



801.4AP Emergency Procedures

APPROVED: 2022.11.22 (2020.01.15) (2019.11.27) (2017.09.20) (2013.12.18) (2007.02.21)

UPDATED: 2022.11.22 (2020.01.13) (2019.11.20) (2017.09.20) (2010.11.17)

AMENDED: 2022.10.29 (2020.01.13) (2019.11.20) (2017.09.20)

LEGAL REFERENCE:

- *Education Act Section 53*
- Alberta Fire Code
- *Disaster Services Act*
- Occupational Health and Safety Act, Regulations and Code

CROSS REFERENCE:

- BTPS/Emergency Response Plan
 - Crisis Response Manual
 - [BTPS OHS Manual](#)
 - BTPS (V-TRA) Violent Threat Assessment Manual, Section 6 Lockdowns
 - [801.1AP Workplace Health & Safety](#)
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An emergency is a present or imminent event that demands immediate action or special regulation of persons or property to protect the health, safety, or welfare of people, or to limit damage to property.

In the event of an emergency, the principal, in consultation with the Superintendent or designate where time permits, will determine the safest course of action.

Level 1 An unplanned occurrence that interrupts the normal course of business, but to which standard internal response protocols apply. Examples are severe vandalism and medical emergency.

Level 2 An unplanned occurrence that interrupts the normal course of business that requires enhanced response protocols, has the potential to escalate to Level 3 and may require response from external agencies. Examples are bomb threat and missing child.

Level 3 An unplanned occurrence that discontinues normal business functions and

requires a broad based response by the organization and/or by a third-party, as per the Disaster Services Act. Examples are fire and severe natural disasters. All Level 3 emergencies require the immediate engagement of the BTPS Disaster Plan.

Emergencies are broken down into two sections; Internal and External procedures, and are broken into four types of responses:

Internal Emergency Procedures

1. Evacuation- When it is no longer safe to stay in the building due to Fire, Chemical Spill, Etc.
 - a) Design safe and expedient exit routes from all areas of building.
 - b) Create safe gathering areas outside that facilitates quick attendance verification with school attendance record.
 - c) If safe to do so, designated personnel sweep key areas of building where individuals may be trapped or hiding (i.e. washrooms). Report missing individuals to Emergency Response Personnel.
 - d) Establish “all clear” signal audible to all persons outside to signal building is safe to return to.

2. Lockdown- (Formerly called Intruder to School)
 - a) Depending on severity of the threat as determined by the principal or designate, begin lockdown process.
 - b) When activated, the alarm; distinct from the fire bell and the message “EMERGENCY LOCKDOWN, EMERGENCY LOCK DOWN, EMERGENCY LOCKDOWN NOW” is announced over the public address system. Unless you smell smoke, ignore fire alarms if they are activated.
 - c) Hallways are cleared of students to nearest classroom.
 - d) Classroom doors are locked and closed as soon as students are accounted for.
 - e) Students and staff move away from visibility of the door and windows.
 - f) Washrooms and other common areas become designated as “stay put” places.
 - g) If it is safe to do so, call 911 to activate Emergency Personnel. Advise 911 dispatcher of the situation. Follow the directions of the police.

3. Shelter in Place (Gas/Chemical Leak or Spill)
 - a) Arrange for the immediate termination of the air circulation system.
 - b) Arrange for the safe and expedient exit of the building by all people as per fire exit procedures (with full consideration of the location of the leak or spill).
 - c) Call appropriate authorities and director of facilities for assistance containing and/or cleaning leak or spill.

4. Room Clear - A room clear is used to keep occupants away from a potential threat (e.g. Student injury, accidental spill) within the room while the teacher or administrator deals with the situation.
 - a) Assess the situation and determine need. Notify office immediately for support including desired response.
 - b) Remove uninvolved occupants from the room
 - c) Unless personal safety is threatened, try to resolve the situation.
 - d) If evacuation of the room is needed, take Emergency Response Classroom Flipchart with you

External Cause Emergency Procedures

- 1) Tornado
 - a) Upon confirmation of imminent threat of a tornado enact the disaster plan.
 - b) Announce to all building occupants the engagement of the tornado emergency procedure.
 - c) Evacuate all students with their staff to the strongest internal load-bearing walls void of glass
 - d) Students and staff assemble in “duck-cover-hold” positions in pre-assigned configurations by class and grade
 - e) All individuals remain until an “all-clear” signal is given.
- 2) Toxic Gas Leak
 - a) Initiate disaster plan.
 - b) Immediately terminate air circulation system.
 - c) Evacuate all building occupants into the gymnasium and assemble in an orderly fashion that facilitates quick attendance verification.
 - d) Lock and seal all doors and if applicable, the windows with duct tape.
- 3) Intruder to Grounds
 - a) Initiate lockdown procedures.
 - b) Lock building exits if possible.
 - c) Stay hidden in classrooms away from external windows and doors.
- 4) Shelter in Place - Inclement weather etc.
 - a) If it is not safe to leave the building due to the weather, keep staff/ students in the building. During the school day, the regular schedule can continue.
 - b) If the storm is not allowing students to return home after school (buses not running, etc.), call parents to advise them of the situation. Parents will be allowed to retrieve their children if they choose.

The Principal or designate will report all emergencies to the Superintendent or designate as soon as it is safe to do so. The Superintendent or designate will advise the relevant departments if a response is required.

All schools must complete safety drills each school year, with a minimum of ten (10) drills per year. Six (6) Fire drills and four (4) Lockdown drills. Principals will provide a yearly summary of emergency drill practice in the school year to the Superintendent or designate by June 1st.

All other BTPS facilities that do not house students will adhere to industry standards for emergency procedures.