

# EMERGENCY PROCEDURES

IN CASE OF EMERGENCY OR INJURY, CONTACT THE SCHOOL OFFICE.



## SECURE OUR SCHOOLS

When announced, "Can I have your attention NOW. Staff members, Secure our School."

### STAFF

1. **Check** hallways, washrooms and open areas for your students.
2. **Close** and lock door, close window coverings.
3. **Direct** students/guests to sit quietly.
4. Take **attendance** of students and inform office of missing or extra students in your room.
5. **Refrain** from using classroom phone, except to provide information about the external threat.
6. Keep doors **locked** until a "de-escalation" announcement is heard.

### ADMINISTRATION

1. **Lock** all outside doors and post a sign on the front door informing all that the school has **been secured**.
2. When **threat** is reported announce "Can I have your attention NOW. Staff members, Secure our School".
3. **Liaise** with and take direction from police.
4. **Maintain** communication with a Superintendent. (7070)
5. **De-escalate** by providing announcements, under the direction of the police.



## EMERGENCY LOCKDOWN

When announced, "Can I have your attention NOW. This is an immediate emergency lockdown. Please hide or run to a safe place immediately. Staff members, secure your rooms immediately."

### STAFF

1. **Office and Designated** staff members will call **911**.
2. Perform a **Quick Check** of the hallway and gather all persons you see into your classroom.
3. **Close** and lock all doors and windows. Pull down window coverings.
4. **Direct** students/guests to sit quietly in the smallest group possible.
5. Keep **doors locked** until police open your door or a police officer has provided adequate identification.

### **If a secure room is not available and exiting is an option:**

1. **Do not pull** the fire alarm, if it is heard ignore it.
2. **Calmly exit** building and go to alternate evacuation site.

### **If a secure room is not available and exiting is not an option:**

1. **Go to** the nearest washroom, enter stall, lock door and raise feet.

### **If you are outside of the school:**

1. Use whistle blasts and verbal directions to lead students away from danger.

### ADMINISTRATION

1. Upon observing an "Immediate" threat, initiate the emergency lockdown by pressing the **RED mushroom button**, if available.
2. When **threat** is reported announce, "Can I have your attention NOW. This is an immediate emergency lockdown. Please hide or run to a safe place immediately."
3. Ensure staff and students outside are informed.
4. Stay on **Phone with 911** and take their direction.
5. **Inform** Superintendent when safe to do so and take direction from police.
6. **Complete** "Follow-up after the Event" form immediately following the event.



## FIRE

If you see a fire:

### STAFF

1. **Pull** the fire alarm and shout "Fire, Fire, Fire."
2. **Line up** class quickly and quietly.
3. **Take** class list and keys.
4. **Leave** room with lights on and close doors behind you.
5. **Exit** building in an orderly manner and move to your designated evacuation area.
6. **Take** a roll count of students and inform Admin.
7. **Do not** re-enter building until told to do so by Admin.

### ADMINISTRATION

1. **Call 911** and inform Division Office.
2. **Take** class and staff list to the designated evacuation area.
3. **Designate** a staff member to meet emergency responders.
4. **Notify** emergency responders of any missing students or staff.
5. **Do not** silence alarm or re-enter building until told it is safe.



## TORNADO

Upon hearing of a Tornado warning:

### STAFF

1. **Remain** in the building and leave classroom doors open.
2. **Disconnect** or turn off all appliances.
3. **Avoid** open areas with glass, debris and high ceilings.
4. **Sit** with head between knees and arms covering head with hands towards wall or lockers.
5. Take **roll count** of students and inform office.

### ADMINISTRATION

1. **Post** lookouts around the school, if safe to do so.
2. **Advise** Division Office of situation.
3. When a tornado is **sighted**, announce "tornado positions"
4. **Ensure** bus drivers come into school, if on site.
5. **After** tornado passes, get a roll count of staff and students.
6. **Notify** emergency responders if anybody is missing.



## HAZARDOUS MATERIALS

When notified of a hazardous spill:

### ADMINISTRATION

1. **Call 911** and provide information on the spill
2. **Alert others** to stay clear of the area.
3. **Move** to a safe location if necessary.
4. **Advise** Division Office of the situation.

### EMERGENCY CONTACT NUMBERS:

Chinook's Edge School Division Office  
1-403-227-7070  
Poison Control Center  
1-800-332-1414  
Health Link Alberta  
1-866-408-5465

For more information, please refer to the School Emergency Plan.

Cremona School

# Emergency Response Plan

2020 - 2021

Cremona School has an obligation to protect and ensure the health and safety of students and staff in the event of an emergency or disaster situation. Therefore, the following Emergency Response Plan will address safety concerns in the event of a local disaster. The plan may be activated under the authority of the Principal or designate. The plan must respect the authority that lies within the organizations listed below.

Organization	Name	Position	Home Phone	Cell Phone
Cremona School 637-3856	Joanna Harvey	Principal	755-2488	392-8500
	Darryl Korody	Vice-Principal	981-9985	587-432-6122
	Kristi McKinnon	Administrative Assistant		829-5175
	Mary-Anne Freeman	Administrative Assistant		813-8986
Chinook's Edge School Division 227-7070 1-800-561-9229	Kurt Sacher	Superintendent		392-7428
	Ray Hoppins	Liaison Superintendent		507-1617
	Melissa Copley	Trustee	337-6373	
	Linden Lonsberry	Safety Manager	309-9232	396-3248
	Dieter Brandt	Director of Transportation	505-7054	314-5402
Village of Cremona 637-3762	Darrel Dyvig	Director of Maintenance		588-8984
	Kevin Miller	Fire Chief		403-870-4223
	John Newberry	Deputy Fire Chief		403-620-1768
	Darryl Cummings			403-333-1946
County of Mountain View 335-3311	Allison Gentry			403-637-2540
	Ryan Morrison Ext 169	Director of Disaster Services		403-586-0040
RCMP Office 335-3382	Amanda Usselman Steven Williams	Constable Constable	(Emergency)	(Emergency)

**Alternate locations in case of school evacuation:**

Congregational Church	637-3768
Cremona Hall	637-2763
Gold and Silver Club	637-2873
Hugh Sutherland School	335-3326