

Holy Trinity High School Emergency Action Plan (EAP)

****Location:****

**Holy Trinity Catholic High School
230 Powder Dr, Fort McMurray, AB T9K 0W8**

****Purpose:****

This Emergency Action Plan (EAP) outlines the necessary procedures and responsibilities in the event of an emergency to ensure the safety of all students, staff, and visitors at Holy Trinity Catholic High School.

1. Emergency Contacts

****Emergency Services:** 911 (Police, Fire, Ambulance)**

****School Administration:****

- Principal: Mrs. Lou Ann Demers-Noble**
- Vice Principal: Kevin Garbuio**
- Classroom Support Teacher: Douglas Robertshaw**

****Local Emergency Contacts:****

- Fort McMurray Fire Department: (780) 743-3100**
- Fort McMurray RCMP: (780) 788-4000**
- Alberta Health Services (Local Hospital): (780) 791-6161**

2. Emergency Situations & Procedures

A. Medical Emergencies

- **Minor Injury:** Staff or supervising personnel administer first aid.**
- **Serious Injury:****
- Call 911 immediately.**
- Do not move the injured person unless absolutely necessary.**
- Notify administration and complete an incident report.**

- Contact parent/guardian.

B. Fire Emergency

- Activate the nearest fire alarm.
- Evacuate the building using the designated exit routes.
- Assemble at the designated muster point (sports field).
- Do not re-enter the building until cleared by emergency personnel.

C. Lockdown/Intruder Alert

- ****Soft Lockdown:****
- Close and lock doors, continue teaching.
- Await further instructions from administration or law enforcement.
- ****Hard Lockdown:****
- Lock doors, turn off lights, take cover, remain silent.
- Call 911 if safe to do so.
- Wait for the all-clear signal.

D. Severe Weather

- Move students away from windows and into interior rooms/hallways.
- Follow administration instructions via PA system.
- If evacuation is necessary, proceed to a designated shelter area.

E. Power Outage

- Remain calm and stay in place.
- Administration will assess the situation and provide updates.
- If prolonged, school closure procedures will be implemented.

3. Emergency Roles & Responsibilities

A. Administration

- Ensure the EAP is up to date.
- Act as the main point of contact for emergency personnel.
- Provide clear communication to staff, students, and parents.

B. Staff & Teachers

- Familiarize themselves with emergency protocols.

- Lead students safely during evacuations.
- Report emergencies immediately to administration.

C. Students

- Follow all emergency instructions from staff.
- Report any suspicious or unsafe conditions.
- Participate in all drills and emergency preparedness activities.

4. Emergency Equipment & Locations

- ****First Aid Kits:**** Located in the main office, gym, and science labs.
- ****AED (Automated External Defibrillator):**** Near the gym entrance.
- ****Fire Extinguishers:**** Located throughout the school.
- ****Emergency Exits:**** Clearly marked and located on the school map.

5. Drills & Training

- Fire drills will be conducted at least ****twice per semester****.
- Lockdown drills will be conducted ****at least once per semester****.
- Staff will receive ****annual emergency response training****.

6. Communication & Parent Notification

- In case of an emergency, parents will be notified via email, phone, or the school website.
- Updates will be provided as the situation evolves.
- The school will coordinate with local authorities and emergency responders.

7. Review & Updates

This plan will be reviewed and updated annually by school administration in collaboration with local emergency services.

****Date of Last Review:** March 17, 2025**

****Approved by:** Douglas Robertshaw**

For questions or concerns about the EAP, please contact the school administration.