

MOSCROP SECONDARY SCHOOL

Accident & Medical Emergency Procedure

Emergency Response Staff Guidelines

Fire Evacuation Procedure

Earthquake Evacuation Procedure

Supervisor/Back-Up List

Emergency Evacuation Assembly Areas

Attendance Record for Fire/Emergency Evacuation

Lockdown Procedure

Hold and Secure Procedure

Shelter in Place

ACCIDENT AND MEDICAL EMERGENCY PROCEDURE

If you discover a medical emergency – contact the office immediately!

First Aid Designate: Mark Sidney
First Aid Alternate: Aidan Botting

Emergency Dial **911** for: **Fire**
Inhalator
Ambulance
Police

Poison Control Centre: **(604) 682-5050**
Burnaby Hospital: **(604) 434-4211**

First Aid Supplies are available in the main office

Student's Requiring First Aid

If students require First Aid, they need to come to the main office and a First Aid designate will be called to render assistance or a parent will be called to pick up the student.

EMERGENCY RESPONSE

Staff Guidelines

SCHOOL-SPECIFIC INFORMATION

Moscrop Secondary
School

Room #

Lower Gravel Field

PRIMARY Safe Assembly Area

Upper Grass Field

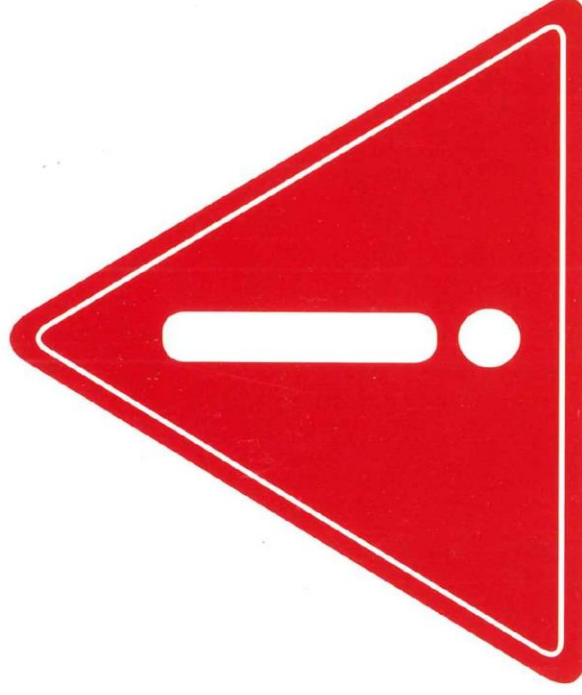
BACKUP Safe Assembly Area

Wesburn Park

OFF-SITE Safe Assembly Area

EMERGENCY RESPONSE

Staff Guidelines



burnabyschools.ca



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EMERGENCY RESPONSE STAFF GUIDELINES

Every scenario requires your decision making skills.

EVENT	NOTIFICATION	RESPONSE	EXPECTED ACTION
Fire, Bomb Threat, Gas Leak	Fire Alarm or PA Announcement	EVACUATE	<ul style="list-style-type: none"> Direct students to exit calmly - no talking, pushing, running or cell phone use Grab attendance sheet and close door Go to Safe Assembly Area* Take attendance Remain until released by PNP* or authorities Unassigned teachers and staff go to Safe Assembly Area*
Earthquake, Explosion	Feel Shaking	DROP-COVER-HOLD ON	<ul style="list-style-type: none"> Direct students to "Drop-Cover-Hold On" After shaking stops, wait for at least 60 seconds before evacuating EVACUATE
Outdoor Safety Hazard (eg. wild animal, extreme weather, toxic spill)	PA Announcement	SHELTER IN PLACE	<ul style="list-style-type: none"> Direct everyone into the building Close exterior classroom doors and windows Take attendance Remain in Shelter in Place until released by PNP*
Neighbourhood Security Concern	5 Bells PA Announcement	HOLD & SECURE	<ul style="list-style-type: none"> Direct everyone into building Lock exterior classroom doors and windows Cover exterior windows Close interior classroom doors Take attendance Resume classroom activity Remain in Hold & Secure until released by PNP*
Threat in Building	5 Bells PA Announcement	LOCKDOWN	<ul style="list-style-type: none"> Direct everyone into classrooms Be quiet Lock/block all classroom doors Cover all interior windows Lights off (if possible) Get down low, out of sight, away from doors and windows Put cell phones on silent and face down Take attendance Remain in Lockdown until released by PNP* or authorities Any students or staff outside go to Safe Assembly Area*

EVACUATION NOTES:

- Check that exit routes are clear or choose an alternate route if yours is blocked or unsafe.
- Everyone should cover their heads with a bag or book.
- If an aftershock occurs while exiting, "Drop, Cover, and Hold On" until shaking stops.
- Do NOT use elevators.

* PNP
Principal, Vice-Principal, Designate, or Supervisor

*
SAFE ASSEMBLY AREAS
Pre-identified gathering places (see reverse)

FIRE EVACUATION PROCEDURE

If you discover a fire:

Pull an alarm station

Contact the office immediately

1. When calling 911 give the school address: **4433 Moscrop Street - Burnaby**
2. Evacuate the building

PROCEDURE

1. Please **“LEAD”** the students in the direction indicated by the arrows and vacate the building via the exit indicated above.
Teachers must remember to take the class list and Attendance Record Following Fire/Emergency Evacuation sheet with them.
2. Students are to move quickly, not go to their lockers, avoid traffic jams, and stand clear of the building (not on sidewalks).
3. First students at the exits should hold open the doors and remain holding the doors until all students have cleared. They then join their classmates at the designated area.
4. Students who are out of their class at the time of the alarm bell are to leave by the nearest exit and report to their teachers outside.
5. Supervisors/Back-Up must sweep through their assigned areas to ensure the areas are cleared of students and staff. Students in a Supervisor's or Back-Up's class must follow the class next to them out of the building and meet up with their teacher outside.
6. Teachers must assemble their class at the designated location which is determined by the floor they were teaching on when the evacuation occurred. **(SEE MOSCROP SECONDARY SCHOOL EMERGENCY EVACUATION PLAN)**
7. Teachers must take attendance and report the names of any missing students (or nil report) to the office staff members on the steps to the Upper Field.

All teachers on prep and support staff must report personally to the office staff.

8. For alarms that occur outside of class time (i.e. nutrition break, lunch break) students and **ALL** staff are to leave by the nearest exit, proceed to the gravel field, and group alphabetically by their last name.
9. Students and staff are to remain outside until the “all clear” signal (3 bells) is heard.

EARTHQUAKE EVACUATION PROCEDURE

- A) At the first sign of an earthquake, everyone should drop and take cover under a table or desk if possible. Each person should cover his/her neck, hold on to desk leg and move with it (face away from windows, shelves, filing cabinets). Move away from overhead fixtures and other hazardous objects. Remain in place for 60 seconds.
- B) The signal for evacuation is a long bell, a blast on an air horn, or directions over the PA. Evacuation should be as orderly as possible. Teachers should keep the class together and lead it out.

Teachers must remember to take the class list and Attendance Record Following Fire/Emergency Evacuation sheet with them.

- C) If there is no outside door from the classroom, teachers should lead students along an inside wall to the designated exit according to the site plan.

If there are further tremors during evacuation, everyone should drop and cover.

In the event of a blocked exit, use the nearest exit or, if necessary, break a window, and remove as much glass as possible, covering the rest with a coat or blanket.

In halls, gymnasiums and other areas where no cover is available, move to an interior wall, kneel with back to the wall, place head close to knees, clasp hands behind neck, and cover side of head with arms.

In science laboratories extinguish all burners, if possible, before taking cover; stay away from all hazardous chemicals that may spill. In Home Economics rooms, turn off all stove burners.

If the class is outdoors when an earthquake occurs, everyone should move to an open space away from buildings and overhead lines, lie down or crouch (because legs may be unsteady), and look around to be aware of dangers.

- D) Supervisors/Back-Up must sweep through their assigned areas to ensure the areas are cleared of students and staff. Students in a Supervisor's or Back-Up's class must follow the class next to them out of the building and meet up with their teacher outside.
- E) Teachers must assemble their class at the designated location which is determined by the floor they were teaching on when the evacuation occurred. **(SEE MOSCROP SECONDARY SCHOOL EMERGENCY EVACUATION PLAN)**
- F) Teachers must take attendance and report the names of any missing students (or nil report) to the office staff on the top of the steps to the Upper Field.

All teachers on prep and support staff must report personally to the office staff.

- G) Critically injured students should not be moved unless there is an immediate danger of the building collapsing, fire, etc.
- H) Staff with first aid kits, stretchers, and/or portable communicators should take this equipment with them when leaving the building.
- I) **No one** must return into the school building unless authorized to do so. **Remain Calm.** You are responsible for the lives of others. Your calm response will help reduce the possibility of panic.

How to Prepare for an Earthquake

To reduce the risk of injury, there are a number of basic precautions which should be taken:

1. Familiarize yourself with the Earthquake Evacuation Procedure.
2. Make the environment (classroom) earthquake-safe, (i.e. remove heavy objects from high shelves).
3. Practice this drill with your classes. At the first indication of an earthquake, follow the duck and cover technique by getting underneath a desk or table to reduce the risk of falling debris. Face away from any sources of glass. Evacuate at the designated command.

The following Supervisors/Back-Ups must sweep through their assigned areas to ensure the areas are cleared of students and staff. Students in a Supervisor's/Back-Up's class must follow the class next to them out of the building and meet up with their teacher outside.

Supervisor & Back-Up	Areas to Check
A. Wong	Gym Boys' Washroom & Change rooms
Brown / Gaskell	Girls' Change room Main Office Complex
Riach / Campbell	Upper Hall (300 rooms) (318 – 338)
Cheong / Callister	Boys' Washroom/Library
Young	Upper Hall (300 rooms) (304 – 317)
Clowers / Ho	Girls' Washroom – 3 rd Floor
Exume	Boys' Washroom – 2 nd Floor
A. Kazulin / Bacot	Girls' Washroom – 2 nd Floor
Chow / Rundell	Girls' Washroom – 1 st Floor
Chow / McAvoy	Shops & Art Rooms
Lange / Buchanan	Main Floor (200 rooms)
Simmonds	North Stairwell
Bymoan	Cafeteria & Lower Hallway
Custodians	Boiler Room Outside Storage Area

IN THE EVENT OF AN EARTHQUAKE

DROP

(to the floor/ground)

COVER

(under or beside a secure area)

HOLD

(until shaking stops)

TURN AWAY FROM WINDOWS & SWAYING OBJECTS

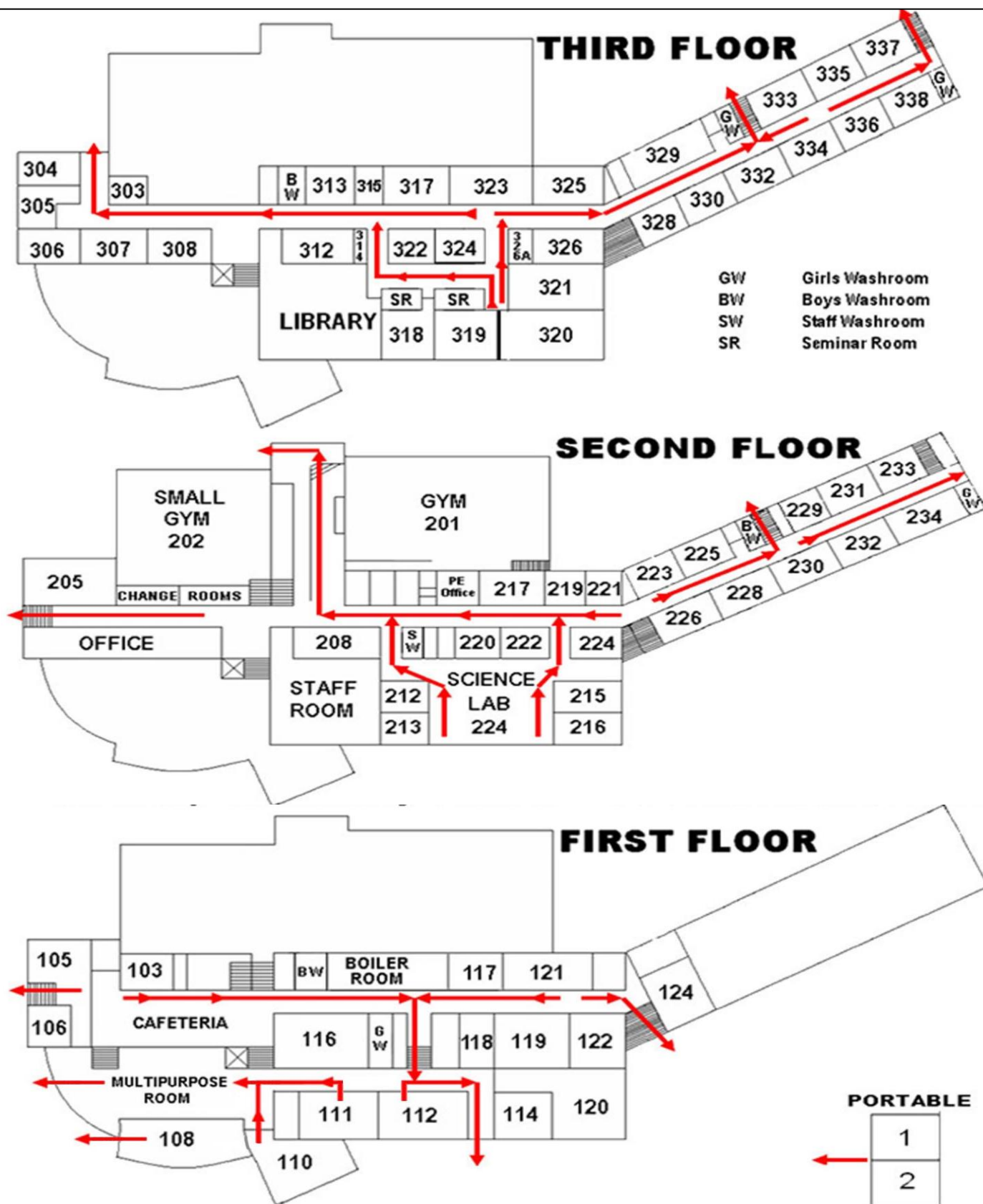
LISTEN FOR INSTRUCTIONS

(from staff)

EVACUATE TO A DESIGNATED ZONE

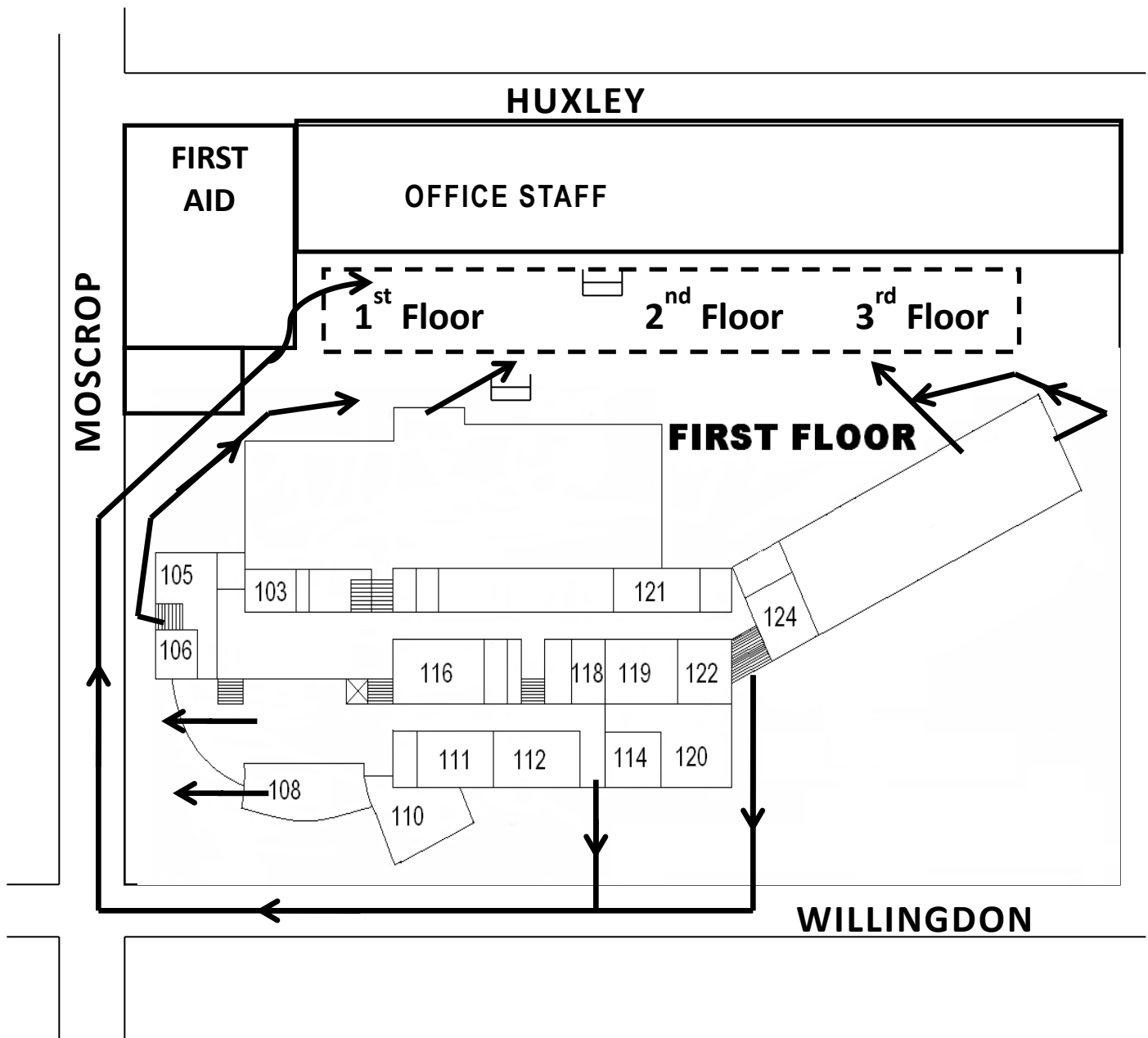
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Moscrop Secondary - Emergency Evacuation Plan



After exiting proceed to upper field

EMERGENCY EVACUATION ASSEMBLY AREAS



Response to Dangerous Incidents

SCHOOL HOLD AND SECURE

Admin or designate	Bell will be rung 5 times for 1 second intervals. PA ANNOUNCEMENT: “ACTIVATING HOLD AND SECURE.” (Repeat Announcement <u>Three</u> Times)
Admin or designate	Call 911 and District Office to advise of the situation. All outside doors will be locked and a response team will notify staff of concerns. The Hallways and common areas will be supervised to limit movement.
Staff	Keep all students in class to limit movement within the school.
Staff (Out of Class)	Limit movement within the school.
Students	Remain in class.
Students (Out of Class)	Return to class immediately.

DO NOT RESPOND TO ANY OTHER SIGNALS, INCLUDING FIRE ALARMS, AFTER THE HOLD AND SECURE PROCEDURES ARE STARTED.

WAIT FOR THE ALL-CLEAR ANNOUNCEMENT
FOLLOW ALL INSTRUCTIONS TO EVACUATE

Admin or Designate: Wait for the all clear PA ANNOUNCEMENT:
“HOLD AND SECURE IS OVER.”
(Repeat Announcement Three Times)

SHELTER IN PLACE

Admin or Designate: PA ANNOUNCEMENT: **“ACTIVATE SHELTER IN PLACE”**
(Repeat Announcement Three Times)

Shelter in Place: is used during environmental emergencies, severe storms, chemical spills or airborne hazards (smoke due to a large fire, etc.). Students and staff retreat to safe buildings to seek shelter. Students and staff who are outdoors come into the school and doors and windows are shut.

Response to Dangerous Incidents

SCHOOL LOCK DOWN

Admin or designate	Bell will be rung 5 times for 1 second intervals. PA ANNOUNCEMENT: <i>"ACTIVATING LOCK DOWN."</i> (Repeat Announcement <u>Three</u> Times)
Admin or designate	Call 911 and District Office to advise of the situation. Clear the office area. Ensure the lock down procedures are underway. Office staff move to the safe room and lock the door.
Staff	Direct all students, including any students who may be in the hallway outside your door at the time, into your classroom. Lock and close your doors and windows. Pull the shades and barricade the doors. Direct everyone to the furthest point away from the door. Keep everyone away from the windows. Have everyone sit on the floor. Remain calm and reassure students that everything is being done to return the situation to normal. Minimize the amount of noise to be able to hear announcements and other noises. Once the door is closed, do not open it under any circumstances until the all-clear announcement has been heard.
Staff (Out of Class)	Find the nearest safe location and get down. Stay down until the all-clear is heard. Make as little noise as possible to be able to hear announcements or other noises.
Students	Enter the nearest classroom immediately and without question. The classroom door will be locked immediately after the announcement.
Students (Out of Class)	Find the nearest safe location and get down. Locked classrooms will not be opened until the all-clear signal is heard. If you are in the washroom, go into a cubicle and lock the door. If you hear any noises, stand on the toilet seat, keep your head below the partitions and don't make any noise.

**DO NOT RESPOND TO ANY OTHER SIGNALS INCLUDING FIRE ALARMS
AFTER THE LOCK-DOWN PROCEDURES ARE STARTED.**

**WAIT FOR THE ALL-CLEAR ANNOUNCEMENT
FOLLOW ALL INSTRUCTIONS TO EVACUATE**

Admin or designate	Wait for the all clear PA ANNOUNCEMENT: <i>"LOCK DOWN IS OVER"</i> (Repeat Announcement <u>Three</u> times)
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