

Emergency Measures

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21 septembre 2009

General Information

Objectives

Emergency Measures are for insuring the safety of all occupants and visitors of the establishment, to facilitate evacuation in case of an emergency, to inform the occupants on the proper steps to be taken when an evacuation is needed, to control the start of a fire or crisis and to give proper general guidance in the domain of fire safety.

Responsibilities

The Principal and the Center-Director are responsible for the planning and intervention in case of an emergency.

All occupants of the establishment must know the emergency measures in case of a fire or any other situation that requires the intervention of people trained to take care of safety issues.

Only if everyone works closely together can we achieve success in case of an emergency. Here are the main responsibilities of the Principal and the Center Director:

- a) Ensure the application of the emergency measures;
- b) establish and verify the contingency plan within the establishment;
- c) make sure the inspections are done as per the laws and bylaws that apply;
- d) supervise the choice as well as the training of the members of the evacuation team: janitors, secretary and crisis committee;
- e) make sure that the necessary information is available to everybody;
- f) coordinate the evacuation training and make any correction to the procedures if need be;
- g) make sure there are adequate communication channels in order to control the proper evacuation of the school in case of emergency;
- h) consult with the local fire department, police and local organizations to plan a coherent strategy in case of an emergency.

Basic Rules In Case of Emergency

Event	Task
Emergency Situation	Stay Calm
	Do Not Panic
	Follow Instructions
	Stay Silent
	Maintain Order and Discipline
	Stay Calm!

Fire

This is the procedure in case of a fire.

Event	Task
Start of a fire	Release the fire alarm closest to the fire.
	Warn the secretary, the administrators or the responsible person who will immediately contact the local fire department.
	Locate the nearest fire extinguisher in order to contain or put out the fire if it is obviously a minor one.
	Evacuate the area.
Evacuation	Remind students to stay calm.
	Keep an up-to-date list of students.
	Close the windows before opening the door to get out of a classroom.
	Check the door with your hand to see if it is warm before opening it. Stay in the class if it is warm.
	Close the door when leaving and make sure that it is not locked.
	Never try to go through heavy smoke.
	Do not get clothing, get out of the building as you are, in line, through the designated door and proceed towards the gathering place.
	Walk in the halls close to the walls so the the center is free.
	If the first exit is not accessible, go towards another exit.
	Free up the area around the establishment and go to the gathering place.

Event	Task
Gathering	Keep quiet in order to understand the instructions.
	Take the attendance.
	If any student in your group is missing, immediately notify an administrator or the secretary.
	Take charge of any handicapped person or anyone suffering from cardiac or respiratory problems and help him/her during the whole time.
	Do not go back inside the building if someone is missing but immediately inform an administrator or a firefighter.
	Immediately proceed to the relocation of the students and of the personnel if it is impossible to get back inside the building.
	Re-enter the building following the firefighter's permission.
Relocation	If it is impossible to re-enter the building, communicate with the parents so that they come pick up their kids.

Power Outing

This is the procedure in case of a power outing.

Event	Tasks
Power Outing	Firmly insist that everybody stay calm while waiting for a decision to be made by the administrators.
	The administrators contact the proper authority to enquire about the seriousness and length of the power outage.
	As soon as they know, the administrators will make the decision in keeping with the situation.
	In case of prolonged power outage, the administrators contact Education Services so that they make the proper decision.

Anaphylactic Shock

This is the procedure to follow in case of a severe allergic reaction or other.

Event	Tasks
Severe Allergic Reaction	<p data-bbox="443 827 1386 898">Epinephrine is a drug used for the emergency treatment of people suffering from a severe allergic reaction which can be potentially fatal.</p> <hr/> <p data-bbox="443 909 1386 936">Do not use antihistamines or drugs for the treatment of asthma.</p> <hr/> <p data-bbox="443 947 1386 1018">Immediately transport the person who has received the epinephrine shot to the nursing station so that he or she can be under observation.</p> <hr/> <p data-bbox="443 1029 1386 1100">Immediately contact the nursing station to inform them of the imminent arrival of the person.</p>

Presence of an Armed Person

This is the procedure to follow if an armed person is signaled.

Event	Tasks
Presence of an Armed person	The administrator or the designated person immediately contacts the police.
	The administrator or the designated person informs everyone in the school of the emergency situation using a coded message (Code Red).
	As soon as the coded message is heard, the teachers lock and close the doors of their classroom.
	Students take cover in the class so that they are not visible from the doorway or through the windows.
	Everyone waits for the signal that indicates the end of the emergency.
	It is very important not to leave the classroom where we are taking shelter before the end of the emergency.
	The administrator or the designated person will inform KSB of the situation.
Facing the Armed Person	Engage the person in a conversation.
	Ask questions of the person.
	Learn the person's grievances.
	Try to learn the person's real intentions.
	Offer to help.
	Try to calm the person and discourage the person from doing the irreparable.

Other Possible Problems

This is the procedure if a problem of a nature not discussed so far happens.

Event	Tasks
Unknown Event, Possibly Threatening Person or Other	The administrator or the designated person informs everyone in the school of the emergency situation by announcing Code : Blue.
	As soon as the signal has been given, all teachers lock and close the doors to their classroom.
	Everybody waits for the signal announcing the end of the emergency.
	The administrator or a designated person calls the police, the nursing station, the mayor or the Education Committee members as needed.
	If the situation persists for some time, the administrator or the designated person informs the parents via the FM station.

Follow-up

After any incident, it is important to contact KSB in order to receive help and to inform them of what happened. The administrators should meet with the school personnel and the students with the help of the Education Committee. They should also inform the community of the situation. KSB can provide help and support if there is need for it.

These are the names and the phone numbers of resource people.

Resource People	Telephone
Sarah Airo, Director of Education Services, KSB	(819) 964-1136
Denis Daigle, School Coordinator, KSB	(819) 964-1136
Soré Moller, Assistant Director, Complementary Services, KSB	(819) 964-2412
Police (KRPF)	(819) 492-9111
Quaqtaq Mayor	(819) 492-9912
CLSC	(819) 492-9090
Firefighter	(819) 492-9000
Maggie Tooma, President of the Education Committee	(819) 492-9040