



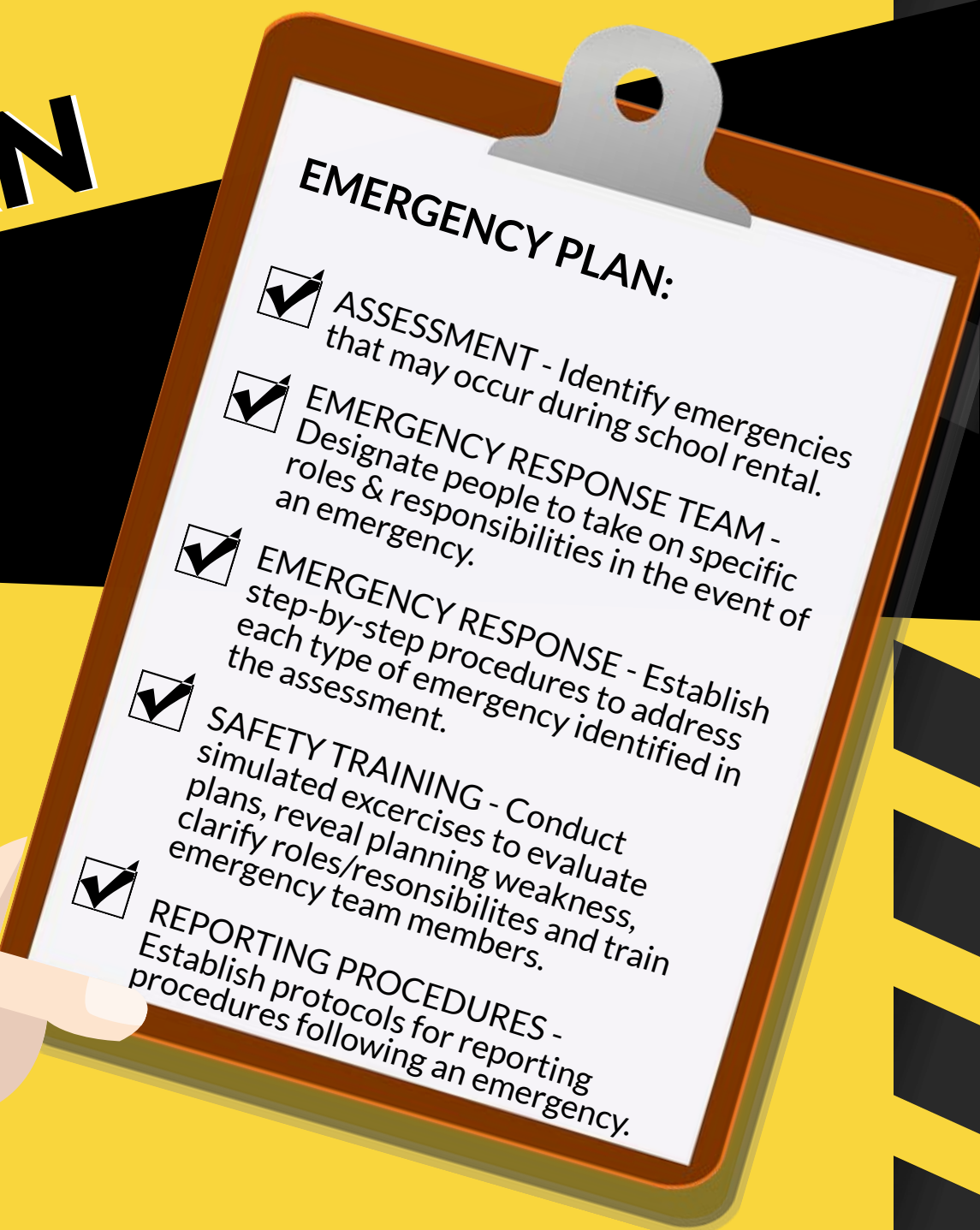
BE READY - MAKE A PLAN ARE YOU PREPARED?

All rental groups **must** have a plan in place to deal with emergencies while on board property.

BE PROACTIVE - NOT REACTIVE PLAN AHEAD - BE PREPARED

Developing an Emergency Plan is similar to purchasing insurance - you hope you never have to use it but if you do you're glad it's there.

When developing your plan consider the following:



1 ASSESSMENT Identify emergencies that may occur

Emergency situations can occur at any time, and can arise from a number of causes such as; medical emergencies, fire, natural disasters and physical threats.

Consider emergency situations that might occur during your school rental, these may vary, depending on the program you are running.

Sports programs may want to include a section on concussions in their plan.

If you are hosting a large community event you may want to include a detailed evacuation procedure.

Your local Fire Department can be an excellent resource when developing an Emergency Plan.

Stay connected, subscribe to receive local emergency alerts and follow @ OntarioWarnings on "X" (Twitter).

2 FAMILIARIZATION Know your surroundings

Familiarize yourself with the school's layout; closest fire exits, AED location, areas designated by school as 'Tornado' safe spots' and outdoor 'assembly area'.

Contact the Rental Office to book a tour of the school before your rental and include a school floor plan in your Emergency Plan.

3 EMERGENCY TEAM Designate roles & responsibilities

Designate responsible adults to form an Emergency Response Team with assigned roles such as;

First Aid Responder - responsible for providing acute care in a emergency situation.

Call Person - it may be necessary to call for Emergency Services so this person should be calm under pressure, always have a cell phone with them and know the schools location and address.

Emergency Supervisor - in the event of an emergency this person would secure the scene, supervise non-injured participants and, if necessary, vacate people to a safe location.

4 EMERGENCY PROCEDURES Step-by-step actions

Establish step-by-step 'Emergency Response Procedures' to address each type of emergency identified in the assessment.

5 SAFETY TRAINING Simulated exercises

Safety training exercises can test and evaluate your emergency procedures, reveal planning and weaknesses and clarify Emergency Response Team members roles and responsibilities.

6 REPORTING PROCESS

Establish protocols for reporting procedures to follow an emergency situation has occurred.

The following *Emergency Plan* is an **EXAMPLE**, meant to assist you in the development of your own plan.

You should develop an Emergency Plan for each school your organization rents.

The following *Emergency Plan* is an **EXAMPLE**, and is meant to assist you in the development of your own plan.

You should develop a plan for each school your organization rents.

EMERGENCY PLAN

for

Name of School: ABC Secondary School

School Address: 123 First Street, Sarnia

Date Prepared: September 10, 2024



EMERGENCY RESPONSE TEAM

FIRST AID RESPONDER

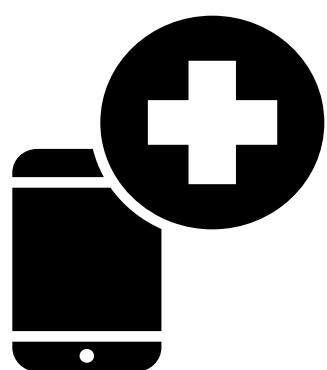
Julia Williamson is designated as the "FIRST AID RESPONDER"

- Responsible for providing acute care in an emergency situation
- Has First Aid Training
- Has immediate access to a First Aid Kit
- Knows where the Automated External Defibrillator (AED) is located within the school
- Has immediate access to participants medical profiles

CALL PERSON

Desmond McPatrick is designated as the "CALL PERSON"

- Responsible for contacting emergency services in the event of an emergency
- Is calm under pressure and communicates well
- Has a fully charged cell phone with them at all times during the rental period
- Knows the schools location and address
- Has immediate access to emergency contact information for all participants.



IF YOU HAVE TO CALL 9-1-1

- State the emergency
- Allow the 911 dispatcher to direct the conversation
- Answer questions in a clear, calm manner
- DO NOT hang up until the dispatcher says to do so

EMERGENCY SUPERVISOR

Marianne Evans is designated as the "EMERGENCY SUPERVISOR"

- Immediately stops all activities if an emergency situation arises
- Supervises non-injured participants
- Establishes safety of the scene and, if the site is unsafe, vacates participants to a safe location
- Knows who requires extra assistance.
- Knows where closest fire exits are and where the school's outdoor assembly is.
- Has immediate access to attendance list and utilizes the list to account for all participants

FIRST AID CHECKLIST

- ✓ First Aid manual
- ✓ Disposable non-latex gloves
- ✓ Barrier devices (face shield)
- ✓ Sterile gauze pads in assorted sizes
- ✓ Adhesive tape and bandages
- ✓ Scissors, tweezers, safety pins
- ✓ Elastic bandage, splint, roller bandages
- ✓ Antiseptic wipes or soap
- ✓ Pencil and pad
- ✓ Emergency blanket
- ✓ Eye patches
- ✓ Thermometer
- ✓ Instant ice packs
- ✓ Flashlight, with extra batteries



EMERGENCY RESPONSE PROCEDURES

- 4 INJURIES
HEAD INJURIES AND CONCUSSIONS
- 5 MEDICAL EMERGENCIES
- 6 SECURITY
SHELTER-IN-PLACE
TORNADO PROCEDURE
EMERGENCY LOCK-DOWN
- 7 FIRE EMERGENCY
- 8 SAFETY TRAINING
- 9 EMERGENCY REPORTING PROCEDURES

While people may talk about what they would do if an emergency occurred the ability to deal with an emergency is largely dependent on the planning and training that has been implemented before an emergency arises.

EMERGENCY RESPONSE PROCEDURES

INJURIES



If a non-life threatening injury occurs that restricts activity or causes pain as a result of action or in-action:

FIRST AID RESPONDER

- Evaluate the injury, decide if it is a life threatening medical emergency
- If it is a life threatening medical emergency follow the established procedure
- If the assessment deems the injury minor and not life threatening then administer appropriate first aid

CALL PERSON

- If appropriate notify the parents/guardians of the injured person
- Notify the school custodian that an injury has occurred

PERMIT HOLDER

- Report the incident to the Rental Office the next business day using the online Injury Report.
- To complete the online report, go here - <https://cklass.ca/services/community-use-of-schools/incident-reporting/>
- Even an injury doesn't appear serious it's important to complete an Injury Report, especially when someone received medical or dental attention.
- The rental group should also report the incident to their insurance company, whether that's through the OSBIE Community User Group Insurance program or another insurance provider.

HEAD INJURIES AND CONCUSSIONS

Symptoms observed in the case of a concussion include headache, dizziness, loss of consciousness, nausea, lethargy, memory loss, confusion or disorientation, vacant stare, lack of focus, ringing in the ears, seeing stars or flashing lights, speech impairment, balance impairment, and problems with sight.

Other signs may include a major decrease in performance, difficulty following directions, slow responses to simple questions, and displaying inappropriate or unusual reactions or behaviours.

If the person is unconscious or displays significant changes in mental status following the head injury then treat as a **LIFE THREATENING MEDICAL EMERGENCY**.

A participant showing concussion symptoms should **not be allowed** to return to the activity, should not be left alone and should be monitored. He/she should be medically evaluated as soon as possible following the injury. If concussion symptoms reoccur then treat as a **LIFE THREATENING MEDICAL EMERGENCY**.



MEDICAL EMERGENCIES



In the event of a LIFE THREATENING MEDICAL EMERGENCY:

((Life threatening medical emergency may involve: choking, non-breathing, lack of pulse, chest pain, shortness of breath, severe bleeding, trauma, altered level of awareness, inability to move arms or legs or lost feeling in them))

“EMERGENCY SUPERVISOR” - control the environment so no further harm can occur

- Immediately stop all activities
- Ensure non-injured participants are supervised during the emergency
- If the site is unsafe vacate to a safe location and secure the site

“FIRST AID RESPONDER” - provide first aid care until Emergency Services take over

- Stay calm, take control and assess the situation
- Evaluate the injury, decide whether it is a life threatening medical emergency
- Instruct “CALL PERSON” to call 911
- Provide First-Aid care to injured party
- If applicable send responsible individual for school’s Automated External Defibrillator (AED)
- Stay with injured person until emergency personnel arrive



“CALL PERSON” - ensure emergency medical service is obtained

- Call 911
- State your emergency
- Listen and allow the 911 dispatcher to direct the conversation
- Be prepared to answer questions in a clear, calm manner such as; your name, nature of the emergency, name & location of school, steps taken so far to deal with emergency
- Send a responsible individual to meet/direct emergency personnel to the emergency site
- DO NOT hang up until the dispatcher says to do so
- Follow established protocol with regard to notifying the parents/guardians of injured person
- Send a responsible individual to notify the school custodian that a medical emergency has occurred.

PERMIT HOLDER

- Report the incident to the Rental Office the next day using the online Injury Report.
- To complete the online report, go here - <https://cklass.ca/services/community-use-of-schools/incident-reporting/>
- The rental group should also report the incident to their insurance company, whether that's through the OSBIE Community User Group Insurance program or another insurance provider.

CRITICAL INJURY is an injury that: places life in jeopardy; produces unconsciousness; results in substantial blood loss; involves the fracture of a leg or arm or amputation of a leg, arm, hand or foot; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

EMERGENCY RESPONSE PROCEDURES

SECURITY

External school doors are locked at all times and for safety reasons cannot be propped open so the entrance door should be monitored for late arrivals. If you think a person is in the school without permission or is carrying on a prohibited activity and they refuse to leave then notify the custodian. If the custodian's unavailable then determine if you should contact the police.

SHELTER-IN-PLACE

The following external threats could lead to the decision to shelter-in-place; severe or destructive weather, chemical or biological containments released in the environment, an on-going situation outside the school (e.g. police matters), a major incident of violence or threat of violence outside the school.

In the event of a shelter-in-place situation:

- Close, lock and stay away from external doors and windows
- Stay in the sheltered area until it is safe to vacate

TORNADO PROCEDURE

“EMERGENCY SUPERVISOR”

- Immediately stop all activities
- Move participants to an interior room or hallway without windows on the lowest level of the building (avoid large open-span rooms such as gymnasiums, auditoriums or cafeterias)
- If necessary provide assistance to disabled persons
- Stay away from windows, doors and outside walls
- Remain in safe location until it is safe to vacate
- If a tornado has occurred follow **EVACUATION PROCEDURE**

EMERGENCY LOCK-DOWN

In response to a MAJOR INCIDENT OF VIOLENCE OR THREAT OF VIOLENCE within the school or in relation to the school:

“EMERGENCY SUPERVISOR” – Secure location

- Immediately stop all activities
- Gather participants in a secure location
- Lock the doors and turn off the lights
- Ensure participants remain **SILENT** and cell phones should be shut off or put on vibrate
- Disregard fire alarm unless immediate danger of fire or smoke
- Remain in secure location until the Lockdown is terminated by the police

“CALL PERSON” - Call 911 - **DO NOT** assume that someone else has already called

- State your emergency
- Listen and allow the 911 dispatcher to direct the conversation
- Answer questions in a clear, calm manner
- DO NOT hang up until the dispatcher says to do so

EMERGENCY RESPONSE PROCEDURES

EVACUATION

An emergency may arise at any time requiring evacuation of the school. In the case of fire, the immediate response is to activate the fire alarm and evacuate. The decision to evacuate in other situations, such as a gas leak, should be made after accessing possible hazards inside and outside the school.

In the event of an evacuation:

“EMERGENCY SUPERVISOR”

- Immediately stop all activities
- Calmly assist in enabling a safe, orderly evacuation via the nearest emergency exits
- Use stairs only, DO NOT use elevators
- If necessary provide assistance to disabled persons
- Meet at prearranged assembly area
- Take a head count to ensure everyone is accounted for
- Ensure no-one returns to the building until it is determined it is safe to do so by appropriate Emergency Responders

“CALL PERSON” - Call 911 - DO NOT assume that someone else has already called

- State your emergency
- Listen and allow the 911 dispatcher to direct the conversation
- Answer questions in a clear, calm manner
- DO NOT hang up until the dispatcher says to do so

FIRE EMERGENCY

If you **DISCOVER A FIRE** - Leave the fire area immediately, close doors behind you and sound the Fire Alarm at the closest pull station

If the **FIRE ALARM SOUNDS**:



“EMERGENCY SUPERVISOR”

- Immediately stop all activities
- Calmly assist in enabling a safe, orderly evacuation via the nearest emergency exits
- Use stairs only, DO NOT use elevators
- If necessary provide assistance to disabled persons
- If time permits, close all doors behind you to isolate the fire and control the spread of smoke
- Meet at prearranged assembly area
- Take a head count to ensure everyone is accounted for
- Ensure no-one re-enters the building until permission is given by the Fire Department

“CALL PERSON” - Call 911 - DO NOT assume that someone else has already called

- State your emergency
- Listen and allow the 911 dispatcher to direct the conversation
- Answer questions in a clear, calm manner
- DO NOT hang up until the dispatcher says to do so

SAFETY TRAINING EXERCISES

Emergency Response Procedures can't be considered reliable until they are exercised and proven to be effective, especially since false confidence can be placed in the integrity of a written plan.

Effective Safety Drills simulate emergency situations in the most realistic manner possible, their goal is to:

- Provide an opportunity for Emergency Response Team to practice their roles.
- Test and evaluate Emergency Response Procedures, particularly to explore any weaknesses in the procedures.
- Train participants – research indicates people generally respond to an emergency in the way they are trained.

It's **important to conduct a Safety Drill during the first rental period at the school** and then additional drills can be scheduled on a random basis, held at unexpected times and under varying conditions, to simulate the unusual conditions that can occur in an actual emergency situation.

Emergency Response Team members are responsible for overseeing Safety Drills and completing Safety Drill Evaluations.

Research indicates that people generally respond to an emergency in the way that they are trained.

SAFETY DRILL EVALUATION

Date of drill: _____

Type of Drill

- Evacuation
- Medical Emergency
- Tornado
- Other: _____

Participating *Emergency Response Team* members

- First Aid Responder
- Call Person
- Emergency Supervisor

What went well?

What needs to improve?

SAFETY DRILL EVALUATION

Date of drill: _____

Type of Drill

- Evacuation
- Medical Emergency
- Tornado
- Other: _____

Participating *Emergency Response Team* members

- First Aid Responder
- Call Person
- Emergency Supervisor

What went well?

What needs to improve?

EMERGENCY REPORTING PROCEDURES



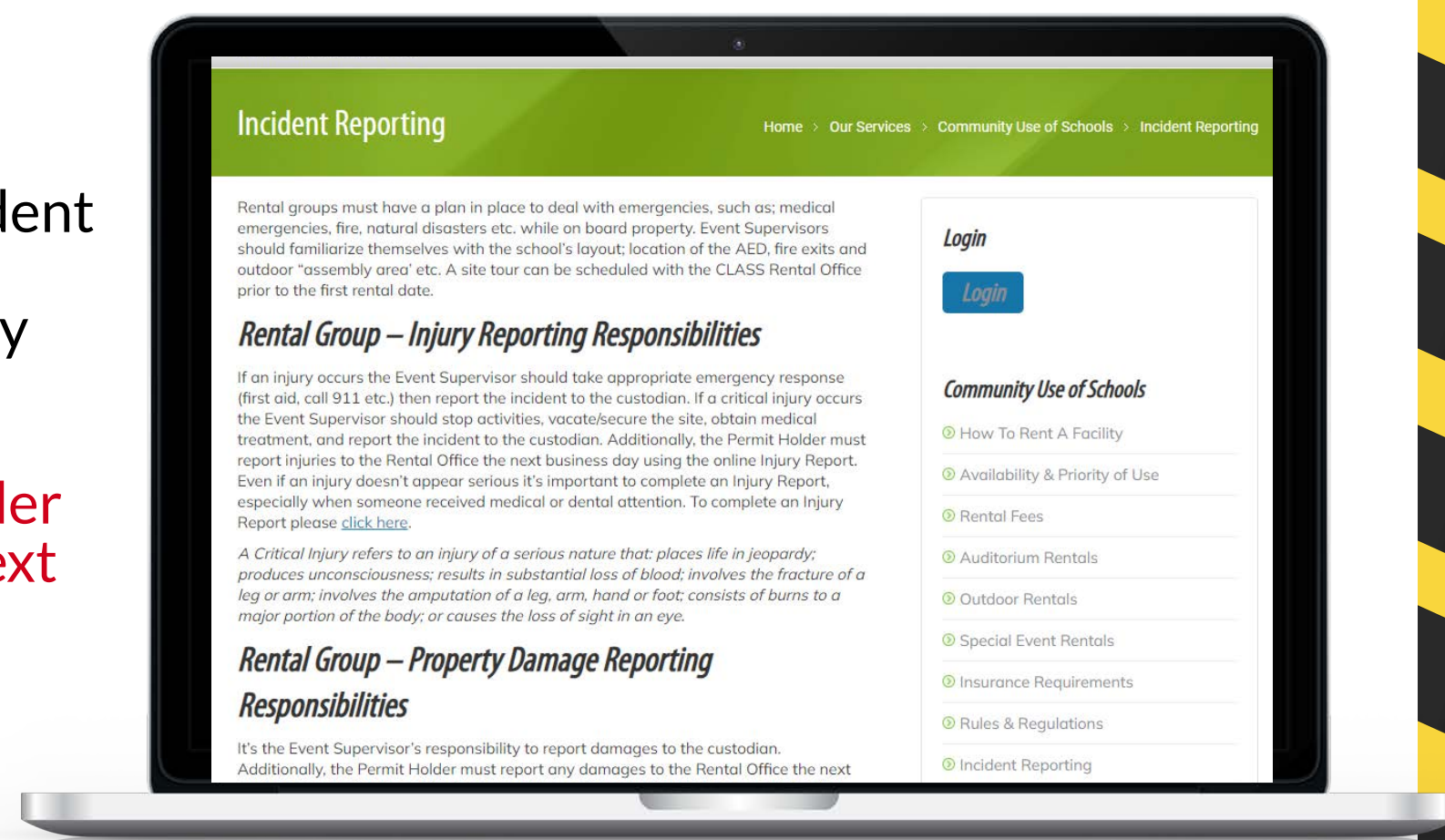
Who's responsible for reporting an injury or incident that occurs during a school rental period?

If an injury occurs during a community use of schools booking, the rental group must notify the custodian working at the school during the booking.

Additionally, the Permit Holder must report the incident to the Rental Office **the next business day** using the online Injury Report. The report is to be completed by the Permit Holder NOT the injured party.

If the injury was a CRITICAL INJURY the permit holder MUST report the incident to the Rental Office the next day!

To access the injury Report go to <https://cklass.ca/services/community-use-of-schools/incident-reporting/>



What type of injuries should be reported?

Even if an injury doesn't appear to be serious it's important to let the custodian know that it occurred, and to complete an Incident Report, especially when someone receives medical or dental attention. If the injury is a Critical Injury then it MUST be reported.

If you are unsure if you should report an injury, report it.

CRITICAL INJURY is an injury that: places life in jeopardy; produces unconsciousness; results in substantial blood loss; involves the fracture of a leg or arm or amputation of a leg, arm, hand or foot; consists of burns to a major portion of the body; or causes the loss of sight in an eye.



What information is required when completing an online Injury Report?

- Details of the Incident (date, time & location)
- Description of the injury
- Description of the Incident and it occurred
- Actions taken (e.g. administered First Aid)
- Contact information on the injured person and, if possible, at least one witnesses