

**PORTER CREEK SECONDARY SCHOOL**  
**2025 STAFF EMERGENCY PROCEDURES**

**IN AN EMERGENCY**

**911 or 867-668-9911**

FIRE DEPARTMENT

867-668-2462

POLICE

867-667-5555

AMBULANCE

911 or 668-9911

WHITEHORSE GENERAL HOSPITAL 867-668-9911

AFTER HOURS CALL

867- 667-5726

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**INFORMING THE MEDIA**

In the event of an emergency or crisis, the Principal or someone appointed by the Department of Education will speak publicly for the school. Remember that it is important that you do not speak to the media about events unless you have been authorized by the Department of Education. The contact phone number for Communications Division is: 393-7102.

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**POWER OUTAGE**

1. Remain calm.
2. During class time remain in the room with your students.
3. If you are out of class time, proceed cautiously to an area that has emergency lights.
4. If instructed, evacuate the building according to the emergency evacuation plan.

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**FLOODING AND WATER DAMAGE**

1. Remain calm
2. Locate the source. Inform the office of the exact location and severity of the event.
3. Determine if there are any records or equipment that are in imminent danger.
4. If there are electrical appliances or outlets near the leak, evacuate the area.
5. Stop the source if it does not place you in personal danger (open tap or clogged drain)
6. Protect the records and equipment by covering with plastic or removing to a safe area if there is no personal safety concern.
7. Take only steps needed to reduce or avoid immediate water damage.

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## **MEDICAL EMERGENCY**

1. Call the office to notify the First Aid Attendants.
2. If the situation is serious call 9-911 or contact the office to call 9-911.
3. Unless it is a life-threatening situation do not attempt to render first aid.
4. Do not attempt to move a person who has fallen or is in pain.
5. Avoid unnecessary conversation with, or about, the ill or injured person. Limit your conversation to quiet reassurances.
6. Have staff assist in keeping non-essential persons from the scene.
7. After the person has been taken care of and the incident is over complete an *Accident Report form*.
8. Do not start rumors. Do not speak to the media.
9. Counseling is available through the counseling department.

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## **EXPLOSIONS**

1. Remain calm.
2. Be prepared for possible further explosions.
3. Crawl under a desk or table.
4. Stay away from windows, skylights, overhead fixtures, filing cabinets, bookcases and electrical equipment.
5. If an evacuation is ordered please follow the evacuation procedure.
6. Do not move injured people unless they are in obvious danger (fire, building collapse, etc.)
7. Open doors carefully. Watch for falling objects.
8. Do not use matches or lighters.
9. Seek the appropriate medical attention once the class or people have evacuated.
10. Avoid using telephones.
11. Do not start rumors. Do not speak to the media.

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## **CHEMICAL SPILLS AND FIRE**

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water.
2. Evacuate the area if there is any personal danger.

3. Notify the office of the spill.
4. Seek the proper medical treatment.

*If a chemical fire occurs:*

1. Remain calm.
2. Pull the fire alarm
3. Evacuate the area.
4. If the fire is small attempt to put it out once the area has been evacuated. Do not jeopardize your personal safety.
5. Close all doors and windows behind you to confine the fire. Evacuate to a safe area.
6. Do not break windows. Oxygen will fuel the fire.
7. Do not attempt to save personal possessions or enter the evacuated building.
8. Inform the administration of any known chemicals involved in the fire.
9. Do not return to the area until it has been cleared through the administration.
10. Do not talk to the media.

**Note: Please note the locations of alarm pull stations in your area and the evacuation routes.**

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## **FIRE**

Fires that cause monetary loss can be avoided if there are sound fire prevention practices. Report all hazards and educate us on fire prevention. When a fire is noticed or the alarm sounds, document any students out of class for administration.

1. Remain calm
2. Pull the fire alarm.
3. Evacuate the class or area according to the evacuation plan. Evacuate to Jack Hulland Elementary School if the weather is inclement.
4. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug).
5. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
6. Never allow the fire to come between you and the exit.
7. Close doors. Do not open hot doors. Before opening any door touch it near the top. If the doors is hot or if smoke is visible, do not open the door.
8. Do not attempt to save possessions at the risk of personal injury.
9. Do not return into the building until the administration instructs you to do so.
10. Do not talk to the media.

11. Please inform the administration of any knowledge of the fire.
12. Do not leave the school grounds until cleared to do so if the alarm has been activated. Note: Know the floor plans and escape routes in your area.

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## **EARTHQUAKE**

*If you are inside:*

1. Remain calm.
2. Watch for falling objects.
3. Crawl under a desk or table, or stand in a doorway.
4. Stay away from window, mirrors, fixtures, filing cabinets and electrical equipment.

*If you are outside:*

1. Move to an open area away from buildings, trees and power lines.
2. If you are forced to stay near a building, watch for falling objects.

*If you are in an automobile:*

1. Stop your vehicle in the nearest open area. Avoid bridges and overhead lines.
2. Stay in the vehicle until the shaking stops.

*After the earthquake:*

1. Remain calm.
  2. Be prepared for aftershocks.
  3. Evacuate the area according to the evacuation plan.
  4. Do not move seriously injured people unless they are in imminent danger (fire, building collapse).
  5. Open doors carefully. Watch for falling objects.
  6. Do not use elevators.
  7. Do not use matches or lighters.
  8. Avoid using telephones.
  9. Do not spread rumors.
  10. Be prepared to administer first aid since emergency services may be delayed.
  11. If the local area is deemed unsafe the evacuation will move to Jack Hulland Elementary School.
  12. Do not leave the scene until instructed to do so.
  13. Do not enter the building until instructed to do so.
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## **PHONE THREAT, MAIL THREAT & SUSPICIOUS ITEMS**

It is possible that any staff member might someday receive a threatening telephone call, threatening letter, suspicious parcel or discover a suspicious object on the premises.

*If you receive a telephone threat:*

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you may gather information.
3. Promptly complete a report on the caller, writing down as many details as possible. This information will be needed later by the police.
4. Notify the administration as soon as possible.
5. Do not discuss the threat with other staff.
6. If an evacuation is ordered by the administration, refer to the evacuation plan.

*If you receive a suspicious parcel, or if you find a suspicious parcel on the premises:*

1. Do not handle or go near it.
2. Notify the administration immediately.
3. Promptly write down everything you can remember about the parcel or of finding it.
4. Remain calm. Do not discuss with other staff.
5. If an evacuation is ordered go, to your designated safe area.

**Note: There is a phone threat form at the end of this document.**

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## **PERSONAL SAFETY**

1. In the event of theft, vandalism, threatening/violent person or other serious matters, notify the office immediately.
2. If possible, signal a colleague to inform the administration and start appropriate evacuation procedures.
3. If the events occur after regular office hours, call 9-911. Identify yourself, telephone number, location, and nature of the incident.
4. Make a written record of the date, time, nature of the incident, time you called police and the police file number.
5. At the earliest convenient time notify the administrator.

*Working after regular hours:*

1. Take extra precautions. Work with a partner. Have someone to contact on a regular basis. Keep your work area secure. If possible work in an area with a phone.
2. Call 9-911 if any problems occur.
3. Know your escape routes and secure areas.

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## **SCHOOL LOCKDOWN**

1. The following procedure is for use when there is an extreme safety concern (violent intruder, weapons, etc.) within the building. When this plan is put into effect it must be taken very seriously.
2. As soon as possible administration must be notified of the situation by contacting the office
3. Call 9-911. Identify yourself, telephone number, location, and nature of the incident.
4. The office will contact the Dept of Ed to inform them of the lock down (667-5180).
5. A school administrator or Department of Education staff will contact classes outside the school.
6. Upon hearing ‘Lockdown’ on the PA teachers are to quickly check the hallway outside of their doorway, get any students and staff inside the classroom, lock the door and get students away from the door and behind desks.

If this occurs at a break, staff must quickly get students into the nearest classroom and lock the doors.

Classes that can hear the PA announcement are asked to report to Jack Hulland Elementary School as quickly as possible for safety (contact the school upon your arrival).

7. It is important that everyone remain in a locked room until information is given by the administration to do differently. NO ONE may leave the room for any reason.

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## **EVACUATION PROCEDURE, ROUTES AND FLOOR PLAN**

*In advance each person and class should:*

1. Understand the evacuation plan. **Read it before an emergency occurs.**
2. Know at least 2 ways of exiting the building from their work area.
3. Evacuate the building even if they believe it is a false alarm or practice alarm.
4. Never enter the building once evacuated until given permission by the administration.

**Follow the procedure on the evacuation plan.**

**The alternate site for PCSS is Jack Hulland Elementary School GYM 867-667-8496**

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## PORTER CREEK SECONDARY SCHOOL – SCHOOL FIRE ALARM PROCEDURES

**When a fire alarm rings, the teacher should follow these procedures:**

**Teachers in Classes:** Have the students move quickly and quietly out of the building through the designated exit. Make sure windows and doors are closed and that all students have left the room. Take your class list and daily absentee list with you. Once outside, check your attendance and send a runner to report to the person responsible for your area.

**Office Staff:** Each member of the office staff has been assigned to the main reporting area.

**All Clear:** When the cause of the alarm has been found and it is safe to enter, the assembly areas that have been reported and have been cleared will be instructed to reenter the building via the radio. As well, three short bells will be sounded to indicate all clear.

### 1. Designated Assembly Areas

When the fire bell rings, direct your students to the specified exit to assemble in the following areas: (a member of the office staff will be assigned to the main assembly area).

**All EA's who are not 1-1 must report to the muster station.**

- a) **Designated AREA 1 - Exits #1, #2, #13, and cafeteria** will assemble in the outside of **Basketball Court east of the school** and report to Mr. Falkenberg **OR** to Ms. Seymour in Mr. Falkenberg's absence.
- b) **Designated AREA 2 (WT) - Exits #3, #4, and #5** will assemble at the **Staff Parking** south of the school and report to Mr. Comeau **OR** to Mr. J Hale in Mr. Comeau's absence.
- c) **Designated AREA 3 (WT) - Exits #6, #7, 8, and portables 161 and 162** will assemble at the **Turn-around near the baseball field** and report to Ms. Payne **OR** to Ms. McIntyre in Ms. Paynes' absence.
- d) **Designated AREA 4 - Exits #9, and #10a, #10b, #10c** will assemble at the north **end of the Soccer Field in front of the school** and report to Mr. MacDonald **OR** to Mr. Gustafson in Mr. MacDonald's Absence.
- e) **Designated AREA 5 - Exit #12** will assemble at the south end of the **Soccer Field** and report to Mr. Schroeder **OR** to Mr. Bowen in Mr. Schroeder's absence.
- f) The following staff will search the following areas before leaving the building
  - Gym area and locker rooms – Mr. MacDonald.
  - Cafeteria SWEEP – Mr. Giangrande
  - Halls Downstairs SWEEP – Ms. Deo
  - Halls Upstairs SWEEP – Ms. Cross



Washrooms across from staff room – Mr. Gustafson and Ms. Payne

Washrooms near room 111 – Mr. Hale and Ms. Greve

Washrooms near room 146 – Mr. Schroeder and Ms. Ferris

Washrooms near room 206 – Mr. Wedge and Ms. Miller

2. Take the class list, close the windows, shut off the lights, close the classroom doors and **lead** your students to the specified area.
3. If the regular exit is blocked, escort your students to the alternate exit.

#### Entering and Exiting

- a) The **first** students to reach the exit doors **will hold them open** for the other classes when the building is cleared; these students will close the door and report to their subject teacher.
  - b) When reentering the building, use the same procedure.
4. When the students are assembled in the specified area, call the roll from the class list.
  5. Only those students who seem to have disappeared between the classroom and the assembly point need to be reported.
    - If everyone is accounted for, write “All Clear” across your class list,
    - If students are missing, Highlight or Circle those student names on your class list, and
    - Provide all class lists to the designated area Teacher in your area. The designated area Teacher will report to the Office Staff - via a radio (channel 14).
  6. Please take your classes through trial attempts at regular intervals. This will ensure an orderly dismissal when we have a drill.
    - Report only students who appear to have gone astray between the classroom and the outside assembly area. Report as soon as possible to the Office Staff. Reports must be relayed before alarms are shut off and all clear sounded.

**EVACUATE AND REMAIN OUTDOORS UNTIL YOU ARE TOLD TO RETURN. REMAIN CLEAR OF ALL ROADWAYS UNTIL YOU ARE TOLD TO RETURN**

TEACHERS ARE TO LEAD THE WAY OUT OF THE SCHOOL

|                                                                       | Designated Fire Exits  |                        |
|-----------------------------------------------------------------------|------------------------|------------------------|
| Room #                                                                | Regular                | Alternate              |
| 1 <sup>st</sup> Floor                                                 |                        |                        |
| Office, rms #166, 167, & 168                                          | Exit #1                | Exit #13               |
| Library, counsellors office, room #224, conference room and staffroom | Exit #2                | Exit #3                |
| Rms #120, 122 and 125                                                 | Exit #3                | Exit #4                |
| Woodshop, metal shop and rm# 118                                      | Exit #4                | Exit #3                |
| Rms #111, 113 and 115                                                 | Exit #5                | Exit #6                |
| Rms #105, 106, 107, 108, 109 and 110                                  | Exit #6                | Exit #7                |
| Rms #101, 103, 104 and bandroom                                       | Exit #7                | Exit #8                |
| Rms #134 and 136                                                      | Exit #8                | Exit #7                |
| Hemlock Cafe                                                          | Exit #9                | Exit #7                |
| Gymnasium                                                             | Exit # 10a, 10b or 10c | Exit # 10a, 10b or 10c |
| Rms #146, 147, 148, 149, 150, 206, 207, 208, 209 and 210              | Exit #12               | Exit #13               |
| Cafeteria                                                             | Cafeteria Exits        | Cafeteria Exits        |
| Rms# 141, 143, 145, 201, 202, 203 and 205                             | Exit #13               | Exit #1                |
| Portables (Rm 161, 162, 165)                                          | Portable Exits         | Portable Exits         |

**The alternate site for PCSS is Jack Hulland Elementary School GYM 867-667-8496**

**FIRE ALARM REGULATIONS- ADDENDUM** (For use only when classes are NOT in session)

i.e.: Prior to 8:38 am during scheduled breaks 9:59 – 10:15, 11:34 – 12:15, 1:35 – 1:45, or following dismissal at 3:04.

In the event of an emergency the following process will apply, if: **a)** the fire alarm sounds during NON-Class time, OR **b)** if an EVACUATION is called over the PA system:

It is important for Teachers to note that a REAL evacuation would be called over the PA three (3) times, Evacuate, Evacuate, Evacuate, THIS IS NOT A DRILL.

**EVACUATION PLAN:**

1. Everyone in the building (staff & students) will proceed out of the building through the nearest exit;
2. Everyone (staff & students) will gather in the **Student Parking Lot**;
3. Teachers need to position themselves as a **“front line”** in the parking lot so students can easily SEE & ACCESS them. Teachers will form a line along the woods near the narrow portion of the parking lot. There needs to be enough room for students to gather around or in front of Teachers in some manner;
4. EA's will usher students to the parking lot facing the Teachers.
5. Once everyone is out of the building an Administrator will signal students (bull horn) to report/gather with their **first block teacher**;
6. Each teacher will send a runner to report their “ATTENDANCE” to the Muster Station (near the entrance to the parking lot). This can be done with a piece of paper if available or verbal. EA's & Counsellors need to report to the muster station to be accounted for. **All PCSS Staff needs to be accounted for at the Muster Station in the event that further emergency response is required.**
7. Staff and students will remain in first block formation and wait for further instructions depending on the emergency situation.

ALL CLEAR IS THREE SHORT BLASTS OF THE REGULAR BUZZER. IT NORMALLY WILL NOT SOUND UNTIL THE FIRE ALARM HAS BEEN SILENCED.

## TELEPHONE CHECK LIST/BOMB THREAT

TIME: \_\_\_\_\_AM/PM

DATE: \_\_\_\_\_

Exact Wording of threat

Voice Description

Male

Female

Young

Old

Accent

Speech Characteristics/Impediments

Manner

Sober/Intoxicated

Background Noises

Did the caller appear familiar with the area?

Additional Information

Call Duration

Other information

Signature of recipient\_\_\_\_\_

Notification:

Name:\_\_\_\_\_

Phone:\_\_\_\_\_

Location:\_\_\_\_\_