

ENTERPRISE COMMUNITY HALL EMERGENCY PROCEDURES

1. All staff, children and visitors must exit the building immediately through exits marked on evacuation route map (framed and hung at each door); Close all doors behind you.
2. The muster point is to the right of the building as you exit at the “Muster Point” sign.
3. Children must be kept together and supervised by staff.
4. In extreme weather or in the case of a prolonged exit, all children will be escorted to the Hamlet Office, or to their home, until such a time that they can go home. Parents will be notified.



EMERGENCY PROCEDURES

EMERGENCY NUMBERS

You are calling from Enterprise Community Hall—984-3005

Ambulance	874-9333 (Hay River)
RCMP (police)	874-1111 (Hay River)
Fire Department	984-2222
Hospital	874-7100 (Hay River)
Medical Clinic	874-8100
Community Counseling	874-2446
Social Services	874-7213
.....	874-2696 (after hours)
Hamlet Office	984-3491
Public Works	876-1072 (Brain)
RWED (for wild animals).....	875-5550
.....	875-7640 (after hours)



EMERGENCY NUMBERS

COLD WEATHER

This policy assumes that parents will exercise common sense and dress their children appropriately for winter weather conditions.

1. The Programs will remain open during all periods of cold weather.
2. Should the temperature be too cold to take the children outside during the program times, we will remain indoors.

Important: Should the child come without the proper outdoor clothing they will **NOT be allowed to go outside!**



COLD WEATHER

DANGEROUS ANIMALS

You are safer inside the building than trying to go home.

WHEN A DANGEROUS ANIMAL APPEARS ON OR NEAR THE HALL

1. Person with knowledge of the threat:
 - Inform the office **immediately**.
 - **If a wild animal, call RWED** as soon as the office is notified:
875-5550 (outside office hours 875-7640)
 - Follow up by informing the RCMP: **874-1111**.
2. All students and personnel come back inside the building immediately.
3. Program Coordinator decides how students are released at the end of the program. If the animal has not been dealt with, parents may be required to pick children up.



DANGEROUS ANIMALS

DEATH

DEATH AT OR AROUND THE BUILDING:

1. Person with knowledge of the death:
 - Inform the office **immediately**: 984-3491.
 - **Call the RCMP** as soon as the office is notified: (867)874-1111.
2. If incident is outdoors - ensure all children are secured safely in the building. Proceed with Lockdown.
3. If incident is indoors - ensure all children are secured in an area away from the incident (so they can't see anything traumatic). Proceed with Lockdown.
4. Program leader calls parents.

WHEN IN "LOCKDOWN"

1. Keep children inside.
2. Stay away from windows and CLOSE BLINDS.
3. Have children with cellphones, laptops or electronic devices close them immediately.
4. Be prepared to keep children indoors indefinitely.
5. Continue to supervise children until directed otherwise by emergency personnel, or parents have come to pick them up.



DEATH

FIRE

When the fire alarm rings:

1. Immediately exit the building; proceed to Muster point. Do NOT permit children to stop and grab their things.
2. Program Leaders are the last ones to exit the building.
3. Children and leaders gather together and stay together. Do NOT re-enter the building.
4. **Take attendance; report any missing students to the administrator (office) IMMEDIATELY;** the program leader reports to the Fire Chief or Incident Commander.
5. If the fire is real, all Children will be taken home, picked up by parent/guardian or taken to a home of a program leader and parents will be made aware of that location.
6. Do not re-enter the building until directed by the administrator or emergency personnel.

General Fire Procedures:

1. Pull the nearest fire alarm.
2. If caught in smoke, stay low to the floor and keep mouth and nose covered with wet cloth (preferably).
3. Do not exit by the door if it is hot. Create an alternate exit (e.g., break window with a chair).
4. If clothing catches fire STOP, DROP & ROLL.
5. Use fire extinguisher at the base of the flame for small fires. Fire extinguishers are located at every exit and around the building.



FIRE

HAZARDOUS MATERIALS

WHEN A CHEMICAL SPILL OR OTHER TOXIC HAZARD OCCURS IN THE BUILDING:

1. Inform the office **immediately**. Administrator notifies Public Works.
2. Trigger the fire alarm and follow ordinary evacuation procedures.
3. Public Works determines whether the building can be re-entered.
4. If the building cannot be reoccupied, proceed to additional location. Program Leader will contact parents and initiate child pick-up.

IF A CHEMICAL SPILL OR OTHER TOXIC HAZARD OCCURS OUTSIDE THE BUILDING:

You are safer inside the school than trying to go home.

1. Exterior doors and windows must be securely closed. If possible, seal with duct tape.
2. Blinds should be closed.
3. Maintenance shuts off air-handling units.
4. Cover vents, if possible.
5. Children and staff will remain in the building until emergency personnel authorize departure.
6. Program Leader will inform parents.



HAZARDOUS MATERIALS

INTRUDER

(need to decide what we will do in our building)

IMMEDIATE THREAT INSIDE OF BUILDING:

Person with knowledge of the threat:

- Inform the office **immediately**.
- **Call RCMP** as soon as the office is notified: (867) 874-1111.

WHEN THE OFFICE ANNOUNCES: “THE SCHOOL IS IN LOCKDOWN”

1. Keep students inside classrooms and LOCK DOORS.
2. Stay away from windows and CLOSE BLINDS. In classrooms, students are to remain out of sight, sitting on the floor along the cupboards.
3. If classroom door has a window, tape a cover over it if possible.
4. Students in the gym should move to the storage room.
5. Turn off lights and REMAIN QUIET.
6. Take shelter on floor, under tables or desks away from line of sight.
7. Continue until the **ALL CLEAR** is announced by a familiar voice.
8. If shots are heard in the building, use judgment whether to implement the contingency plan, as discussed in the confidential staff emergency preparation meetings.



INTRUDER

MEDICAL EMERGENCY

First person on the scene CALL or SEND SOMEONE FOR HELP

Staff trained in First Aid:

1. Erin Porter
2. Anelyn Proud
3. Brandon Kimble

If the victim is unconscious, has difficulty breathing, or has uncontrollable bleeding:

1. **Call the ambulance -- (867) 874-9333.**
2. Contact the office immediately.
3. Be prepared to describe the injured/ill person's condition accurately.
4. Alert a staff trained in First Aid.
5. If other staff are present, have them remove children to a place of safety.
6. Provide coverage for the adult who is staying with the victim.

If the emergency does not appear to be life-threatening:

1. Inform the office immediately.
2. Adult stays with injured/ill person until help arrives.
3. DO NOT MOVE THE PERSON until medical responders arrive.
4. Direct children to a place of safety away from the incident.
5. Provide coverage for the adult who is staying with the victim.
6. ADMINISTRATOR (Office) will contact parent/guardian.
7. **IF IN DOUBT, CALL (867) 874-9333.**



MEDICAL EMERGENCY

MISSING CHILDREN

If child is missing from the building and cannot be found with a reasonable search of the immediate area:

1. Stay with the other students in your charge.
2. Program Leader will notify the parent if a reasonable search of the facility proves student is missing. The RCMP will be called if parent wishes or if parent cannot be contacted.



MISSING CHILD/REN

THREATENING INDIVIDUAL

1. Assess seriousness of threat and state of individual
2. Isolate individual and/or remove children from area
3. Notify or direct someone to notify administration—984-3491
4. Call **RCMP** if necessary—(867) 874-1111

BOMB THREAT

1. Use fire drill signal to evacuate school.
2. Follow standard fire drill procedures.
3. **Call RCMP at 874-1111.**
4. Program Leader informs parents.
5. When directed, proceed to additional location or escort children home.

HANDLE NO PACKAGES OF ANY KIND (backpacks, boxes, etc.)

NO ONE WILL SEARCH FOR ANY EXPLOSIVES OR INCENDIARY.



OTHER THREATS

SUICIDE THREAT/ATTEMPT

SUICIDE THREAT:

1. Notify administrator (office) immediately
2. REMAIN WITH THE CHILD
3. Let student know that parents will be notified by a Program Leader
4. Administrator follows established protocol

SUICIDE ATTEMPT:

1. Call or have someone call the ambulance at **874-9333**, then notify administration.
2. Administer first aid if needed.
3. Clear children and other personnel away from area and out of sight.
4. Secure means (whatever the victim has used to attempt suicide).



SUICIDE THREAT/ATTEMPT

WILDFIRE

You are safer inside the building than trying to go home.

IF WILDFIRE OCCURS:

1. Exterior doors and windows must be securely closed.
2. Blinds should be closed.
3. Children should be seated away from exterior walls.
4. Children and staff will remain in the building until emergency personnel authorize departure.
5. Program Leader will inform parents.

COMMUNITY PLAN:

1. The Community Hall serves as the Muster Point for the community and as one of the Hamlet's shelters.
2. The Community Hall also provides a place for the community to come and get clean/purified air during Wildfire season.



WILDFIRE