



CRISIS MANAGEMENT

Plan & Procedures

NOTES:

1. Please find a way to line up your students in an orderly manner once outside and ensure you are visible to the Supervisor(s) responsible for the checklist in your area.
2. Please close, but do not lock, your door when exiting the building.
3. There will be four check-in points – North, South, East, West
4. Students not with their class, use nearest exit and make their way to class evacuation area.
5. Students on spares will evacuate the building immediately by the nearest exit and report to the Supervisor(s).
6. Teachers on preps are also requested to report to the closest check-in point.

DEPARTMENT RESPONSIBILITIES

FIRST FLOOR

- Gathering Area (Cafeteria staff)
- Phys. Ed. Washrooms/Change rooms (Phys. Ed. Staff)
- Gathering Area Washrooms (Admin. Office staff)
- Admin Office Washrooms & Sick Bay (Student Services staff)
- Main Hallway Washrooms by Humanities (Humanities staff)
- Studio B & Music Practice Rooms (Music Teacher)
- Seminar Rooms in Humanities (Humanities staff)

SECOND FLOOR

- Washrooms by Modern Languages (Modern Languages staff)
- Washrooms by Business Education (Business Education staff)
- Seminar rooms located in Math/Science (Math/Science staff)

Office Staff / Supervisor(s)

Responsible for reporting "Building All Clear" and direction from Principal/Admin.

- Designated N/S/E/W supervisors and communications liaisons.
- Ensure all groups are at least 100 feet from building and off roadways.
- Be visible and accessible by having groups line up or group accordingly behind you in an organized manner.
- Collect accountability forms from each group.
- Identify staff on your list that are in your locale and be prepared to report to Principal. Should missing people be communicated to you, immediately notify the Principal who will be located at the EAST entrance of the school.
- Submit the check list to the Principal upon returning to the building on the "all clear" message.

DEPARTMENT RESPONSIBILITIES

Evacuation order will be directed by:

- **Principal / Admin.**
and/or
- **FIRE ALARM activation**

PROCEDURE:

- Everyone exits the building via designated route for your area OR closest exit.
- Keep class together until an "All Clear" signal is given or further directions communicated from area Supervisor(s)
- In case of inclement weather, an announcement will be made by administration or by Supervisor(s) to proceed to ****Alternate Emergency Location**.
- Have a responsible student lead your class to the designated area. You should be the last person to leave the classroom and shut the door (do not lock).
- Ensure you carry out your department responsibilities in checking areas.
- Once outside, form an organized line or group behind Supervisor(s) and take attendance.
- Deliver completed accountability form to Supervisor(s) responsible for your area.
- Wait outside until the ALL CLEAR message is heard or other instructions are given.

Possible scenarios requiring evacuation:

- Fire
- Explosion
- Hazardous Material Spill
- Bomb or Suspicious Device
- Noxious Odour / Health Issues
- Utility Outage

(refer to Potential Emergency Situations)

SUPERVISORS will be wearing bright orange vest & flag

*****ALTERNATE EMERGENCY LOCATION:***

Collicut Centre – East side doors of field house

Await direction from Principal and/or Supervisor(s)

TEACHERS << must have with you at all times >>

- class list
- student accountability form (if not, Supervisor(s) will provide)

EVACUATION PROCEDURE

Teacher/Educational Assistants working with disabled students unable to negotiate the stairs must adhere to the following:

**MEETING POINTS FOR STUDENTS / STAFF OF LIMITED MOBILITY,
REPORT WITH **TEACHING ASSISTANT IF YOU ARE LOCATED:**

- 1) **on First Floor: (two locations, use the one that is closest)**
 - Bookstore windows by South stairwell
 - Humanities Dept. doors by North stairwell

- 2) **on Second Floor:** Move student(s) to the south end 2nd floor exit – 2nd floor – near Fitness Loft room 2409. Check for danger (smoke, water, etc) before entering vestibule as door may lock behind you.

If danger is present then move to north end 2nd floor exit –near Bus. Ed. room 2301.

- 3) Wait at the top of the stairs with student (s) until firemen arrive and they will:
 - carry student(s) down stairs and out and away from the building
 - give you the OK to return to your classroom with your student(s)

(**If the student does not have an assigned E.A. or an adult is not present, the Administrator assigned to the area will remain with the students and report in from that location.)

NOTE: Firefighter may elect to use the elevator and staff and students would be under their direct supervision.

This procedure has been reviewed and approved by the City of Red Deer Emergency Services.

**EVACUATION PROCEDURE
for students / staff with limited mobility**

ASSESS THE SITUATION

- › Who is involved?
- › Are there weapons?
- › Is there a potential spread to other students/location?
- › What are the circumstances? (location, time of day, audience, situation)
- › What immediate dangers are present and to whom?
- › Is the danger located inside or outside of the school?

DO:

- Notify Administration IMMEDIATELY of situation/observations.
- **Prepare to initiate procedure via announcement from Administration through PA, classroom phone, email, or direct contact stating “WE ARE NOW IN LOCKDOWN MODE”.**
- Remain calm. If inside school, quickly look outside your room into nearby areas to gather students into your designated lockable area. If outside of school and announcement is made over PA, proceed to nearest secure alternate location (Collicut Centre).
- Ensure door is locked, windows are covered, & lights turned off. Ensure students and staff are away from doors and windows.
- Maintain absolute quiet ~ maintain calm order ~ reassure students/staff of their safety.
- Information and communication may be distributed through email, PA, classroom phone or direct staff contact. Be prepared for any or all of these means of communication and follow directions.
- If gunshots/explosions/banging is heard, ensure you stay in area and take cover on the floor.
- Prepare for the long haul and remain in room until further directions are received.
- You will be directed when “LOCKDOWN MODE IS NOW OVER” and proceed.

- **DO NOT** open the door to anyone unless positive identification of person in authority is achieved.
- **DO NOT** use cell phones, walkie-talkies, or electronic devices.
- **DO NOT** allow students to use cell phones or electronic devices.
- **DO NOT** leave your room until further directions are communicated.
- **DO NOT** leave your students, move to another location, or evacuate unless told to do so.
* **DO NOT evacuate room if fire alarm goes off.**

LOCKDOWN PROCEDURE

This procedure is used to maintain occupants in their room or area to provide protection from a threat (intruder, accident, etc.) when it is dangerous to enter or leave the building by evacuation.

**DO NOT TOUCH OR APPROACH A BOMB OR SUSPICIOUS DEVICE.
If you suspect a bomb, move students out of the immediate areas and
notify administration IMMEDIATELY.**

DO:

- Remain calm.
- Get as much information as possible. If you are the recipient receiving a bomb threat via phone, try to keep caller on line and have someone notify the office immediately. If possible, complete the *Threat Call Checklist* (on next page), follow instructions. Make note of background noise, male/female, time of call, where bomb is located, description, etc.
- If alone, recipient notifies Principal or designate of bomb threat IMMEDIATELY.
- Principal or designate shall inform the RCMP that a bomb threat has been received.
- The office of the Superintendent shall be informed of the bomb threat from Principal or designate.
- The Principal or designate will determine next course of action pursuant to Board Policy 6.02 and communicate this with staff via the PA or direct staff contact.
- A media contact person will be established by the administration and all media and public communication should be routed via designated member.

- **DO NOT** move or touch the bomb or suspicious object(s).
- **DO NOT** use cell phones or two-way radios, and/or electronic devices as their use may detonate the device.
- **DO NOT** allow students to use cell phones or two-way radios, and/or electronic devices as their use may detonate the device.

**BOMB THREAT
SUSPICIOUS DEVICE**

Instructions:

- Be calm
- Be courteous
- Listen: Do not interrupt caller

Strategies to Consider:

- Pretend difficulty with hearing.
- Keep the caller talking.

Name of Person Receiving Call _____ Time: _____ Date: _____

Caller's Identity (Please check all that apply)

<input type="checkbox"/> Male	Approximate Age: _____	Origin of Call:
<input type="checkbox"/> Female	<input type="checkbox"/> Young	<input type="checkbox"/> Local <input type="checkbox"/> Internal (from within building)
<input type="checkbox"/> Adult	<input type="checkbox"/> Middle-Aged	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Old	<input type="checkbox"/> Booth

If the caller seems agreeable to conversation, ask questions such as:

- When will the bomb explode? Certain Hour _____
Time Remaining _____
- Where is the bomb? Building _____
Area _____
- What kind of bomb is it? _____
- What does it look like? _____
- Why did you place the bomb? _____
- What is the reason for setting the bomb? _____
- Where are you now? _____
- What is your name and address? _____

If the building is occupied, inform the caller that detonation could cause injury or death.

Voice Characteristics (Please check all that apply)

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	_____
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other (please specify)	_____

Is the voice familiar? Yes No

Who did it sound like? _____

Language Accent (Please check all that apply)

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Local	<input type="checkbox"/> Not Local Region
<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Foreign	
<input type="checkbox"/> Foul	<input type="checkbox"/> Race	<input type="checkbox"/> Other (Please specify)	_____

Manner (Please check all that apply)	Background Noises (Please check all that apply)
<input checked="" type="checkbox"/> Calm	<input checked="" type="checkbox"/> Factory Machines
<input checked="" type="checkbox"/> Rational	<input checked="" type="checkbox"/> Bedlam
<input checked="" type="checkbox"/> Coherent	<input checked="" type="checkbox"/> Music
<input checked="" type="checkbox"/> Deliberate	<input checked="" type="checkbox"/> Office Machines
<input checked="" type="checkbox"/> Righteous	<input checked="" type="checkbox"/> Mixed
<input checked="" type="checkbox"/> Angry	<input checked="" type="checkbox"/> Street Traffic
<input checked="" type="checkbox"/> Irrational	<input checked="" type="checkbox"/> Train
<input checked="" type="checkbox"/> Incoherent	<input checked="" type="checkbox"/> Animals
<input checked="" type="checkbox"/> Emotional	<input checked="" type="checkbox"/> Quiet
<input checked="" type="checkbox"/> Laughing	<input checked="" type="checkbox"/> Voices
	<input checked="" type="checkbox"/> Airplanes
	<input checked="" type="checkbox"/> Party Atmosphere

Does the caller appear familiar with building by his description of the bomb location? Write out the message in its entirety and any other comments in *Additional Remarks*.

Additional Remarks:

Action to Take Immediately After Call

1. Immediately notify the Principal or Vice Principal.
2. Talk to **no one unless instructed** by the Principal or his designate.
3. In the event the Administration members listed above are not available, contact the Superintendent of Schools.

ASSESS THE SITUATION

- › Who is involved? (students/strangers)
- › Is there an obvious aggressor or does the fight appear consensual?
- › Characteristics of combatants – age, size, gender, anxiety level, known students
- › Circumstances – location, timing, audience, other staff availability

DO:

- Keep a safe distance – make sure of your safety and that of others.
- Secure the assistance of other staff members if possible and notify Administration.
- Approach carefully; identify yourself and give a clear directive to “Stop Fighting”.
- Clear bystanders if possible.
- You may need to repeat the directive “Stop Fighting” numerous times.
- Let one or both of them leave.
- Arrange for first aid and needed assistance.
- If possible, bring students to the office.
- Administration will call police or ambulance as needed.

- **DO NOT** try to restrain unless age and size of combatants permit direct intervention at low risk.
- **DO NOT** use students to physically break up fight.
- **DO NOT** let them “fight it out”.
- **DO NOT** prevent one or both from fleeing.
- **DO NOT** try to be a hero.

FIGHTS

(one-on-one - no weapons)

ASSESS THE SITUATION

- › Who is involved? (how many, gang related, students, strangers)
- › Are there weapons?
- › Is there a potential spread to other students/location?
- › What are the characteristics? (age, gender, size, ethnicity, gang symbols/colors)
- › What are the circumstances? (location, time of day, audience, situation)
- › What immediate dangers are present and to whom?

DO:

- Remain calm. Ensure your safety and of those around you as much as possible.
- Contact administration IMMEDIATELY by safest means possible ~ enlist help if necessary.
- Provide as much information as possible.
- Be prepared for possible “LOCKDOWN/EVACUATION” procedure and be alert to instructions via communication from Administration through P.A., email, telephone, or direct contact.
- Principal/Administration will determine course of action and will contact police and coordinate all communications.
- Prevent further disruption and situation aggravation by defusing upset parents, students, staff through calm reassurance.
- Allow offenders to leave.
- Prepare for the long haul if necessary.

- **DO NOT** deal with hostile groups or individuals alone.
- **DO NOT** underestimate the seriousness of the situation.
- **DO NOT** Confront or threaten offender(s) physically or verbally.
- **DO NOT** cut off exits or escape routes.
- **DO NOT** stand together as a group ~ distribute yourselves; spread out.
- **DO NOT** try to rescue any hostages or be a hero.
- **DO NOT** try to take any of their weapons (if any).
- **DO NOT** use cell phones or electronic devices, and **DO NOT** allow students to do so.

HOSTILE INTRUDER(S)
HOSTAGE TAKING / GANG INCIDENT

ASSESS THE SITUATION

- › Gather the facts or forecasts quickly.
- › What immediate dangers are present and to whom?

DO:

- Remain calm. Reassure students of their safety.
- Keep everyone indoors until or unless advised otherwise.
- In tornado or extreme storm situations, move students away from windowed areas to central areas in the building.
- Consider students' safety and welfare first.
- Provide security for school records, equipment and facilities.
- Information/communication may proceed via email, P.A. announcement, telephone contact or through direct staff contact by Administration. Be prepared for any or all of these means of communication.

- **DO NOT** allow anyone to disrupt emergency measures operations.
- **DO NOT** allow students to leave building unless authorized.
- **DO NOT** release specific information unless authorized.

NATURAL DISASTERS

Tornadoes / Floods / Extreme Storms

ABDUCTION / TRESPASSER

An incident where a person takes or attempts to take, a student from the school without permission of the child's legal guardian and/or school. Any abduction, attempted abduction or suspicious person should be reported to the office. (Please take note of the individual's appearance and any distinguishing characteristics; vehicle; clothing; etc.)

HAZARDOUS MATERIAL SPILL

Unless you are familiar with the material, risks and specific clean-up procedures, do not try and clean up the spill. Science & CTS teachers may use spill kits provided on sites. Check the MSDS (*Material Safety Data Sheets*) for specific substance to access potential or actual threat. Move students to safety and out of area. Major spills should be reported to the office.

NOXIOUS ODOUR / UNIDENTIFIABLE HEALTH ISSUES

Contact the office immediately for further direction.

SERIOUS INJURY OR MEDICAL CONDITION

An injury or medical condition that requires medical attention. Assess the situation. Contact Emergency Services and/or notify office.

UTILITY OUTAGE

May include loss of light, heat and/or water. Remain with students in area and follow directions from administrators.

DO:

- Take care of your safety and that of as many others nearby as possible.
- Contact Administration IMMEDIATELY.
- Provide as much information as possible.
- Be prepared for possible "LOCKDOWN / EVACUATION" procedure and be alert for instructions via communication from Administration through P.A., email, telephone, or direct contact.

POTENTIAL EMERGENCY SITUATIONS

ASSESS THE SITUATION

- Gather the facts or forecasts quickly.
- If possible, determine the nature and location of the problem.

DO:

- Take care of your safety and that of as many others nearby as possible.
- Contact Administration IMMEDIATELY.
- Provide as much information as possible.
- Information/communication/direction may proceed via email, PA, telephone, or through direct staff contact by Administration or emergency personnel.
- Be prepared for possible *Lockdown or Evacuation* procedures if necessary directed by Administration.
- If there is a sudden death as a result of a school accident:
 - Administration/counselors will allow for questions, discussion, venting and grieving.
 - Administration/counselors will provide counseling and support in all areas.
 - Close observation of those who were close to the victim(s).
- Provide security for school records, equipment, and facilities.
- Be prepared for leadership – you may be called upon to assist.

- **DO NOT** allow anyone to disrupt emergency measures operations.
- **DO NOT** release specific information unless authorized.
- **DO NOT** disturb the scene of the accident.
- **DO NOT** be pressured into imprudent action.
- **DO NOT** give out names, details, etc. unless authorized.

**SERIOUS ACCIDENTS
FACILITY CRISIS**

ASSESS THE SITUATION

- › Gather accurate information regarding the situation.
- › Confirm the circumstances before proceeding ~ as much as possible.
- › Assess the support services required to deal appropriately with assault (perpetrator, victim, witnesses, others).
- › Attempt to determine the at-risk situation of those involved.

DO:

- Protect the victim.
- Contact Administration IMMEDIATELY.
- Retrieve and communicate as much information as possible to Administration and/or emergency personnel.

- **DO NOT** leave the victim alone.
- **DO NOT** disturb the crime scene.
- **DO NOT** interfere with any criminal investigation.
- **DO NOT** minimize the seriousness of any complaint.
- **DO NOT** release names.

ASSESS THE SITUATION

- › Is the weapon suspected or confirmed? What is it?
- › How many individuals involved?
- › Where is the weapon and has it been used?
- › Is someone injured or is there a threat of injury?
- › Characteristics of perpetrator(s) ~ gender, appearance, physical & emotional condition
- › Details about incident.
- › Circumstances: location, time of day, audience, etc.

DO:

- Take care of your safety and that of as many others nearby as possible.
- Contact Administration IMMEDIATELY.
- Provide as much information as possible.
- Assume the weapon is deadly and offender(s) intend to use it.
- Be prepared for possible “*LOCKDOWN/EVACUATION*” procedure and be alert for instructions via communication from Administration through P.A., email, telephone, or direct contact.

- **DO NOT** confront the offender(s) directly if in possession of the weapon.
- **DO NOT** block or cut off exits or prevent offender(s) from leaving.

WEAPONS POSSESSION

Item	Location
DEFIBRILLATORS (AED) ~ 2	(1) Main level Athletics Office Room 1411 (2) Upper level near Room 2201
Large portable kit	Main level Admin. Office main storage Room 1122
Large portable kit	Main level Athletics Office Room 1411
Small portable kits	All sports teams with coaches
Student medication storage	Main level Administration office, Student File Room 1102
Student Emergency Information	Main level Reception

Location	Type	Contact	Ext. #
MAIN FLOOR			
Front Desk	OHS1	Adrienne Booth	ext. 1100
Sick Room/Mail Room	OHS3	Alison Lemire	ext. 1104
P/E Office (Room 1408)	OHS1	Jackie Waisman	ext. 1411
Library (Room 1200)	OHS1	Debbie Rowe	ext. 1233
Hum Office (Room 1127)	OHS1	Janine Metzner	ext. 1249
Cafeteria	OHS3	Darryl Wheeler	ext. 1344
CTS – Construction (Rm. 1326)	OHS1	Kathryn Richardson	ext. 1356
CTS – Power Tech. (Rm. 1329)	OHS3	Mike Owens	ext. 1353
Art Room (Room 1308)	OHS1	Carrie Waldo	ext. 1309
Foods & Fashion (Room 1349)	OHS1	Gloria Williamson	ext. 1352
SECOND FLOOR			
Foundations (Room 2201)	OHS1	Don Brookwell	ext. 2201
Med. Studies (Room 2400)	OHS1	Kevin de Jonge	ext. 2413
Math/Science (Room 2208)	OHS1	Joanne Davis	ext. 2207
VEHICLES			
Van	OHS1	Ian Oostinde	ext. 1119
Bus (3)	OHS1	Ian Oostinde	ext. 1119
Team Bus	OHS1	Ian Oostinde	ext. 1119
<i>(OHS1 & OHS3 include similar supplies with OHS3 having a few additional items)</i>			
EYEWASH STATION LOCATIONS:			
Caretaker office		Room 1413	
Cafeteria supply room		Room 1341	
Caretaker work room		Room 1333	
Metal shop room		Room 1326	
Wood working shop		Room 1329	
Biology area		Room 2200	
Chemistry area & supply room		Room 2200	
Chemistry area		Room 2200	

Emergency First Aid / CPR Personnel

(current as of Oct 2015) ****Instructor Certified / + AED Trained**

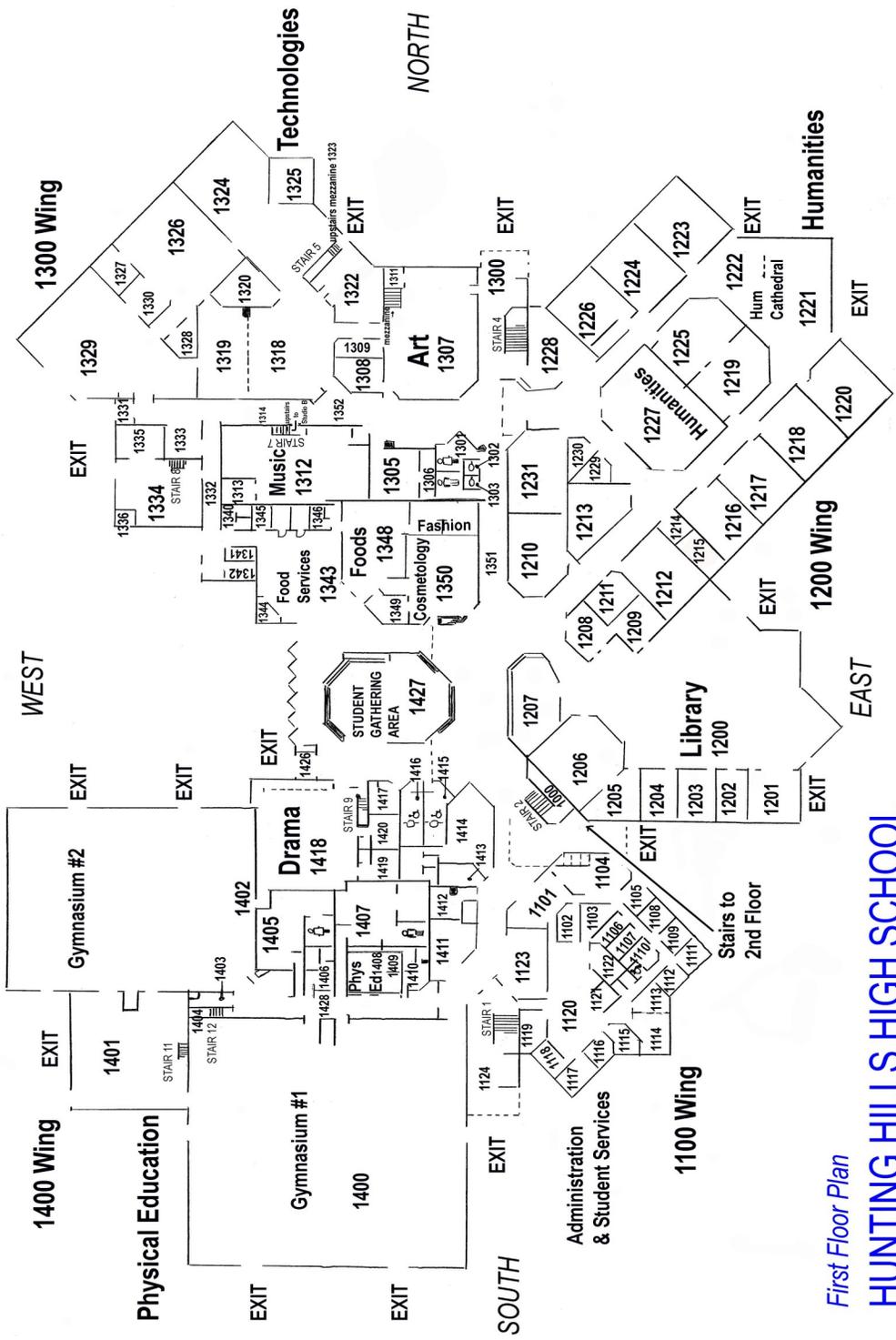
Dan Godwin+	CTS	Mike Owens+	CTS
Alison Lemire+	StuServ	Adrienne Booth+	Recep
Jackie Waisman+	Athletics	Mike Falkenberg	Social
Jill de Jonge	PE	Adam Sillery	PE
Holly Vollans	EA	Lisa Spicer	Admin

WHMIS / TDG

(current as of October 2015)

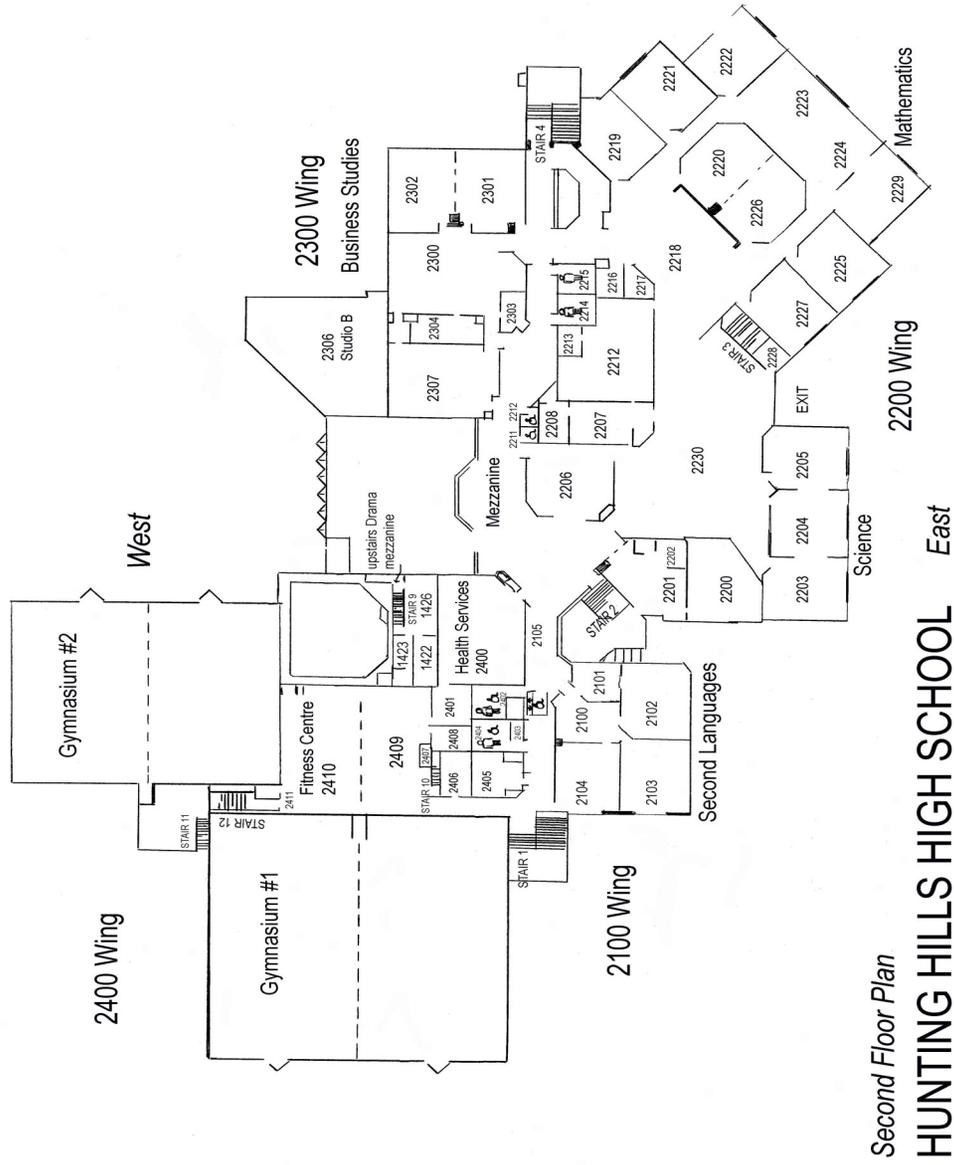
Shannon Aleman	Mod. Lang.
Mike Busby	Science
Krystina Clark	Science
Joanne Davis	Science
Jill de Jonge	Phys. Ed
Jill de Jonge	Phys. Ed
Mike Owens	Fabrication
Nancy Vanderwater	Math/Science
Gloria Williamson	Foods
Jaime Trautman	Office

Locations of FIRST AID KITS
FIRST AID / CPR / WHMIS



First Floor Plan

HUNTING HILLS HIGH SCHOOL



Second Floor Plan

HUNTING HILLS HIGH SCHOOL