

Sundre Emergency Contacts

Emergency Services	911
RCMP Non-Emergency	403-638-3675
Sundre Hospital	403-638-3033
Sundre Fish & Wildlife	403-638-3805
Town of Sundre	403-638-3551
Sundre High School	403-638-4545
River Valley School	403-638-3939
Chinook's Edge School Division	403-227-7070

Location

Sundre High School	102 - 2nd Avenue N.W. Sundre, AB
River Valley School	310 Center Street N. Sundre, AB

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.