



Health and Safety: Emergency Response Measures

Background

KTCEA believes that being well prepared for an emergency or crisis situation includes having a clear understanding of the range of appropriate response measures that could apply to a given crisis situation.

Guidelines

It is expected that all students and staff will have a good understanding of the range of appropriate responses to a perceived or actual crisis situation. Appropriate emergency response measures can include:

- Hold and Secure
- Shelter in Place
- Emergency Evacuation
- Drop Cover Hold
- Lockdown.

#	Procedure	Roles & Responsibilities
1.	Each Principal and Site Manager, in consultation with the Safety Coordinator, shall ensure that plans, procedures and safety measures are developed for different crisis situations that can arise, including Hold and Secure, Shelter in Place, Emergency Evacuation, Drop Cover Hold, and Lockdown. Emergency Response measures must be communicated to all staff, students, parents, volunteers and others who frequent the school or worksite. Safety drills regarding each measure will be conducted in accordance with <i>AP 692 Health and Safety - Emergency Drills</i>	Superintendent, Principals, Site Managers, Safety Coordinator

Definitions:

Hold and Secure is a response to a threat in the general vicinity of the school or work site. Staff and students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. No one is allowed in or out of the building. Staff and students are kept away from windows and doors. Staff and students are directed to return to their classrooms and to wait for additional instructions. In some instances, classes and limited work activities can continue. This emergency response measure can be triggered if a dangerous animal is nearby or there is criminal activity in the surrounding community.

Shelter in Place is a response to an external, non-violent threat where it is safer to be inside rather than outside a building. The movement of people within the building is controlled and directed. Threats are typically environmental, such as severe weather or compromised air quality, rather than crime-related. Movement in and out of the building is controlled until permission is granted.

Emergency Evacuation is undertaken when it is safer to be outside of the building rather than inside. All students, staff, volunteers, and other persons are led to a gathering or 'muster point' by their teacher or designated person. No one is allowed to enter or re-enter the building until permitted to do so.

Drop Cover Hold is used during natural disaster events like: earthquakes, tornadoes where there's a chance of falling/flying debris. Students and staff are requested to drop under a desk/sturdy table, get down onto knees and curl chest-to-knees, one hand behind the neck and put head down with face between knees.

Lockdown is a response to an imminent threat of violence in the school, work site or on the property. During a lockdown, all staff/students immediately go to the nearest lockable room, and seek shelter within the room. No one is permitted in or out of the room once the area has been locked. All internal and external doors and windows are locked and secured. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. All persons must remain in lockdown until permitted to leave by first responders.

References:

Alberta Occupational Health and Safety Act
Alberta Occupational Health and Safety Code
Alberta Occupational Health and Safety Regulation
Alberta Fire Code
KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Director Capital Services.