

SCHOOL RESPONSE PLAN

Stavely School

2023 - 2024



LRSD Crisis Response Manual

Every staff member should have access to a current Crisis Response Manual and be familiar with its contents. In times of crisis this, manual lays out the protocols for the following:

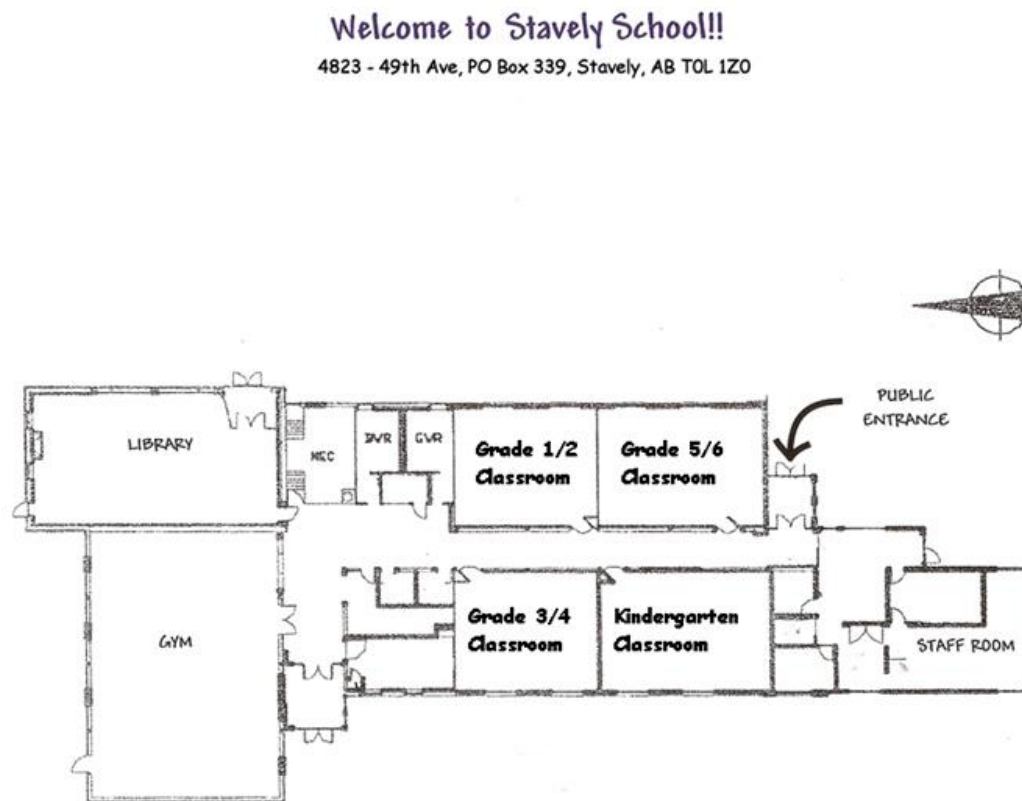
- School Lock Down and Dismissal Procedures
- School Evacuation Procedures
- Fire/Bomb Threats
- Armed Intruders
- Abduction/Hostage Taking
- Assault/Intruders
- Environmental Hazard/Loss of Utilities
- School Bus Accident/School Emergency Closure
- Earthquakes/Tornadoes/Severe Injury at School
- Threat Assessment Procedure/Threat Call Checklist

The LRSD Safety Handbook contains detailed information and forms to respond to all Critical Incidents. This manual should be kept with Emergency Response Kit and in the Principal's Office.

School Floor Plans

The Stavely Elementary School floor plan is posted inside every classroom. The evacuation route is clearly labeled for each classroom.

Place location of utility shut off valves.



**Stavely School Response Team Members
Roles and Responsibilities**

Role	Members	Responsibility
Principal	Leanne Watson	Assemble School Response Team and oversee all aspects of crisis Team Leader
Teacher	Julaine Guitton	Team Leader in the absence of Principal
Family School Counsellor	Brenda Schlaht	Coordination of PCRT in School
First Aid	Twyla Cyr, all staff as necessary	Medical Attention and Supervision
Office Staff	Twyla Cyr	Student Information and Communications
Classroom Teachers and Teacher Assistants	Julaine Guitton Elizabeth Hass Kendra Blumhagen Ceri Penner Rachael Ferguson Melanie Biever Delee Scheller Sandi Sandberg Brenda Schlaht	Student Supervision
Caretakers	Dian Katsmar	Valve shut-offs

The School Response Team has the primary responsibility for overseeing the preparation and implementation of the school safety plan (School Response Plan). If a crisis situation occurs, the School Response Team will assist the Principal in implementing the School Response Plan and in managing the crisis situation in the school.

Jurisdictional Safety Team

Role	Members	Responsibilities
Safety Team Leader	Darryl Seguin	<ul style="list-style-type: none"> • Will inform other safety team members of the crisis situation. • May assign safety team members to specified functions. • May call the safety team together to plan a divisional response to the crisis situation. • Will act as the primary spokesperson for the school division with respect to the media and will ensure that media guidelines are followed. • In the event of a school evacuation, the Superintendent will, in consultation with the school, prepare and circulate a news release that will inform parents and guardians of the evacuation, and provide instructions for reuniting families. • Will ensure that the required resources are made available to schools to provide for the aftermath of an incident and the recovery period. • Will ensure that effective communications are maintained between the Board and the Safety Team, and that up-to-date information is available to all members.
Critical Incident Team Leader	Darryl Seguin	<ul style="list-style-type: none"> • Upon notification of a critical incident, the Critical Incident Team Leader will respond immediately, and will conduct a preliminary assessment of potential school needs. • As a member of the Safety Team, the Critical Incident Team Leader will cooperate with emergency responders and will help determine a plan for managing the incident.
Emergency Transportation Manager	Jeff Perry Rick Visser	<ul style="list-style-type: none"> • Will provide vehicles to transport students and staff in the event of a school evacuation.
Emergency Communication Manager	Jeff Perry	<ul style="list-style-type: none"> • Will arrange for the school division office to be used as an alternative communications center if necessary.
Coordinator Facilities Services	Greg Gorzitza	<ul style="list-style-type: none"> • Facility plans to emergency responders when required.

Role	Members	Responsibilities
		<ul style="list-style-type: none"> On-scene advice to emergency responders as needed, regarding the physical plant.
FSL Clinical Supervisor	Holly Stewart	<ul style="list-style-type: none"> Will work with the Safety Team and school personnel to determine aftermath and recovery needs. Will arrange for debriefing and counselling as required, and will ensure that referral services are available. Is responsible for determining the need for community agency assistance with a critical incident, and will engage and direct the use of community support services. Will assist school personnel in planning for recovery, and will ensure that necessary support services remain available to staff and students

Stavely School Emergency Administration Centre

The Emergency Administration Center is where the School Response Team will convene once a crisis has been identified and declared. It is located in the **Principal's office or Conference Room.**

The School Response Team is responsible to have the necessary equipment and supplies available at this site to enable them to coordinate and respond appropriately to the crisis.

The Emergency Administration Center should contain the following communication equipment:

- a) Control of the school P. A. system
- b) Internet access/email
- c) Telephone
- d) Cell phone
- d) Radio (batteries)
- e) Copier
- f) Megaphones (in the event of power outage or evacuation)

Emergency Supplies and Location

Emergency Supply Kit is under the Sick Room Sink Cabinet.

The following supplies should be arranged in a storage container for quick access:

- Student and staff rosters with emergency contact numbers
- Megaphones
- Emergency first aid kit
- Flashlights (batteries)
- Critical Response Handbook and Stavely School Safety Response Handbook
- School map
- Blueprints of school
- Master keys
- Cell phone charger (apple)
- Emergency Administration Identification Apparel

The following supplies are arranged in marked envelopes for storage in the large container:

Emergency Administration:

- Check sheet for Principal: 15.1(#1)
- Record of Assignments Form
- Log of Events Form
- School Contact Information and Billets

Emergency Communications:

- Check Sheet for School Administrative Assistant: 15.2(#2)
- Emergency Memos
- Messenger Memos
- Vehicle Record Form

First Aid:

- Messenger Memos
- Transported to Hospital Form
- First Aid Kit & Material Safety Data Sheets

Traffic Control and Security:

- Check Sheet for Traffic/Security Supervisor: 15.4(#4)
- Traffic Controllers/Guards Duty Sheet
- Messenger Memos
- Map of School Periphery

Evacuation Marshal:

- Check Sheet for Evacuation Marshal: 15.3(#3)
- Student Count Sheet
- Staff Count Sheet
- Map of School

SCHOOL LOCK DOWN PROCEDURES

Lock Down Procedures

NOTE: There is a high probability of fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures. It is advisable therefore that parents, students and staff be consulted and briefed prior to any drills. However, all adults working in the building must be familiar with and trained in these procedures.

Terminology

“Lockdown” should only be used when there is a major incident or threat of school violence within the school, or in relation to the school.

“Hold and Secure” should be used when it is:

- a) desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. bank robbery occurs near school but not on school property). Students are expected to be in a secure area in the school (classrooms). The school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.
- b) desire to clear the hallways due to a critical incident (medical emergency) that has taken place within the school. Students are expected to be in their classroom. In this situation the school continues to function normally. The exterior doors would not be locked.

“Shelter in Place” should be used for an environmental or weather related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts or extreme weather conditions.

The decision to activate the emergency plan is made by the Principal, or designate, when:

- the safety of students and staff are at risk;
 - directed by the Superintendent, or designate;
 - directed by a law enforcement officer;

- recommended by the Disaster Services Department for the municipality

Lockdown Procedure

1. Use the P.A. system to provide clear and concise directions to alert students and staff to return to their classrooms and remain inside. This will be done by the **P.A. announcement: “Stavely School is in lockdown. Stavely School is in lockdown.”**
2. Call 911 for emergency services.
3. The principal or designate shall carry out internal and external emergency communications procedures.
4. All adults without direct student supervisory duties will report to the general office:
 - a) If appropriate, teams will be formed to check for missing students and move them to safety.
 - b) Sweep school or use intercom or email to obtain information about the critical incident.
 - c) Compile a list of missing students, location of students, etc.
 - d) Call office of Superintendent. This will cause the school district to initiate calls locking down neighbouring schools.
5. Classroom teachers:
 - a) Lock classroom doors, pull blinds shut and move students to the corner farthest from the door and away from the windows.
 - b) Create a list of missing students.
 - c) Ensure students are not using their cell phones and are as quiet as possible.
 - d) If threat is imminent, ensure that students are as safe as possible, create cover by moving furniture; keep students away from and below the level of windows, doors and other exposed areas.
6. Students who are outside:
 - a) Unless otherwise instructed, outside students will move to the designated alternate site, Stavely Arena. Adults outside at the time of lock down should direct the students and remain with the students until informed that the situation is clear.

- b) Outside students should return to their class or designated classroom when notified.
7. Students in any open area that cannot be made secure (i.e. Biever's Breakfast):
 - a) Teachers should direct students to a previously designated safe area.
 - b) Follow procedures for classroom teachers (5).
 8. Follow police directions with respect to ending the lock down of students.
 9. Inform parents when and how children may be picked up.
 10. Once the lock down order is lifted by the proper authority, the Principal will:
 - a) Relay dismissal/cancelation instructions to every classroom by an email followed by a class visit by Ms. Watson and Ms. Cyr.
 - b) Review the dismissal procedure already provided to parents to ensure it is followed. This procedure should provide guidance to parents who have made special arrangements for care in the event the parents are not home.
 - c) If circumstances permit, when a student is released to an individual other than a parent, get a signed statement from that person including the child's name, pickup time, pickup person's name, final destination and phone number at final destination.
 - d) School Principal may request assistance from administration and/or emergency responders to disperse students to minimize hazards and reduce congestion.
 - e) **The principal will send a notice should be sent home at the end of the day informing parents of the lockdown.**
 11. **The principal will complete a Critical Incident Report.**

2. SCHOOL EVACUATION PROCEDURES

- 2.1 For an immediate emergency, engage the fire alarm and follow fire evacuation procedures.
- 2.2 If evacuation is not immediately required, convene the School Response Team. Retrieve the disaster supply box and take it to the emergency administration center.
- 2.3 Commence evacuation procedures.
- 2.4 Inform the Superintendent of Schools or the next in command if the Superintendent is not available.
- 2.5 Ensure that traffic control and security functions are carried out by the designated staff member and that additional support is available. *(Twyla Cyr)*
- 2.6 Teachers with a classroom next to a washroom or other unsupervised space will check for any unsupervised students. *(Elizabeth Hass)*
- 2.7 Close all files and secure school records. Ensure that attendance records, health records, and any other essential records are collected and taken to the assembly area. *(Leanne Watson)*
- 2.8 Close all windows and doors, and turn off lights in each room as you leave. Designate a student to lead the class. Teachers leave last, checking for stray students.
- 2.9 Close all school doors.
- 2.10 Establish an Emergency Command Center and initiate Emergency Communication Procedures. Use a predetermined alternate facility if required. *(Stavely Arena)*
- 2.11 Teachers will create a list of missing students and provide that list to the Principal. **Notify emergency responders of any absentees.**
- 2.12 The school Principal will notify the Superintendent when all students and staff have left the school premises.
- 2.13 The Principal, or designate, will verify the evacuation of all staff, and complete a staff count.

- 2.14 The names of all students or staff sent to the hospital are to be recorded on the **Transported to Hospital Record**, along with the hospital name and means of transportation.
- 2.15 Determine whether Crisis Counselling services are required and to what extent.
- 2.16 Determine communications needs - media statement, telephone response fact sheet, and parent notification.

Procedures for Students with Additional Needs

Name of Student	Evacuation Procedure	Person Most Responsible
Tessa David	Use the wheeled walker – stored in conference room	Mel Biever
Stetson Elliott & Nevaeh Morrison	Diabetic – remember emergency food supplies	Twyla Cyr and classroom teachers
Clint Jones	With the support of teacher assistant	Elizabeth Hass Sandi Sandberg
Reid Jones	With the support of teacher assistant	Ceri Penner Rachael Ferguson
Alice Florence	ASD – requires reassurance and adult presence	Brenda Schlaht/Delee Scheller

3. SCHOOL CLOSURES - INCLEMENT WEATHER

If buses in a region of the school division cannot run due to weather conditions, schools in that region will be closed by the Superintendent's office. If buses are not running across the division, the Superintendent's office will close all the schools. See Administrative Procedure #542: *Busing During Inclement Weather* for further details.

Procedures to Follow

3.1 Once the principal receives notification from the Superintendent's office that the school has been closed the following procedure will be followed: *School Messenger fan out system has been created.*

3.2 The Coordinator of Transportation will notify the media and all bus drivers regarding school closures. The bus drivers will inform the parents on their route that buses are not running and that schools are closed. Schools affected will also communicate that the school is closed utilizing the automated communication system and any social media platform which they have identified.

3.3 The Coordinator of Transportation will update the LRSD website as soon as practically possible www.lrsd.ca, to communicate when school busses are not running.

3.4 In order to protect the safety of children who arrive at school during inclement weather, the Principal shall ensure that there is a responsible person at the school to look after their needs. (Responsible person can be: Leanne Watson, Kendra Blumhagen)

3.5 When a bus route or bus routes are shut down in the morning, they will not operate for the remainder of the day. When buses do not run, and parents/guardians choose to deliver the child to school, the parent shall also be responsible for ensuring safe transportation home for the student.

3.6 Once students are at school, drivers are encouraged to leave them there until the end of the school day. However, the bus driver may determine the need to make an earlier return run. The decision to take students home early should be made in consultation with parents, the Principal, and the immediate supervisor or the Coordinator of Transportation.

3.7 When a decision has been made not to operate an afternoon bus route and to leave the students at school, all concerned individuals including parents, Principals, the immediate bus supervisor and the Coordinator of Transportation shall be informed.

3.8 Each Principal must have a contingency plan in place to accommodate students overnight, if weather conditions are such that students cannot return home. The student billet fields contained in Edsembli may be useful to administrators in developing a database for student billeting.