



Del Van Gorder School

Emergency Plan **(Quick Reference and Community Version)**

2014 – 2015

Emergency Contact Numbers

Fire	(867) 994-2222
RCMP	(867) 994-5555
Hospital	(867) 994-4444
Ambulance	(867) 994-4444
Search and Rescue	(867) 994-2728
Power Company (power outage)	(867) 994-3013
City Office	(867) 994-2728
Highways	(867) 700-0548
Property Management (emergency repairs)	(867) 994-3171
Angela Magon (Principal)	(867) 994-2760 (school) (867) 994-2223 (home) 011 8816 414 04935 (satellite phone)
Andy Blattmann (School Maintenance)	(867) 994-2105 (home) (867) 634-5287 (cell)
Coroner (Ted Baker)	(867) 994-2442

Department of Education

Superintendent Greg Storey (867) 667-3722
Or (867) 332-7014

If the Superintendent is not available, contact:

Assistant Deputy Minister (Dr. Albert Trask) (867) 667-5127
Director of Learning: Support Services (Dr. Judy Arnold) (867) 667-5609

Media Spokesperson (Michele Royle) (867) 393-7102

Department of Education Emergency Measures Organization Supervisor
(Manager, Facilities and Transportation) Chic Callas (867) 667-5229

Parent/community volunteers who will help at the school should a major incident occur:

Name	Home Phone Number	Alternate Phone Number
Ted Baker	994-2442	
Julia Salo	994-2021	994-2728
Cyndy Bekk	994-2211	

Information Sources for Parents/Community

In the event of an emergency:

- Turn on your radio to CBC 105.1 FM and CKRW at 98.7 FM or CHON at 90.5 FM or information and directions will be given over the radio.
- DO NOT call the school please; we must have the lines open for emergency calls.
- DO NOT immediately drive to the school following an earthquake or other town-wide emergency; streets and access to our school may be cluttered with debris; the school access routes must remain clear for emergency vehicles.

Crisis Team:

Members of School Crisis Team:

Role	Name
Principal	Angela Magon
Member	Mario Magon
School Secretary	Roxine Cull
Member	Marilyn Fradsham

In Charge: Principal – Angela Magon

DVG Staff with First Aid Certification:

Name	Type	Expiry Date
Roxine Cull	Standard First Aid	September 2016
Kathleen Evans	Standard First Aid	November, 2014
Heather Grantham	Standard First Aid	
Frank De Jong (this year)	Standard First Aid	

Evacuation

Fire is the most common reason to evacuate a school. However other reasons include:

- Gas leak
- Chemical spill
- On-site threat
- Environmental threat
- Structural damage
- Flooding
- Power/utility failure
- Bomb threat

The fire ALARM will only be used when there is a confirmed or suspected fire. For other evacuation needs, the Principal will decide have to execute the evacuation and provide verbal instructions to students and teachers. There are three possible options when an evacuation is required:

Evacuate and hold in place outside school	Only practical if weather permits, command and control can be maintained, and time outside will be brief before re-occupying the school
Evacuate and relocate	Use this option during inclement weather and when relocation sites are also safe. DVG's evacuation sites are: Faro Town Office (primary site) OR The red church building (secondary site) OR Another site of Principal's choosing (tertiary)
Evacuate and dismiss	A staff member will always stay with students until they have all been delivered safely into the hands of a responsible adult or the staff is assured of their safe conduct to a place of refuge.

Evacuation Procedures

- Each class should be well organized for rapid and orderly clearing of the school.
- Classroom doors should be closed by the last person. Windows should be closed by a student, if physically possible.
- The teacher LEADS the class to safety - this ensures prompt decision-making if obstacles are encountered on exit. Specialist teachers are in charge of evacuation for the class they are teaching.
- Teachers should take personal wallets, purses, cell phones and car keys in case re-entry to the school is not permitted. They should also take their emergency backpacks, which contains:
 - .. information about special needs students
 - .. 1 dose of medication for special needs students in their class
 - .. copy of class attendance sheet
 - .. parent contact information
 - .. clipboard with paper, pens, pencils
 - .. flashlights, emergency blankets, walkie talkie, first aid materials, red and green card, etc.
- The Principal will take the command bag, which includes:
 - .. School emergency plan
 - .. School keys
 - .. Emergency phone list including medical records of special needs students/staff and medication
 - .. Clipboard with paper, pens, pencils
 - .. Principals' cell phone and satellite phone
 - .. Megaphone
 - .. First aid materials
 - .. Flashlight
 - .. Emergency blankets
 - .. Hand warmers
- Staff members assigned to First Aid kits and other emergency supplies should take them.

- All staff and students should wear shoes and appropriate clothing. Stopping for outer clothing from lockers or storage areas should not be permitted as this increases the time required for exiting the facility.
- Staff members assigned to assist special needs students/staff should proceed directly to the location of the person and assist him/her to safety.
- Exit should be made by the regular exit route unless this route is unavailable because of fire, damage or other reason. In that case use the alternate exit route.
- Close hallway doors and entrance doors behind departing students.
- Any students or staff members who happen to be in other parts of the school should leave by the nearest exit and join their class as quickly as possible.
- Students at recess should proceed to the assembly area without re-entering the building.
- Assemble in designated locations. Stay well away from buildings and clear of Fire Lane.
- Teachers should take attendance as quickly as possible. Make clear the distinction between missing students and those absent for the day. Note any students with injuries.
- When attendance is complete, each teacher communicates with the Command Centre regarding status of class (red card held up = a problem, green card held up = all safe)
- Classes remain together until the "all clear" signal is given by the principal.
- Principal to contact emergency agency and Superintendent as necessary.
- Principal to contact building maintenance supervisor to determine if utilities need to be shut down.

If Building Cannot be Re-entered

The evacuation assembly location for all emergencies except earthquakes is:

Primary location: Town Office

Secondary location: Red church

Practice location: front parking lot

Earthquake evacuation assembly location:

Primary location: back field (away from power lines)

Secondary: tbd by Principal or designate

Shut-off and Reset Procedures:

Fire Alarm operation and reset: Electrical Room

Fuel shut-off: Located in Boiler Room

- along left (west) wall opposite Furnace #2
- switch labelled Fuel Pump 15/16
 - move switch to central/neutral position

Propane shut-off (Science Lab) Located in Science Room

- underneath front demo sink (to the left of the teacher table when facing class desks)
- move valve to perpendicular position (kept in this position normally)

Water shut-off: Located in Mechanical Room

- along (S Wall) turn the Z fluorescent Orange valves clockwise until tight

Power shut-off: Located in Electrical Room

- Main power box is located on (S) wall of Electrical Room. Pull large trip switch down.

Furnace reset: Located in Boiler Room

- Emergency trip switch (red button) located immediately to left of entrance doors.

Security system procedures: N/A

Earthquake Procedures

During an earthquake the actual ground movement is seldom the cause of injury. Most injuries result from falling objects and debris from damaged buildings.

- Issue the "take cover" order at the first sign of a tremor.
- Take cover under a desk or table.
- Keep away from windows, filing cabinets, bookshelves or other items which may topple and cause injury. Avoid stairways that can be damaged during the tremor or become jammed with people. If out of the classroom, take cover in a doorway. Do not run outside as you could be hit by falling debris.
- **If outside**, stay outside. Move to an open space away from buildings, trees and overhead lines or wires.
- **If in a vehicle**, pull over and stop as quickly as possible. Do not stop on a bridge, under power lines or where debris from buildings could fall on you. Stay in your vehicle, it offers protection from falling debris.
- When in a building, assume the "crash" position and take cover from falling debris (under desks or if none available, stand in a doorway). Count to 60 twice. Adults should talk calmly to reassure students.
- Be prepared for aftershocks/tremors.
- If tremor suggests possible structural damage Principal will order evacuation.
- Remove appropriate items from the school for evacuations.
- Move swiftly and orderly to the back field (primary location) or alternate location (secondary), ensuring that the assembly area outside is clear of trees, telephone poles, power lines or dangling electrical wires and well away from buildings.
- The Principal should contact the Director of Learning and/or Superintendent, who will contact the EMO Co-ordinator for your area to determine further action.
- Avoid using the main phonedlines except for emergency purposes. This helps keep the lines clear for emergency response agencies.
- Avoid re-entering a damaged building.
- Principal to determine if it is necessary to shut off power, water and fuel supply.

Medical Emergency

- A determination must be made regarding the severity of the situation.
- Refer to School records for medical conditions (allergies, etc.) as appropriate.
- First Aid should be administered if needed
- The student should be comforted.
- The Faro Health Center should be contacted if appropriate.
- Parent(s)/Guardian should be notified, and if severe, the Superintendent.

Lockdown

There are two types of lockdown responses:

- (a) **Tactical** – when a school’s population is sequestered safely in locked rooms or areas along with their teachers who marshal kids into the nearest available safe room; teachers in the rooms provide command and control while in lock down. This option is used when there is an immediate on-site or in-school threat that cannot be resolved by evacuating the school.

Situations which require tactical lockdown:

- Intruder in school
- Threat on school property or in school area
- Threat of violence to staff or students
- Undetermined hazard in specific area of school

- (b) **Environmental** – involves reaction to an off-site emergency such as an accident involving dangerous chemicals, environmental threat or inclement weather such as an earthquake. Schools would have pre-planned areas in which to shelter students and methods of recalling students from outside in case of such a warning.

Situations which require environmental lockdown:

- Severe weather conditions
- Off-site environmental hazard
- Off-site industrial hazard

The difference between a tactical lockdown and an environmental lockdown is the nature and level of the threat. This will alter procedures slightly but not the principles and main idea of a lock down.

The Principal or designate will trigger a lockdown, as appropriate and the staff and students will follow the school’s internal procedures. In the event of a real lockdown, **please do not call your children or staff members’ cell phones**, as ringing phones identify their location and may put them in jeopardy.

The RCMP will liberate staff and students in the event of a tactical lockdown.

Other Potential Crisis Situations

Bomb Threats – internal procedure followed

Kidnapping/Hostage Procedures – internal procedure followed

Missing Student

ASSESS THE SITUATION

- Where was the student seen last? By whom? Where was the student going?
- Did any witnesses see unknown persons in the area of the school?
- Prepare information for police.
 - Student Name
 - Name, address and telephone of Parent or Guardian
 - A physical description of the student, including clothing.
 - A photograph, if possible.
 - Any other pertinent information.

INTERVENTION RESPONSE	
DO	DON'T
<ul style="list-style-type: none">• Conduct a thorough site search.• If student not located, call the police.• Call the Director of Learning.• Contact student's parents/guardian.• Assist investigation in any way possible.• Co-ordinate all communications with Communications Co-ordinator, police and parents.• Prepare for media.• Document all responses to the incident.	<ul style="list-style-type: none">• Panic - remain calm and in control.• Create undue concern for other students by school-wide announcements.

DVG Hazardous Materials Information

→ Provided for the benefit of emergency services

Industrial Arts Room (Wood Shop)

This form should be completed for each site in the school where hazardous materials are stored (e.g. custodial equipment areas, science labs, trades shops, art room, kitchen, etc.).

Name of material	Location in room	Approximate quantity
Solvent	Paint Room	4L
Paint (various types/quantities)	Paint Room/Fire Cabinet	10L (accumulated)
Naptha gas	Fire Cabinet	3L

Science Lab

Ammonium Chloride, Lab Grade 500 g, Granular, Sal Ammoniac, Shelf Life 1 Year, Non-Hazardous (80340-03)
Barium Nitrate, ACS Grade, 100 g, Crystals, Shelf Life Indefinite, Oxidizer (80650-02)
Calcium Chloride, Lab Grade, 500g Granular, 4-8 Mesh, Anhydrous, Shelf Life 1 Year, Non-Hazardous (81075-03)
Dextrose, Monohydrate, Lab Grade, 500 g, Crystals, Glucose Monohydrate, Shelf Life 3 Years, Non-Hazardous (89209-03)
Cobalt(II) Chloride Hexahydrate Reagent Grade, 100 g, Crystals, Shelf Life 3 Years, Corrosive (81375-02)
Copper(II) Chloride, Lab Grade, 500 g, Granular, Cupric Chloride, Anhydrous, Shelf Life 1 Year, Corrosive (89200-03)
Copper(II) Sulfate Pentahydrate, ACS Grade, 100 g, Fine Crystals, Cupric Sulfate, Shelf Life Indefinite, (81540-02)

Ethyl Alcohol, Reagent, 4 L Anhydrous, Denatured Only for Canadian Customers Anachemia Chemical, not Scholar
Hydrochloric Acid, 2.5 L, 12 M, (37%) Lab Grade,
Sodium Chlorate, Lab Grade, 500 g, Crystals, Shelf Life Indefinite, Oxidizer (86785-03)
Hydrogen Peroxide, Lab Grade, 6% 500 mL, 6%, Shelf Life 1 Year, Non-Hazardous (82271-02)
Hydrogen Peroxide, ACS Grade, 30% 100 mL, 30%, Stabilized, Shelf Life 1 Year, Oxidizer (82270-02)
Iron(II) Chloride Tetrahydrate, Reagent Grade, 100 g, Crystals, Ferrous Chloride, Shelf Life 1 Year, Corrosive (87027-04)
Lead(II) Nitrate, ACS Grade, 100 g Crystals, Shelf Life Indefinite, Oxidizer (83190-02)
Ammonium Hydroxide, ACS Grade, 500 mL, 14.8 M, 28-30% NH ₃ , In Safety Bottles, Shelf Life 3 Years Corrosive (80370-03)
Magnesium, 25 g, Ribbon, 1/8" wide x 120', Roll, Shelf Life Indefinite, Flammable (83510-01)
Magnesium Sulfate Heptahydrate, Lab Grade, 500 g, Crystals, Epsom Salt, Shelf Life 1 Year, Non-Hazardous (83575-03)
Methanol, ACS Grade, 1L, Absolute Acetone Free, Methyl Alcohol, Anhydrous, Shelf Life 3 Years, Flammable (83740-02)
Phenolphthalein, 500 mL, 0.5% Alcohol Solution, Shelf Life 3 Years, Flammable
pH Paper, Blue Litmus Test Paper, Vial/100
pH Paper, Red Litmus Test Paper, Vial/100
Methylene Blue Biological Stain, 10 g, Powder, Methylene Blue Chloride, Shelf Life Indefinite, Non-Hazardous (83755-01)
Nickel(II) Nitrate Hexahydrate, Lab Grade, 100 g, Crystals, Shelf Life 1 Year, Oxidizer (84047-02)
Bromothymol Blue Sodium Salt, 100 mL, 0.04% Aqueous Indicator Solution, pH 6.0-7.6; Yellow to Blue, Shelf Life 3 Years, Non-Hazardous (80834-01)(20012-00)

Potassium Hydroxide, Lab Grade, 100 g, Pellets, Caustic Potash, Shelf Life Indefinite, Corrosive (85330-02)
Potassium Iodate, Reagent Powder
Potassium Nitrite, Reagent Grade, 100 g, Crystals, Shelf Life Indefinite, Oxidizer (85370-02)
Potassium Iodide, Reagent Grade, 100 g, Crystals, Shelf Life 1 Year, Non-Hazardous (85350-02)
Potassium Permanganate, ACS, 100 g ** CLASS A PERCURSOR CHEMICAL. ** REGULATED BY HEALTH CANADA. END USER DECLARATION IF >50 KG.
Silver(I) Nitrate, 500 mL, 0.1 M Solution, Shelf Life 3 Years, Non-Hazardous (86618-03)
Sodium, Lab Grade, 100 g, Lumps, Severe Fire Risk in Contact With Water in Any Form, Ignites Spontaneously in Dry Air when Heated, Best Packed in Oil in an Airtight Container, Shelf Life 1 Year, Flammable (86655-02)
Copper wire, 16 gauge, 4 oz
Sodium Bromide, Reagent Grade, 100 g, Granular, Shelf Life 1 Year, Non-Hazardous
Sodium Carbonate, Lab Grade, 500 g Granular, Anhydrous, Soda Ash, Shelf Life 3 Years, Non-Hazardous (86765-03)
Sodium Hydroxide, Lab Grade, 500 g Pellets, Caustic Soda, Shelf Life 3 Years, Corrosive (86865-03)
Starch, Soluble, Lab Grade, 100 g, Powder, Shelf Life 3 Years, Non-Hazardous (87072-02)
Strontium Chloride Hexahydrate, Lab Grade, 100 g, Granular, Shelf Life 1 Year, Non-Hazardous (89190-02)
Sulfur, Lab Grade, 100 g, Flowers Sublimed Powder, Must be Discarded Wet, Shelf Life Indefinite, Flammable (87150-02)
Sulfuric Acid, 500 mL, 18 M, ACS, 36 N, Solution, In Safety Bottle, Shelf Life 3 Years, Corrosive (87165-03)

Nitric Acid, ACS Grade, 500 mL, 15.8 M, 70%, In Safety Bottle, Shelf Life Indefinite, Corrosive (84060-03)
Oxalic Acid, Lab Grade, 500 g, Crystals, Shelf Life Indefinite, Corrosive (84530-03)(96121-06)
Acetone, ACS Grade, 500 mL, Shelf Life Indefinite, Flammable (80035-01)
Zinc Metal Mossy, Lab Grade, 500g
Calcium, Lab Grade, 100 g, Turnings, Shelf Life 3 Years, Flammable

Magnesium Hydroxide, Reagent, Powder, 100 g Bottle
Magnesium Sulfate 7-Hydrate, Laboratory, Crystal, 500 g Bottle

Iodine, Laboratory, Crystal, Resublimed, 100 g Bottle
Ethyl Alcohol Denatured, Reagent, Anhydrous, 4 L Bottle
Isopropyl Alcohol, Reagent ACS, Solution, 99%, 500 mL Bottle
Iron (III) Nitrate 9-Hydrate, Laboratory, Crystal, 100 g
Potassium Thiocyanate, Laboratory, Crystal, 100 g
Potassium Ferricyanide, Reagent, Crystal, 100 g Bottle
Agar, Laboratory, Powder, 100 g Bottle
Potassium Nitrate, Reagent, Crystal, 500 g Bottle

Janitorial Room

Name of material	Location in room	Approximate quantity
Low odor stripper (Bravo)	R.H. Side of shelf	1 – 18.9L
Gum off	Side shelf	6 cans
Bleach	Side shelf	2 – 2.8L
Lysol	Side shelf	6 – 350g cans
Steam 2000 Carpet Cleaner	Side shelf	1 – 4L
Blu-lite	Side shelf	1 – 1L
Over & Under Sealer	In room on R.H. side of Janitorial Room	1 – 18.9L
Vectra (wax)	In room on R.H. side of Janitorial Room	1 – 18.9L