

# **HILLC EST**

**ESTABLISHED 1954**

## **EMERGENCY PROCEDURES**

**2022-2023**

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\*Last updated: August 31, 2022

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## FIRE SAFETY PROCEDURES

Fire drills are practiced on a regular basis with three drills being held during the first month of school. It is the responsibility of the school to inform the alarm company and the Office of the Superintendent of any pending fire drills, 856-3222.

\*During an unplanned fire alarm, the administration or designate should wait at the front door for the Fire Department to arrive. It is important for the Emergency Personnel to know who is responsible for the evacuation of the building.

### WHEN THE FIRE ALARM RINGS:

- Students line up in a single file.
- Doors and windows secured in classroom before leaving.
- Classes go out nearest exit.
- Classes quietly line up outside away from the building in designated area.
- Homeroom teacher meets class to take attendance.
- A designated runner from each homeroom must inform administration or designate Laura Jeffrey, to confirm attendance.
- When fire alarm stops, students should be taken back into the building by their homeroom teacher.
- If students are not permitted to re-enter the building, students will be taken to a designated area and Emergency Evacuation Procedures will be in place.

### Wardens:

Each floor and section of the school must be assigned a warden. The responsibilities of the warden include: When the fire alarm rings, including during drills:

- Check assigned hall.
- Make sure all washrooms and classes are empty.
- Report to administration or designate Laura Jeffrey outside of the building when the hall, classrooms and washrooms are clear.

**Kit checked by: on**

### Assigned Wardens:

| Name         | Assigned Area        |
|--------------|----------------------|
| Ashley Gibbs | Upstairs West Hall   |
| Bev Soucoup  | Downstairs West Hall |
| Debi Breau   | Upstairs East Hall   |
| Laura Benson | Downstairs East Hall |

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## EMERGENCY EVACUATION PROCEDURES SCHOOL PLAN OF ACTION

**School:** Hillcrest School

School Administration or designate Laura Jeffrey shall:

- Fire alarm to be activated, staff and students move to designated emergency evacuation location ALLSCO, as per Fire Safety Procedures.
- Call 911, from a landline, to ensure that the appropriate information is conveyed to emergency service providers.
- Between 8:30am – 4:30pm through reception 856-3222, other times call the Director of Schools' .
- Phone the emergency evacuation location to inform them of the situation.
- Proceed with the students and staff to emergency evacuation location with school's emergency kit.
- The Office of the Superintendent shall use School Connects to inform parents of the situation once children/staff have safely arrived at the emergency evacuation location.
- Ensure that parents/guardians/caregivers sign for the release of their children.
- ASD-E staff remain at the emergency evacuation location until all students have been dismissed.
- Your School Education Support Services Team will be responsible for organizing a debriefing with staff before leaving the premises (PREPARE-Crisis Response Plan)

## EMERGENCY EVACUATION PROCEDURES NON – TEACHING STAFF RESPONSIBILITIES

**School:** Hillcrest School

The responsibilities of the Non-Homeroom Teaching staff include:

- Marbeth Wilson/Bethany Webster will proceed to ALLSCO with any students who are unable to walk. The students will be driven in a designated vehicle: all students can walk.
- Shanea Steeves will go immediately to ALLSCO to assist with the arrival of the students.
- Laura Jeffrey will assist with walking the students to ALLSCO

Each Educational Assistant should remain with assigned student(s) and assist with the transportation of these students to the emergency evacuation location.

Notes:

A copy of this has been given to all non-homeroom personnel and reviewed by September 30.

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# EMERGENCY EVACUATION PROCEDURES

**School:** Hillcrest School

**Contact Name:** Laura Jeffrey

**Emergency Evacuation Location(s):** ALLSCO

Schools have a responsibility as per the New Brunswick Education Act and Policy 705, to develop plan of action in the event of an emergency. New Brunswick Education Act 28(2) (c) "ensuring that reasonable steps are taken to create and maintain a safe, positive and effective learning environment."

- This plan should not be confused with our early dismissal/storm closure procedures.

The emergency evacuation procedures would only be mobilized under conditions that warranted **ALL STUDENTS AND STAFF (this would include all teaching staff and support staff)** having to vacate the building for an extended period of time. The assumption would be that no one would be allowed to return to the building, under any circumstance. Staff and students would go to the designated emergency evacuation location.

Examples of problems that reach such a proportion that an emergency might be declared are: earthquake, hurricane, chemical spill, explosion, hostage incident, fire, severe bus accident, threat to student safety, terrorism. These events not only have an impact on school children but also on the community at large. In each case, the impact of the situation will result in an immediate convergence of students, staff members, school district officials, parents, concerned citizens, members of municipal and volunteer agencies and the media.

Should the administration know in advance that the emergency evacuation is imminent, the administration will advise teachers to take coats, book bags, along with emergency class lists and kit.

Should an emergency of this type occur, all staff and students would be transported to an alternate location (as per consultation with or direction from NB Public Safety Authorities). Students will be signed out by parents before being released to parents/guardians/caregivers from this location. **This would include walking students and bus students, all grades.** This procedure will help reduce parental anxiety as all parents will know, in advance, via the school website/message system that all students will be at the designated location.

For this reason, it is imperative that **no staff or students are allowed to leave on his or her own volition.** All efforts will be made to direct parents to collect their children at the emergency evacuation location. This will alleviate any traffic problems, especially if rescue or emergency vehicles are necessary, and will allow buses to arrive more efficiently.

Parents/guardians/caregivers will also be required to sign for their children at the designated location. Therefore, it is extremely important that all teachers have accurate homeroom lists, with daily attendance recorded, and a place for appropriate signature. **It is imperative that schools are aware of students on field trips, tours, etc. for accurate headcount records during emergencies. All staff, including support staff, must remain at the evacuation site until dismissed by Principal or Principal designate.**

## HOLD AND SECURE

Hold and Secure is used when it is desirable to secure the school due to a less immediate threat situation *occurring outside and not necessarily* related to the school. All exterior doors are locked and monitored, to allow students/staff outside to enter, but the doors should otherwise remain locked to other individuals. **No persons should leave, and daily operations continue inside the school.**

**School:** Hillcrest School

All staff must be in-serviced on Hold and Secure procedures prior to the end of the first week of school.

- Ensure all staff and students are notified over the intercom regarding the Hold and Secure (Admin assistant sends "subject email" to all staff to inform of Hold and Secure.)
  - All staff and students are to remain indoors, but function as normal, for the duration of the Hold and Secure.
  - Principal or designate informs ASD-E that school is placed in a Hold and Secure and specify the reason. Between 8:30am – 4:30pm call 856-3222,
  - Principal or designate will contact RCMP to inform of the Hold and Secure and the reason. (Bear on property, lockdown at nearby business, swarm of bees). The RCMP should be called directly through patrol:
    - **857-2400 Moncton, Dieppe and Riverview**
    - **387-2222 All other locations** (all other numbers are actually routed to this number by the RCMP)
  - Place an outgoing **voicemail** on the school direct line to inform of Hold and Secure and redirect public to the school website for updates.
  - At the end of day, a status message (voice and email) should be sent to parents by the school administrator
  - Students and all staff on educational outings during a Hold and Secure will be notified via cell phone contact. Students and staff may be directed to emergency evacuation location prior to arrival back to school grounds or allowed to enter the school via a predetermined entrance point.
  - School Crisis Response Team (PREPARE) is responsible for organizing, and leading a debriefing with staff. This will take place at the earliest possible time following the Hold and Secure.
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## LOCKDOWN PROCEDURE

*An extreme situation such as a school intruder, or immediate threat to the safety of staff and students, that would make it dangerous for students and staff to leave or circulate throughout the building.*

**School:** Hillcrest School

**Lockdown drills are planned and communicated events. At the beginning of the school year, all staff will be part of a school-based learning experience, so that they are able to understand and model the appropriate behaviour in a lockdown condition. After the staff has been oriented, the school should practice with students. (See Lockdown Drills Guidelines)**

### In the event of a Lockdown the administrator or designate shall:

- Ensure that all staff and students are notified over the intercom using the word "**Lockdown**". (Admin assistant sends "subject email only" to all staff to inform of "lockdown"- if possible.)
  - Teachers/staff lock interior and exterior doors. Students and staff move away from windows, classroom entrances and remain quiet.
  - Call 911 to inform RCMP of the "**Lockdown**". The number of the dedicated cell phone should also be given to 911.
  - Contact ASD-E (between 8:30am – 4:30pm through reception (856-3222).
  - All (staff and students) cell phones should be placed on "silent". Schools should eliminate unnecessary phone operations to reduce the burden on the local communication technology, which helps to ensure successful priority communication between emergency services.
  - Information regarding location and operations of first responders, students, and staff should not be disclosed. **If such a disclosure is made, person(s) involved may be subject to disciplinary actions/prosecution.**
  - **All communication** concerning Lockdown will be coordinated through ASD-E Office of the Superintendent. Information regarding the status of a Lockdown will be provided via website and voicemail.
  - School remains in Lockdown until the "**All Clear**". (RCMP Burden of Authority Guidelines Nov 2015). **No student will be released during a Hold and Secure/Lockdown – EECD Guidelines.**
  - School-based Crisis Response Team (PREPARE) is responsible for organizing, and leading a debriefing with staff. This will take place at the earliest possible time following the Lockdown.
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## AFTER HOURS STAY IN SCHOOL PLAN

*A situation in which we may not be able to ensure all students can get home safely. Example – inclement weather/flood/ice jam/train derailment. These situations involve a large number of variables and are subject to change in a short period of time.*

**School:** Hillcrest School

**All staff must be in-serviced on this plan prior to the end of the first week of school.**

**The following plan will be put in place if it were necessary for students and staff to remain in the school, after the regular school hours, or during a daytime emergency:**

The administration or designate ( Laura Jeffrey ), shall:

- Contact ASD-E (between 8:30am – 4:30pm through reception, other times call the Director of Schools
  - Ensure that all homeroom teachers compile a list of students unable to leave the school.
  - Deploy Crisis Response Team. (PREPARE) Crisis Event Response Plan
  - Compile a lists of staff/students. Give the list to the school based Crisis Response Team.
  - Ensure that all students who are unable to leave the building gather at a predetermined location.
  - Ensure parents arriving at the school are met by a member of the Crisis Response Team.
  - Ensure that parents/guardians/caregivers sign for the release of their children.
  - Deploy emergency food rations as per your emergency evacuation procedure.
  - Send an emergency School Connects message, to inform parents/staff of the After Hours Stay in School Plan activation.
  - Place message(s) on the school's voicemail/ website to update the public as needed.
  - Your School Education Support Services Team (PREPARE) will be responsible for organizing a debriefing with staff before leaving the premises.
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## BOMB

The following applies if an explosive device is discovered.

- Pull the fire alarm and follow the Fire Safety Procedures (p.15), and Evacuation (page 9).

The following applies if a threat of an explosive device is made.

If a bomb threat is made by telephone:

1. While on the phone the staff member taking the call should make notes on the Telephone Bomb Threat Checklist. The school will keep a copy of this template by all school phones.
2. The staff member taking the call will activate the call trace (**see below**) immediately when the call is ended.
3. If others present, and you are able to, others can be signaled quietly to call 911 (hold up bomb threat phone call page as signal).

Procedure for activation of call trace:

1. Hang up phone and before any other actions, choose the same line and dial \*957.
2. Do not hang up until the confirmation announcement is complete.
3. Note the time and date of the call. Principal or designate will share the information with the RCMP.

If a bomb threat is made in writing:

1. Secure the location of the threat, example bathroom wall etc.
  2. Take a picture of the threat
- Principal or designate will call 911 and receive advice from the Police as to safety measures to be taken.
  - Call the Director of Schools. Between 8:30am – 4:30pm through reception 856-3222,
  - RCMP will advise appropriate action. These may include, but not be limited to: Hold and Secure, Lockdown, stay in classroom, school evacuation, school closure, and building search.
  - Whenever a school receives a threat of explosives on the property, and a decision is made to evacuate, staff will conduct a quick visual check of their immediate work area for any unusual or suspicious object and will report any such object to the Principal or designate. Under no circumstances should a suspicious object be handled.

## CRISIS RESPONSE TEAM

### Team Member

Laura Jeffrey  
Marbeth Wilson  
Bethany Webster

## FIRST AID

### Staff Member

Debi Breau

Certification Expiry Date

2024-05-28

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VTRA

Team Member

Laura Small

