

EMERGENCY EVACUATION CONTINGENCY PLAN

Aim: The aim of this plan is to describe the immediate actions to be taken should an emergency evacuation become necessary during the Shaftesbury High School Safe Grad activities.

Definition: The term “emergency evacuation” in this plan is used to describe the need to remove **all** participants from the safe grad area and the hotel due to a fire alarm (real or false) or other reason. This plan will be executed if a fire alarm is sounded or on the direction of one of the Co-Chairs. The most important issue should this plan be required is the safe evacuation of everyone from the floor including the washrooms.

Initial Actions for each room: When notified that an evacuation is required (either through an alarm or direction from a volunteer coordinator) volunteers must be to direct the students to the nearest emergency exit in the room. Students must not be permitted to go to another room in an attempt to retrieve their belongings or meet a friend, the nearest available exit must be used. Once the volunteers have ensured that the room has been cleared, the volunteers must check to ensure that the doors have been closed and then leave the room themselves through the same exit that they have directed the students through.

Initial Actions for Coordinators : When notified that an evacuation is required (either through an alarm or direction from a the Safe Grad Co-chairs) coordinators will ensure that their specific area of responsibility have been evacuated by assisting the other volunteers in that area. If possible, the coordinators will designate a volunteer to lead the students out of the hotel to the rendezvous area. The Safe Grad co-chairs will be the last to leave the floor after ensuring that everyone else has left. The Security coordinators will ensure that the student change rooms have been locked prior to assisting the co-chairs in ensuring that the floor has been completely evacuated.

Securing of the Prizes: Securing of the prizes may be attempted only if there is no immediate danger (i.e. smoke) present. The prize committee may try to secure the prizes prior to leaving the area, but this will not be done if there is smoke present on the floor or if, in the opinion of anyone present, it would be unsafe to delay evacuating.

Rendezvous Area: The area to the east of the hotel has been designated the rendezvous area for the Shaftesbury Safe Grad. When the students have been evacuated they should be directed to head to this area and await further instructions. Coordinators should designate other volunteers to lead the students to this location once they are safely outside the hotel. Once everyone has been evacuated from the safe grad area and as many as are possible have reached the rendezvous area, the co-chairs will attempt to determine if re-entry is possible (i.e. false alarm). All other coordinators are to meet the Co-Chairs at the Southwest corner of the parking lot to await further direction. If re-entry is possible the co-chairs will advise that we will be activating the re-entry contingency plan. If re-entry will not be allowed, all volunteers will be instructed to keep the students grouped together as much as is possible while the co-chairs decide if the shut down plan is needed.

ISOLATION CONTINGENCY PLAN

Aim: The aim of this plan is to describe the immediate actions to be taken should an area of the safe grad need to be isolated due to an altercation, accident or medical emergency.

Definition: The term “isolation” in this plan is used to describe the need to remove as many people as possible from a particular area. This could include the main ballroom, games area, washrooms or any other area as needed. This plan will be executed on the direction of one of the Co-Chairs or Security Coordinators.

Safety Considerations: All coordinators must ensure that their committee members know that they are not expected to physically break up an altercation. Any volunteer is expected to use common sense and may speak to any instigators in an attempt to diffuse a situation, but no one is expected to get between two belligerents and put themselves at risk. There are two police officers in attendance throughout the evening and they will be responsible for controlling any violent incidents. The Security and Co-chairs will be available throughout the evening and any volunteer can approach them to speak to an individual or group of individuals should they be concerned that a situation is developing. The Co-Chairs and Security Coordinators have the authority to eject any student who is causing a disturbance or putting him or herself, or others, at risk by their behaviour. If required, the police officers will assist in removing students who will not obey the direction of the Co-Chairs or Security Coordinators.

Initial Actions for Coordinators: When notified that isolation is required (through direction from a co-chair or Security Coordinator) coordinators should attempt to keep those students that are in their area in the room and not allow them to go see “what’s going on”. Students should not be permitted to go to another room until it has been confirmed that that area is not in isolation. For example, if the washroom area is being isolated there should be no restriction for a student to go from the main ballroom to the games area. If the isolation is required in their room, the coordinators should attempt to keep the other students not involved away from the area and enlist the help of Security in this regard. The coordinators will keep the students in their area until advised by the Co-Chairs or the Security Coordinators that isolation is no longer required.

Initial Actions for Security Coordinators: When notified that isolation is required (through direction from a co-chair or other Coordinator) the Security coordinators should attempt to advise the co-chairs as soon as possible what the nature of the incident is. The police officers will be called to attend any violent altercations and the Security coordinators will ensure that their committee members are aware that they must keep those students that are in their area in the room and not allow them to go see “what’s going on”. The Security Coordinators will advise when the isolation plan can be lifted and will pass the word to the co-chairs and the other coordinators.

Initial Actions for the Co-Chairs: When advised that isolation is required (through the Security or other Coordinator), the Co-Chairs will ensure that the Security Coordinators are aware that isolation is required and advise them of the nature of the isolation. If the

police officers are required the Co-Chairs will direct them to the applicable area. One of the Co-Chairs will remain at the top of the escalator to provide access control should the police officers leave to attend an isolation incident. The Co-Chairs, in consultation with the Security Coordinators, will advise when the isolation plan can be lifted and help to pass the word to the other coordinators.

MEDICAL EMERGENCY CONTINGENCY PLAN

Aim: The aim of this plan is to describe the immediate actions to be taken should a medical emergency arise during the Shaftesbury High School Safe Grad activities. This plan will cover emergencies that occur in the medical treatment area and those that occur outside that area.

Definition: The term “medical emergency” in this plan is used to describe a medical condition that requires more treatment than basic first aid. First aid will be provided by the medical committee in the medical treatment area and will not activate the contingencies in this plan. This plan is not meant to cover illness as a result of overindulgence, which will be treated by providing first aid and an area for the individual to rest and be made comfortable.

Initial Actions for Medical Emergency in the Medical Treatment Area: Should a medical emergency in the Medical Treatment Area occur, the attendant will provide the initial actions as best they can and alert the security volunteers that will be stationed outside the medical treatment area. Either the security or medical volunteer will call 911 using the phone in the medical treatment area. Once 911 has been called, the security volunteer will ensure that one of each of the Security Coordinators and the Safe Grad Co-Chairs are informed of the emergency. They, in turn, will advise the police officers that a medical emergency exists so they can direct the First Responders to the medical treatment area when they arrive. The medical volunteer will remain with the patient and provide what care they can until the ambulance arrives. The security Chairs will keep onlookers well away from the medical treatment area to ensure that there is no delay in getting to the patient when the ambulance arrives. The Safe Grad Co-chairs will contact the parent/guardian of the patient once it has been determined what the nature of the illness is and what the first responders have indicated where the patient will be taken. Security will endeavour to keep the other students in the main ballroom area away from the medical treatment area. Once the patient has been evacuated all volunteers will return to their normal areas. To ensure that there is no delay in getting the First Responders to the medical treatment area, it is essential that all other volunteers assist in keeping onlookers well away from the medical treatment area.

Initial Actions for Medical Emergency outside the Medical Treatment Area: Should a medical emergency outside the Medical Treatment Area occur, the parent volunteer who first notices will alert a volunteer coordinator “Team Leader” as soon as possible. The Team Leader will ensure that the Safe Grad Co-Chair and/or the Security Coordinator are informed as soon as possible. They, in turn, will initiate the “Isolation Contingency Plan” to ensure that onlookers are kept away from the patient until the First Responders have arrived. The medical volunteer will be informed that a medical emergency is in progress and they will attend the location to determine what first aid is required. If another patient is already in the Medical Treatment Area a security volunteer from outside the washroom are will be asked to stay in the Medical Treatment Area with that patient and call 911. Once 911 has been called, the Security Coordinators or the Safe Grad Co-Chairs will advise the police officers that a medical emergency exists so they can direct the First

Responders to the appropriate area when they arrive. The medical volunteer will remain with the patient and provide what care they can until the ambulance arrives. The security Chairs will keep onlookers well away from the immediate area to ensure that there is no delay in getting to the patient when the ambulance arrives. The Safe Grad Co-chairs will contact the parent/guardian of the patient once it has been determined what the nature of the illness is and what the first responders have indicated where the patient will be taken. Security will endeavour to keep the other students in a separate area away from the applicable area. Once the patient has been evacuated all volunteers will return to their normal areas. To ensure that there is no delay in getting the First Responders to the medical treatment area, it is essential that all other volunteers assist in keeping onlookers well away from the location where the emergency has occurred. If necessary, the police officer may be asked to assist in this regard as long as another volunteer takes their place at the top of the escalator and directs the First Responders to the location of the patient.

RE-ENTRY CONTINGENCY PLAN

Aim: The aim of this plan is to describe the immediate actions to be taken should re-entry to the hotel be required as a result of an evacuation. This plan will only be executed when the hotel has informed the Co-Chairs that the hotel is safe to re-enter.

Definition: The term “re-entry” in this plan is used to describe the need to permit all evacuated students and volunteers to return to the second floor of the hotel for the safe grad to continue. This plan will be executed on the direction of one of the Co-Chairs or Security Coordinators.

General Concept of this Plan: As this plan will be needed only if an evacuation has been required it is essential that this plan proceed only if it is assured that it is safe to do so. For example, if the evacuation was the result of a fire alarm, the re-entry plan will not be executed until the fire chief has indicated that there is no danger in returning to the hotel. It is expected that this process could become protracted, but it is important that we make the best attempt we can to ensure that we only permit entry to our students/guests back inside safely after an evacuation. The bars will not re-open until all the students have been re-admitted and the Co-Chairs declare that the re-entry has been completed. There is a possibility that should an evacuation have taken place that some students will have left the area and not return. Once the Co-Chairs are satisfied that every reasonable precaution has been taken to get everyone back in to the hotel, they may allow the bars to re-open and the festivities to begin once again.

Initial Actions for Coordinators : When notified that re-entry will be permitted, coordinators are to advise their volunteers to remain with the students in the rendezvous area until a Coordinator asks them to return with their group of students. Once they have done this, coordinators are to meet the Co-Chairs at the bottom of the escalators in the hotel where further direction will be given.

Initial Actions for Security Coordinators : When notified that re-entry will be permitted, the security coordinators will proceed to the bottom of the escalators in the hotel. One of the coordinators will retrieve the safe grad student/guest list and bring it to the bottom of the escalator. The Co-Chairs and Security Coordinators will then check the students/guests back into the hotel by name using the list.

Initial Actions for the Co-Chairs : When advised that re-entry is permitted the Co-Chairs will advise the other coordinators that the re-entry plan will be executed and then proceed to the hotel escalators to meet with the security coordinators and the other coordinators.

Follow on Actions : Once the access list has been obtained, the Co-Chairs will direct the other committee coordinators as follows: Some coordinators will be directed to await the students upstairs and monitor them once they re-enter; and other coordinators will be directed to go to the rendezvous point and send groups of students back to the hotel accompanied by the parent volunteers that are with them.

SHUT DOWN CONTINGENCY PLAN

Aim: The aim of this plan is to describe the immediate actions to be taken should the decision to “shut down” the safe grad be made as a result of an evacuation or other reason. This plan will only be executed when the hotel has informed the Co-Chairs that the hotel will not be safe to re-enter.

Definition: The term “shut down” in this plan is used to describe the need to end the safe grad well before was expected. All coordinators and volunteers will attempt to keep the students/guests at the rendezvous point until transportation has been secured. This plan will only be executed on the direction of one of the Co-Chairs.

General Concept of this Plan: As this plan will be needed only if an evacuation has been required it is essential that this plan proceed only if it is assured that it will not be safe to re-enter the hotel. The main consideration of this plan is that we keep as many of the students/guests at the rendezvous point until transportation has been secured for them. It is expected that this process will become laborious and frustrating for all of us, but it is important that we make the best attempt we can to ensure that we transport as many students as we can to their homes after an evacuation. There will be a great temptation for the students to want to leave once it has been confirmed that re-entry will not be possible, particularly if the local bars are still open. We must try to discourage this as best as we can as the whole point of the safe grad is to provide a safe environment for the students until we can get them back to their parents/guardians.

Initial Actions for Coordinators : When notified that re-entry will not be permitted, coordinators are to advise their volunteers to try and keep the group of students that they are with contained as much as possible. The coordinators can tell their volunteers that we will be attempting to get transportation for everyone back to the school/home.

Initial Actions for Security Coordinators : When notified that re-entry will not be permitted, the security coordinators will try to set up a perimeter with their volunteers around the parking lot in an attempt to keep as many of the students there as possible. The Security coordinators can tell their volunteers that we will be attempting to get transportation for everyone back to the school/home. Should an early arrival of the busses not be possible, the Security Coordinators and the Co-Chairs will assist the transportation committee in organizing transport with any available vehicles and drivers. Once this has been done, the Security Coordinators will remain behind and assist the Co-Chairs in ensuring that the second floor area is secured once the all clear has been given. This will include the securing of the prizes and the other valuables that were left behind after the evacuation.

Initial Actions for the Co-Chairs : When advised that re-entry will not be permitted the Co-Chairs will advise the other coordinators that the shut down plan will be executed and then direct the transportation committee to try and get transportation back to the school. Thereafter, the Co-Chairs will try to locate the student safe grad representatives so they can let their peers know what is planned. Should an early arrival of the busses not be

possible, the Co-Chairs and the Security Coordinators will assist the transportation committee in organizing transport with any available vehicles and drivers. At this point any volunteer with a cellular telephone will be asked to assist in contacting parents to inform them that the safe grad has been shut down due to an emergency and that their son/daughter will be transported home as soon as possible. Once the last of the students has been transported, the Co-Chairs, assisted by the Security Coordinators will remain behind to ensure that the second floor area is secured once the all clear has been given. This will include the securing of the prizes and the other valuables that were left behind after the evacuation.

Initial Actions for the Transportation Coordinators : When advised that the shut down plan will be executed, the transportation committee will contact Winnipeg Transit to see if the busses can be sent to the hotel earlier than originally planned. Once this has been determined, the committee will advise the Co-Chairs when the busses will arrive. Should an early arrival not be possible, the transportation committee, in consultation with the Co-Chairs and the Security Coordinators will star to organize transport with any available vehicles and drivers. At this point any volunteer with a cellular telephone will be asked to assist in contacting parents to inform them that the safe grad has been shut down due to an emergency and that their son/daughter will be transported home as soon as possible. Once the last student has been provided with transport, the Transportation Coordinators will advise the Co-Chairs that this has been done.

Follow on Actions : Once the shut down plan has been executed, every attempt to ensure that each and every student is transported home safely will be made by any and all volunteers. The Co-Chairs and the Security Coordinators will assist the Transportation Coordinators in this process. Once the last student has been transported, the Co-Chairs and Security Coordinators will remain at the hotel so that they can to ensure that the second floor area is secured once the all clear has been given. This will include the securing of the prizes and the other valuables that were left behind after the evacuation.