resources or representative

- a) ensures that a regular inspection and maintenance of the alarm systems, extinguishers and emergency lighting is done in all KSB buildings;
- b) helps the administration of each KSB location set up an emergency system and, prepares and posts the Evacuation Plan, should it ever be required.

2. CONTACT INFORMATION / Communications

Emergency phone directory

Regional

Name	Office	Cell/Home
Director General		
Annie Popert	Montreal Kuujuaq	514-482-8220 X 300 819-964-1136 X 242
Assistant Director General		
Rita Novalinga	Montreal	514-482-8220 X 366
Director of School Operations		
Gordon Cobain	Montreal Kuujuaq	819-964-1136 X 224
Director of Adult Education		
Lisa Mesher	Montreal	514-482-8220 X 341
Director of Human Resources		
Natasha MacDonald	Montreal	514-482-8220 X 304
Director of Material Resources		
Michèle Bertol	Montreal	514-482-8220 X 331
Assistant Director - Material Resources		
Daniel Baril	Montreal	514-482-8220 X 330
Maintenance Manager -Ungava		
Yvan Avramtchev	Kuujuaq	819-964-2455
Maintenance Manager -Hudson		
Luc Denault	Inukjuak	819-254-8418
Transport Manager		
Rick Genereux	Montreal	514-631-4593

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Local

<u>Name</u>	<u>Office</u>	<u>Home</u>
<i>Fire prevention branch</i>	###-####	
<i>Police</i>	###-####	
<i>Hospital/CLSC</i>	###-####	
<i>Maintenance</i> Abcdef	###-####	###-####
<i>Mayor</i> Abcdef	###-####	###-####
<i>Parents (FM)</i>	###-####	
<i>Bus drivers</i>	###-####	###-####

Assembly Points

OUTDOOR ASSEMBLY POINT

The assembly point for everybody in case of an evacuation is a predefined location. Do not forget to identify an alternate location, should it be necessary.

Describe the outdoor meeting location and bus accessibility:

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INDOOR ASSEMBLY POINT

Describe the location of the indoor assembly point:

WAYS TO CONTACT THE PARENTS OF STUDENTS IN CASE OF EMERGENCY SITUATIONS

Describe how the parents are to be contacted:

3. LOCAL EMERGENCY KIT

This kit is used by the administration of the location during emergency situations the details and the equipment essential for the health and safety of students and staff members.

The kit is located: _____

LOCAL EMERGENCY KIT	
Quantity	Description
1	Up-to-date student list and their contact information in case of emergency (for pre-school and primary)
1	List of students and staff with specific medical needs
1	List of staff who have followed emergency training (CPR, etc.)
1	First-aid kit
1	Inventory of medications (under prescription) kept in the school
1	Copy of the emergency plan
2	Flashlights and replacement batteries
1	Battery-powered radio and replacement batteries
1	Megaphone

N.B.: The emergency kit must be kept in a sturdy bag for transport.

4. EMERGENCY SITUATIONS

A) Fire

The procedure to be followed in case of fire is detailed in the *Directive on Fire Drills and Emergency Evacuation in schools* (EQU-04).

If you see smoke or if you detect an outbreak of fire in a room:

Activate the fire alarm and have all the occupants go out immediately, according to the evacuation plan;

Inform the person responsible for the building, noting the precise location of the fire;

Close all doors behind you to decrease drafts and to slow down flame progress;

Unless it is a small fire and that you are certain you can control it with an available extinguisher, do not waste time trying to fight it. Get out of the building, the firefighters will fight the fire;

Under no circumstances must you return to a burning building;

Evacuate the building immediately using the designated emergency exits as soon as the fire alarm goes off;

Do not allow people time to collect their personal effects during an evacuation, except for their coats and boots in the hall by the classroom;

All personnel and students must go to a predetermined outdoor assembly point and must stay there until everyone is accounted for

B) Gas leak or chemical spills

1. Evacuate the area immediately according to the procedure established in the Directive EQU-04.
2. Turn off the ventilation system.
3. Notify Emergency service (firefighters, police officers, public security, etc.) and follow their instructions.

C) Power outage, extreme weather conditions, etc.

The procedure to follow in case of prolonged power and heating outages or extreme weather conditions is set up in the *Directive on emergency closing of the administrative centre*, (ADM-01) Schools and Adult and Vocational Education centres (ADM-02).

1. It is up to the local administration to determine the duration and significance of the outage.
2. The local administration notifies its immediate supervisor.
3. In case of a power or heating outage, it is the responsibility of the local administration to release the students or personnel under their authority, when deemed necessary.

DURING THE ENTIRE OUTAGE, THE LOCAL ADMINISTRATION MUST:

- maintain calm in the building and ensure personnel and students remain in their work area;
- help individuals who are in unlit rooms (washrooms, closed rooms) return to their work area;
- verify that elevators are empty (if applicable);
- check that all emergency lights are working and note any malfunction.

Extreme weather conditions (BLIZZARD, ICESTORM, etc.)

The intervention plan includes two phases:

- standby and intervention
- recovery

Standby and intervention

It is the responsibility of the local administration to establish good communications with the municipal authorities and related services. The intervention plan will vary depending on the alert level that will be transmitted by civil security.

The local administration informs its respective supervisor about the situation status and together will decide on the actions to be taken.

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If appropriate, the local administration will retain specific staff members by giving priority to those with skills or training specific to the situation.

At a certain point, it will be necessary to implement preventive measures. People will need to be directed to safer locations, that is, away from electric cables, etc.

During the entire event, a first aid kit must be within reach of the person in charge.

The local administration will maintain contact with the community in order to anticipate a plan of action.

The local administration will verify that abrasives are spread on the building's entrances.

Resumption of operations

Proceed with resumption of operations by starting with a visit of the premises outside the building while paying particular attention to electric cables, roads and others.

The local administration will then resume normal operations and ensure school bus drivers are back at work.

D) Avalanche / Landslide

The intervention plan during an avalanche alert or during an avalanche includes four phases:

- avalanche early warning
- emergency intervention
- avalanche phase
- recovery

It is the duty of the local administration to establish close communication with the municipal authorities. The intervention plan will vary depending on the alert level that will be transmitted by civil security.

The local administration informs the School Board authorities of the status of the situation. The school board, along with the local administration, will ensure personnel and students are evacuated and all classes are suspended for an indeterminate period.

The administration will relocate equipment that could be impacted by the avalanche or the landslide.

E) Earthquake

- Remain calm; do not panic.
- Stay inside so as to avoid being hit by debris or glass splinters.
- Take shelter under a desk or under a table.
- Stay clear of windows to avoid glass splinters.
- Leave the premises only if ordered to by the administration or an authorized person.
- Return to the building only when authorized to by the local administration or an authorized person.

F) Intruder(s) / Armed intruder(s)

Code Blue

1. “*Threatening*” intruder in the school: Call the police.
2. Announce “Code Blue”.
3. The teachers must immediately lock/block the classroom doors – the other employees must also take cover.
4. Remain calm, especially in front of the students.
5. The administration will announce “end of Code Blue” when the incident is over.

After the incident

- Inform the Director of the department involved – Follow-up, support, etc.
- Meet with the personnel (Support, if necessary).
- Inform the students (Support, if necessary).
- Assess the situation – All key persons.

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Code Red

1. A person carrying a weapon is inside or outside the school: Alert the police.
2. Announce “Code Red”.
3. The teachers must immediately lock/block the classroom doors – the other employees must also take cover.
 - Keep away from windows.
 - Remain calm especially in front of the students.
 - The administration will announce “end of Code Red” when the incident is over.
4. After the incident
 - Inform the Director of the department involved – Follow-up, support, etc.
 - Meet with the personnel (Support, if necessary).
 - Inform the students (Support, if necessary).
 - Assess the situation – All key persons.