



# School Emergency Program

A GUIDE FOR PARENTS AND GUARDIANS

Revised: August 2018

## A Message from the Superintendent

Schools are considered to be one of the safest places in our communities. However, in reality, an emergency can strike anywhere at any time.



DURING ANY EMERGENCY, THE DIVISION'S FIRST PRIORITY is the safety of its students and staff. To provide an effective response to any school crisis, the Division has developed an Emergency Response Plan. The plan works in conjunction with other local emergency plans, as a school emergency could require the involvement of numerous agencies. Both individual school plans and the Division's plan, are reviewed annually and after each emergency.

There is an onsite emergency response team at each school, along with a Division-based Emergency Response Team that provides support and aid to schools at the time of an emergency. All staff are trained on emergency protocols and drills are regularly practiced at each school.

Although standardized protocols and procedures provide the basis for the response, the way Elk Island Public Schools (EIPS) responds to an emergency is influenced by the specifics of an incident. As a Division, the foremost concern is to ensure the safety of students and staff.

As such, the Division collaborates closely with local emergency personnel to ensure plans are co-ordinated with appropriate agencies. The Division's plans don't replace the authority of the municipality, law enforcement, fire or EMS—staff members work in full co-operation with these agencies.

For security reasons, certain components of the emergency response plans aren't publicly available. However, the following "School Emergency Program" guide outlines key elements of the plan and answers questions parents frequently ask regarding emergency preparedness. I hope you find the guide helpful and informative.

We appreciate your support and assistance in our continued safety efforts.

Sincerely,

Mark Liguori, Superintendent

## Keeping Safe

THROUGHOUT THE YEAR, SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

In addition to the procedures described below, schools also practice protocols such as "Drop-Cover-Hold," a method of protecting vital body parts during certain natural disasters, and conduct fire drills. All staff and students are required to participate in these drills.

### Lock Down

A Lock Down is usually used in response to acts or threats of violence to students and staff directly impacting the school. During a Lock Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond quickly to a Lock Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock Down is over.**

### Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

### Shelter in Place

Generally, Shelter in Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter in Place, students and staff retreat to safe zones to seek shelter, which includes students or staff who are outside coming back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation is resolved.**

### Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. In some cases, this may mean only going outside and away from the building until it's safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. Parents are informed of the alternate location through the school's Crisis Notification Network.

### Dismissal

Under some circumstances it may be determined it's best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert every student's emergency contact about the situation and to ensure young students aren't left unsupervised.

## Reuniting with Your Child



WE RECOGNIZE WHEN AN EMERGENCY OCCURS parents are worried and want to be reunited with their child as quickly as possible. It's our intention to make this happen. However, to ensure every child's safety and the safety of staff, specific procedures have been established for releasing students. **During an emergency, do not come to the school to pick up your child unless requested to do so.**

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work to ensure these procedures take place without delay. Understand the process will take some time and we ask for your patience when you arrive at the Parent-Child Reunion Area.

### Parent-Child Reunion Procedures

1. **A Parent-Child Reunion Area will be established.** Parents are notified at the time of the emergency of the Reunion Area's location. The location may not be at the school—the location will depend on the specifics of the emergency.
2. **You will be required to fill out a Student Release Request Form.** The form ensures all students are accounted for at all times and students are only released to authorized individuals.
3. **Students will only be released to an individual designated as legal guardian or emergency contact** on the student's Emergency Card, which is completed at the time of school registration. Make sure to keep this information current with your school, as the school will only release a child to someone listed as an emergency contact—no exceptions are made.
4. **Valid identification is required to pick up your child.** Requiring identification protects students from any unauthorized individuals attempting to pick them up. Even if school personnel know you, you must still present ID as the school may be receiving assistance from other schools or agencies.
5. **You will be required to sign for the release of your child.** The release form is extremely important, as it ensures all students are accounted for at all times. Do not just take your child from the school or evacuation centre without signing for his/her release.
6. **Once you have been reunited with your child, please leave the area immediately.** Leaving immediately ensures your safety and that of your child's.

**If you are unable to pick up your child,** he/she will be kept at the Parent-Child Reunion Area until alternate arrangements can be made. Your child will be supervised at all times.

## When an Emergency Occurs



ALTHOUGH YOUR NATURAL INSTINCTS IN AN EMERGENCY may be to go to the school to safeguard your child, doing so could impede the response to the situation. Going to the school may interfere with efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Do not come to the school to pick up your child unless requested to do so.**

**If you arrive at the school in the midst of an emergency**, respect the protocol in progress. While the Division understands personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, it cannot compromise the safety of students or staff to accommodate individual requests that could put another individual at risk.

### **DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE DURING AN EMERGENCY.**

- Phone systems need to remain available for handling the actual emergency.
- Overloading the system may mean the school cannot communicate with first responders.
- Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a Lock Down.
- Experts advise under some circumstances cell phones and other electric devices may actually act as an ignition source for fires or explosions.

## Keeping Informed During an Emergency

DURING AN EMERGENCY, it's unlikely you will be able to reach the school by phone. The school will, however, make every effort to contact parents directly or by one of the methods noted below.

### **Crisis Notification Network and/or the Media**

Parents will be alerted to emergency situations through the school's Crisis Notification Network—by phone or electronic notification—and local media. Stay tuned to local TV and radio stations for news alerts.

### **Website, Social Media and Recorded Messages**

The Division will also keep parents informed through SchoolMessenger or by posting information regarding the emergency on the [EIPS website](#), [Twitter](#), [Facebook](#) and recorded messages on the Central Office phone system (780-464-3477).

Additional information regarding emergency procedures is included in your child's School Handbook.

If you have any questions or concerns, contact your school.