

EMERGENCY REFERENCE GUIDE

Phil & Jennie Gagliardi Academy

Table of Contents

GENERAL PRINCIPLES	3
EMERGENCY 911 INSTRUCTIONS	3
EMERGENCY PHONE NUMBERS	4
COMMAND STRUCTURES	5
INCIDENT COMMAND STRUCTURE	5
Site Commander	5
Team Assignments and Inventory of Skills	6
SAFETY COMMAND STRUCTURE	7
Primary Safe School Coordinator	7
Secondary Safe School Coordinator	7
MEDICAL EMERGENCIES	8
COMMUNICABLE DISEASES	8
MENTAL HEALTH ISSUES	8
ANAPHYLACTIC OR ASTHMA PROTOCOL	8
LOCKDOWN TYPES	9
ACTIVATING A LOCKDOWN DRILL	10
ABDUCTION	10
MISSING STUDENT	11
SUSPECTED ABUSE	11
BOMB THREAT	11
WEAPONS/HOSTILE THREAT	12
FIRE DRILL PLAN – Practice	13
FIRE	
14	
EARTHQUAKE DRILL - Practice	16
EARTHQUAKE	18
SECURITY ALARM	19
Steps to arm/disarm Gaglardi Academy's alarm system	19
EMERGENCY SCHOOL CLOSURE	20
CLOSURE BEFORE SCHOOL DAY BEGINS	20
CLOSURE DURING SCHOOL DAY	20

EMERGENCY REFERENCE GUIDE

PHIL & JENNIE GAGLARDI ACADEMY

1. GENERAL PRINCIPLES

- This emergency reference guide is supplemental to Gaglardi Academy's Health and Safety Policy. It is intended to be read and used by all faculty and parent/external volunteers.
- The purpose is to detail procedures and processes to promote a safe environment for students, faculty and volunteers.
- The accuracy of telephone/cell numbers must be reviewed quarterly and updated.
- If an emergency occurs, faculty must take immediate action to protect the children under care, minimize the impact on property, and prevent confusion by remaining calm.

IN ALL CASES CONTACT:

1. Gaglardi Academy front office: (250-339-1200) to locate the Principal or Director.
2. Director's cell phone: Bernadette Pitcher (250-703-3462) and Principal's cell phone: Lonnie Penner (250-218-3962) Han Bae (778-988-7052)
4. Contact the School's First Aid Attendant: Madeleine Nel (c: 250-202-8457) for a medical emergency.

THREAT ASSESSMENTS

- Possible threats include:
 - Possible injury to faculty or students
 - Child safety
 - Strangers on property posing a threat
- All threats or potential threats are to be reported immediately to the Elementary Principal, Lonnie Penner (250-218-3962) or Highschool Principal, Han Bae (778-988-7052)
- The Principal will conduct an initial review.
- The role of the Faculty is to remove the children from immediate danger and report all incidents to the Principal.

1. EMERGENCY 911 INSTRUCTIONS

- Secure the safety of the students.
- Notify the Office immediately.
- The office will
 - Call emergency services immediately.
 - Inform the Principal.
- Tell the dispatcher (Police, Fire, Ambulance):
 - **WHEN:** Is the incident in progress or reporting a past incident?
 - **WHERE:** School name, address, specific location of emergency.
 - **WHAT:** Time and details of the incident, the extent of injuries etc.
 - **WHO:** Name of suspects or victims. Give a FULL description.
 - **WEAPONS:** If possible, give specific types and quantities.

School Address: 1475 Noel Avenue, Comox (*Old Brooklyn Elementary building*)

School Phone: 250-339-1200

2. EMERGENCY PHONE NUMBERS

Police/Fire/Ambulance - Call “911”

“I’m dealing with a critical incident. I need to speak with _____ immediately.”

BC Ambulance Service	250-338-6933	BC Hydro	1-888-769-3766
Comox Fire	911/250-339-2432	Fortis Gas (24 hours)	1-800-663-9911
Comox RCMP	911/250-338-1321	Poison Control Center BC	1-800-567-8911 or 811
North Island Hospital Comox Valley (VIHA)	250-331-5900	Emergency Management BC (EMBC)	1-800-663-3456
HealthLink BC	811	Crimestoppers/TIPS	1-800-222-8477
Victim Services – under 18	250-338-7575 local 224	Victim Services – over 18	250-338-7575 local 226
VictimLINK BC	1-800-563-0808	BC Helpline for Children and Youth	250-310-1234
CV Public Health Nursing	250-331-8520	AIDS Vancouver Island	250-338-7400
Mental Health & Addictions Services – North Island	250-331-8524 or 250-338-7341	John Howard Society (Drugs & Alcohol services)	250-338-7341
Child Protection Services BC	1-800-663-9122	CV Family Services Association	250-338-7575
Vancouver Island Crisis Line - Crisis Text service	1-888-494-3888 250-800-3806	Youth Outreach Suicide Prevention	250-702-6880
BC Center for Disease Control	604-707-2400	Ministry of Child & Family Development- Child & Youth Mental Health Services	250-334-5820 or 1-866-823-5377
GAGLARDI ACADEMY	Office: 250-339-1200		
Bernadette Pitcher Director	250-703-3462	Lonnie Penner, Elementary Principal Han Bae, Highschool Principal	250-218-3962 778-988-7052
Northgate Foursquare Church	250-334-2727	Evan Allnutt – Senior Pastor	250-361-7905
Evan Allnutt, Board Chairman, Gaglardi Academy	250-361-7905		

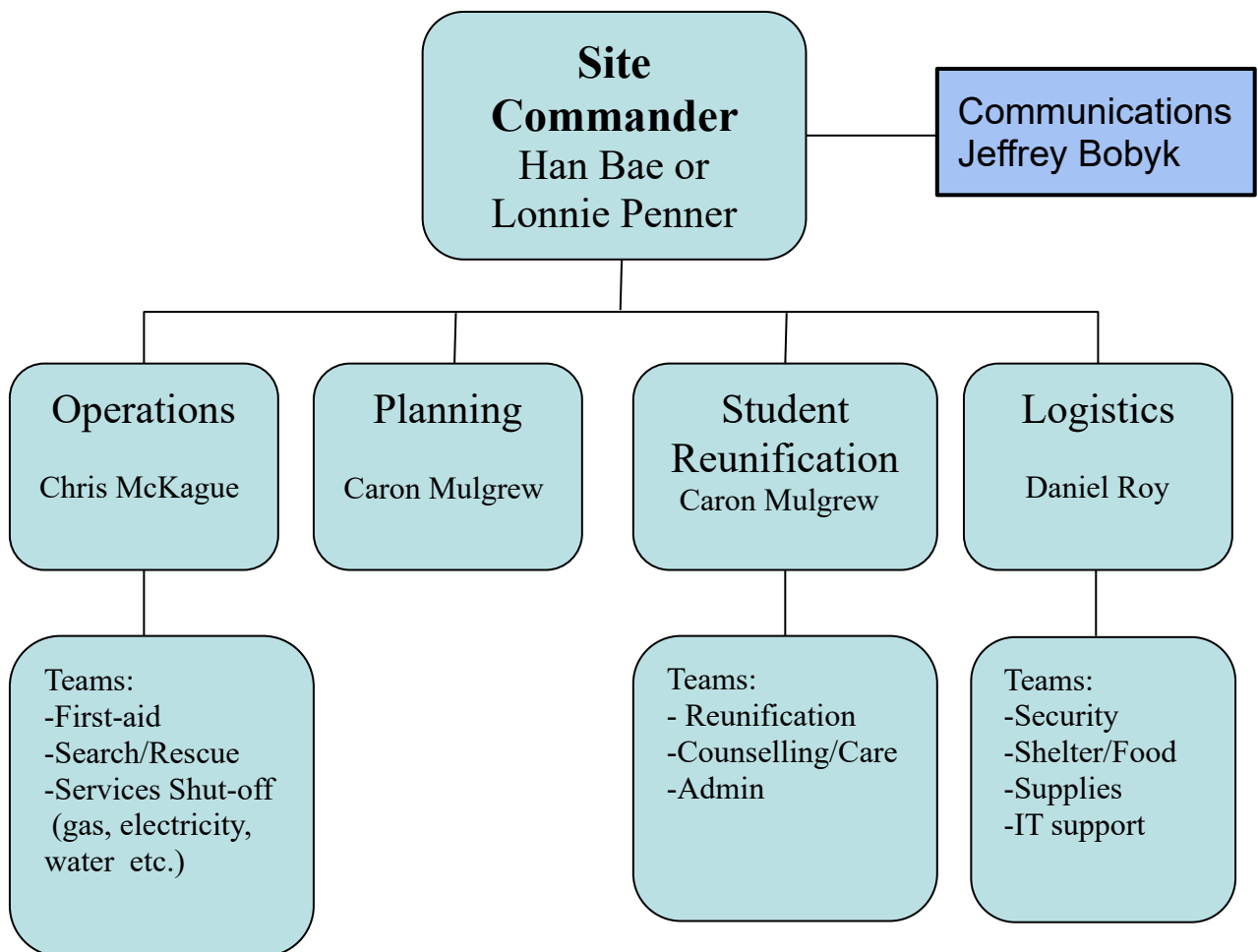
3. COMMAND STRUCTURES

There are two different command structures used by the school based on the severity of the incident.

The **Incident Command Structure** below focuses on *catastrophic incidents* affecting the health and safety, life or death of **all** students, or the **entire** property. Some examples of *catastrophic incidents* include fire, earthquake, bomb threats, explosions or hostile incursions.

The **Safety Command Structure** on page 6 focuses on the continual and low-exposure incidents that can be part of a regular school day to keep students safe like medical emergencies, safety drills, and first aid.

INCIDENT COMMAND STRUCTURE



Site Commander – in communication with first responders and other Emergency Services (Fire, Police, etc.). Responsible for communications with media and parents.

Divisions:

- Operations – Responsible for establishing first aid stations and staff first aid-team.

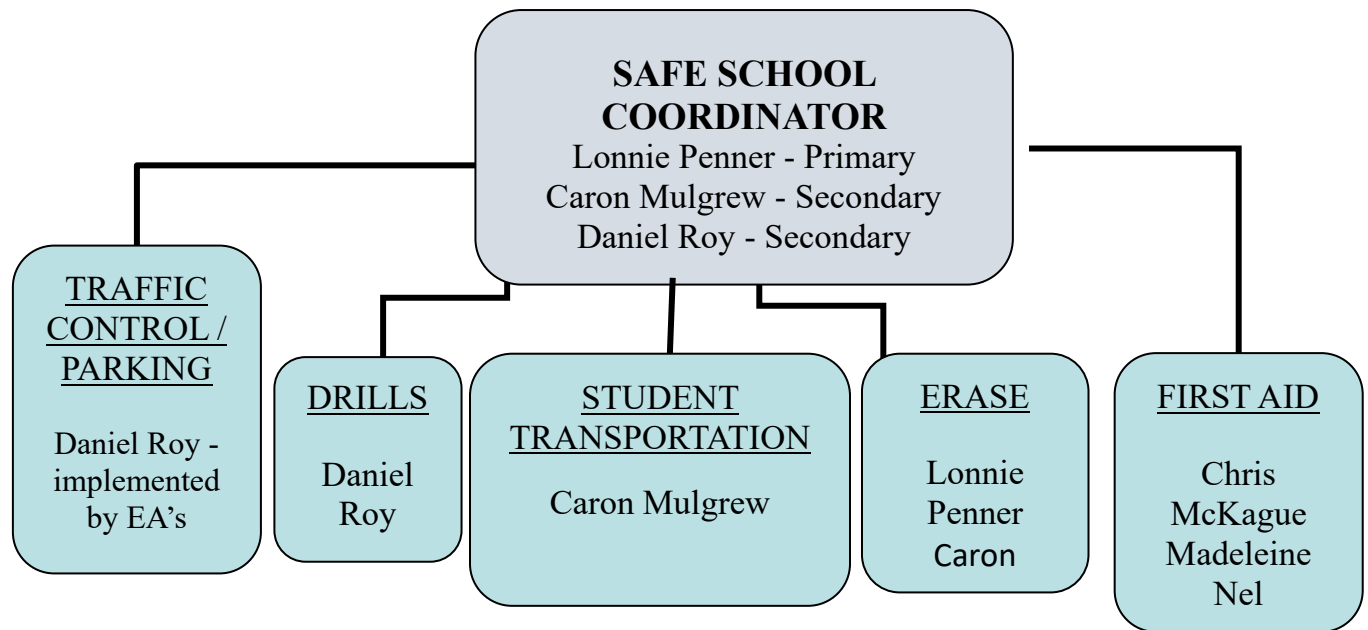
Communicate and interact with Search and Rescue operations. Ensure that the necessary services like electricity and water are shut off. Coordinate with Logistics and ensure supplies are deployed.

- Planning – Responsible for situation assessment and future planning with the Team leads.
- Student Reunification - Responsible for gathering and reuniting students with their families
- Logistics – Responsible for supporting operations including handing out the necessary food, water and supplies. If the emergency requires students and faculty to shelter in place, aid the Operations teams in organizing and assigning shelter. Give IT support to communications as needed.,

Team Assignments and Inventory of Skills

First Aid (Certified) Leader: Madeleine Nel Chris McKague Daniel Roy Madeleine Nel Dana Okuma Lonnie Penner Nancy Lang Sheila Marshall Judy Gytenbeek Candice Woloshyn Isabelle Piper Sarah Dyjur Janell Bouzan	Counseling & Comfort Leader: Lonnie Penner Kendal Allnutt Sheila Marshall Dana Okuma Pamela Hiller Joy Tansky Steph Oostenbrink Jessica Curtis Gillian McRae Martha Curtis Chelsea Sugrue
Search and Rescue Training Leader: Chris McKague Alex du Boulay Janell Bouzan Sarah Dyjur	Communications Leader: Jeffrey Bobyk Greg Harrison (French) Madeleine Nel (Afrikaans) Jolene Spragg (Japanese) Sarah Dyjur (Danish) Emma Bobyk Melissa Taylor Teagan Hidber
Security Leaders: Daniel Roy Chris McKague Courtney Davies Caron Mulgrew Justin Streeton Donna Frowen Zachary Hope	
Hazardous Materials Leader: Site Commander Han Bae Lonnie Penner	Student Reunification Leaders: Caron Mulgrew Kendal Allnutt Pauline MacDougall Tina Jones Kiri Jane Erb Nancy Lang Madeleine Nel

SAFETY COMMAND STRUCTURE



Primary Safe School Coordinator

The primary liaison between the school and the Ministry of Education and/or community partners (ie. Fire, Police etc.). Responsible for implementing school-wide initiatives and responding to student safety incidents.

Secondary Safe School Coordinator

Oversees each division of safety for the school building, grounds and attendees. Responsible for recruiting and orientation of division leaders and conflict/problem resolution concerning all safety areas.

Divisions:

- Traffic Control – during school hours. Responsible for directing morning traffic between 8:20 AM and 8:40 AM all parking lot incident reports and providing conflict resolution.
- Staff Parking Lot Gate - Greg Harrison usually unlocks the gate in the morning, the last person to leave the parking lot must lock it.
- Drills – are earthquake, fire and lockdown(s). Responsible for planning, implementing, analyzing, and logging all drills throughout the year.
- Student Transportation - Incidents on the bus reported to either the Safety Coordinator, Caron Mulgrew or the Principal.
- ERASE – document, assess and report all cases to the Director/Principal. Responsible for reporting to the Director and the Ministry of Children and Family Development.
- First Aid – certified first-aid attendants to assess & write up moderate to severe injuries sustained on the premises. A first-aid attendant is responsible for transporting the injured person to a medical facility if necessary.

Appointed School Official (ASO)– should an accusation of physical/sexual abuse occur against any staff member. An investigation is conducted by the appointed person, **Caron Mulgrew**.

ASO Responsibility:

- Ensure the protection of the victim and accused.
- Maintain confidentiality
- Communicate clearly with all parties
- Compose a team to help
- Set goals
- Perform an independent and unbiased investigation by systematically collecting facts and data.

- Report findings to the Teacher Regulation Branch (TRB) if necessary.

Alternate Appointed School Official (AASO) Should an accusation occur against the ASO then the alternate-appointed school official will be in charge of the investigation. The ASSO is **Chris McKague**.
AASO Responsibility

- *Ensure the protection of the victim and accused.*
- *Maintain confidentiality*
- *Communicate clearly with all parties*
- *Compose a team to help*
- *Set goals*
- *Perform an independent and unbiased investigation by systematically collecting facts and data.*
- *Report findings to the Teacher Regulation Branch (TRB) if necessary.*

4. MEDICAL EMERGENCIES

DO NOT MOVE	the individual unless they are in immediate danger
DO NOT LEAVE ALONE	send someone else for assistance
CONTACT	one of the school's First Aid attendants
CALL 911	identify gender, age, injury, medical alert
WITNESSES	identify any witnesses for more details
HEALTH RECORDS	determine pre-existing medical conditions or allergies.
NOTIFY	the parents
ADULT	should accompany a child to the hospital

COMMUNICABLE DISEASES

These are to be reported to the BC Center for Disease Control at 604-707-2400. Be prepared to give detailed medical information.

MENTAL HEALTH ISSUES

- Do not argue with the patient.
- Decrease disturbing stimuli – move to a quiet room
- Check for pre-existing conditions/medications/therapist.

ANAPHYLACTIC OR ASTHMA PROTOCOL

RETRIEVE	the correct auto-injector from the designated location
ADMINISTER	auto-injector
CONTACT	911 medical emergency
NOTIFY	student's parent/guardian or emergency contact.
ADMINISTER	second dose within 10-15 minutes if symptoms do not improve

5. LOCKDOWN TYPES

There are THREE levels of Lockdown

1. Shelter in Place

Children's safety is considered to be in danger if anyone leaves the school. Everyone remains within the building envelope and children can move within the confines of the building. All exterior doors are locked, and classes resume as normal.

Type of incidents include:

- Extreme weather
- Dangerous wild animals
- Environmental event
- Missing child
- Gas leak

2. Hold and Secure

Used when necessary to secure the school from a threat occurring in close proximity & outside the school. All exterior and interior doors are locked. Teaching can resume but there is no free movement of students within the interior of the building.

Type of incidents include

- Armed robbery in progress in the neighbourhood.
- Sudden violent threats at all local schools.
- Major criminal offence – bomb threat in the neighbourhood

3. Intruder Alert

This is a full lockdown and is used when an intruder is in the building threatening harm.

ACTIVATING A LOCKDOWN DRILL

1. Identify the type of lockdown: Shelter in Place, Hold & Secure, Intruder Alert.

- **Shelter in Place**

- ***If the children are inside*** when a "Shelter in Place" is announced over the PA, everyone remains in the building until the "all clear" is called.

- ***If the children are outside*** when a "Shelter in Place" is announced, all teachers go directly to their classrooms to meet the children. The Drill Coordinator(s) will sound 3 loud short blasts on the playground indicating that children will immediately go to the closest entrance door and find their classroom. Those students in the portables will immediately go to the Chapel through the closest entrance. The Site Commander secures all exterior doors until the "all clear" is announced.

- **Hold & Secure**

- ***If the children are inside*** when a "Hold and Secure" is announced over the PA, everyone remains in their classroom until the "all clear" is called. All exterior and interior doors are secured. Classes may resume but no movement in the hallways or between classrooms. All windows must be closed. If the threat is environmental, heating and HVAC systems must be turned off.

- ***If the children are outside*** when a "Hold and Secure" is announced, all teachers go directly to their classrooms to meet the children. The Drill Coordinator(s) will sound 3 loud short blasts on the playground indicating that children will immediately go to the closest entrance door and find their classroom. Those students in the portables will immediately go to the Chapel through the closest

entrance. The Site Commander secures all exterior doors while teachers secure their interior classroom doors, windows, and heating systems as necessary until the “all clear” is announced.

- **Intruder Alert**

- Announce on the PA “Intruder Alert, Intruder Alert, Intruder Alert”.
- All students to their assigned “safe” locations.
- All doors locked, windows closed and locked, blinds down, lights off – HOLD
- Except for the teacher-in-charge, all cellphones are turned OFF; everyone is quiet and still. The teacher-in-charge will have their phone on complete silence and watch for communications.
- Teacher takes attendance and waits for the all-clear.

2. Secure the building.

- Lonnie: Senior washrooms, foyer, staff and admin areas, chapel and high school wing
- Daniel: Offices, Jr. washrooms, gym, stage, changerooms, learning support, rooms 104 and 105
- Dana: Rooms 100-103

3. Teachers are to make sure:

- Stay away from windows, doors & outside walls
- Lock the door, close the blinds, and turn off lights in the classroom
- Be as quiet as possible
- Take attendance
- Wait for the “all clear” signal or announcement that drill is over.

4. Announce: “ALL CLEAR! “Event” IS NOW OVER.” over the PA system.

5. If this event is a drill, write drill, date and time into the Black Drill Book.

NO ONE.....	is to be let in or out of the building
CELL PHONES.....	only teacher-in-charge may “text” or answer cell phone
RCMP.....	will identify themselves if access is needed.
SITE COMMANDER.....	will announce any other emergency instructions as needed (i.e.,
Fire	– evacuate the building).

Assigned Locations

Rooms 100-107	has locks on both doors; stay
Room 102	has 3 doors to lock; stay
Rooms 108-111	has locks on both doors; stay in back rooms
Portables 112 & 113	has locks on both doors; stay
Band/Music	has locks on both doors; stay
Library/Chapel	move Homework Club storage room and/or PAC room; stay
Gymnasium:	move to GIRLS change room and lock with key; stay
Reception & Staff Room	move to medical room; stay

6. ABDUCTION

CALL	911
CONTACT....	Parents/legal guardians or emergency contact.
GATHER.....	Additional information from other students, i.e.: where was student last seen, what were they wearing, the usual route to and from school, check with siblings or close friends.
OBSERVE...	Anything usual. Note suspicious persons, vehicles (make and colour), direction of

travel, license plate number, and physical description.

7.

8. MISSING STUDENT

- CHECK.....** the sign-out book for a school activity, field trip or medical leave
- WITNESSES.....** check with other students as to whereabouts of missing student
- CONFIRM.....** school records for legal custody
- ANNOUNCE.....** on PA system for the student to go to nearest teacher or main office
- ORGANIZE.....** a thorough search of school.
- GATHER.....** additional information from other students, i.e.: where was student last seen, what were they wearing, the usual route to and from school, check with siblings or close friends.
- CALL.....** **911**
- NOTIFY.....** parents/legal guardians or emergency contact.

9. SUSPECTED ABUSE

Erase - www2.gov.bc.ca/gov/content/erase

Safer Schools Together - www.saferschoolstogether.com

Child Protection Services in BC - 1-800-663-9122

Helpline for Children - 310-1234

Last updated Sept 18, 2023

10. BOMB THREAT

CAUTION: DO NOT USE CELLULAR PHONE OR PAGERS AS THEY MAY TRIGGER AN ELECTRONIC DETONATOR. DO NOT TOUCH A SUSPICIOUS DEVICE OR ASSUME THAT THERE IS JUST ONE DEVICE.

- Call 911
- if a phone threat, select the same incoming line and dial ***57** to activate **CALL TRACE** OR hang up and dial ***69** to identify **LAST CALLER**.
- Handle written communication with care to preserve evidence
- Ring FIRE ALARM
- Initiate FIRE evacuation procedures away from threat
- Police and fire department will lead the search.
- Do not re-enter until code green “all clear” is given.

11. WEAPONS/HOSTILE THREAT

CALL.....	911 immediately
DO NOT	ring the fire alarm or school bells
ALERT	Faculty in an inconspicuous manner
IMPLEMENT....	LOCKDOWN procedures immediately
MEET..... situation.	police at a location out of sight of the perpetrator(s) to discuss the status of the
STAY.....	away from windows and blinds
WAIT.....	for instruction and code green “all clear” sign

DO NOT: PHYSICALLY RESTRAIN COMBATANTS, GIVE CHASE OR TRY TO TAKE WEAPONS OR BE A HERO.

12. FIRE DRILL PLAN – Practice

When alarm sounds:

Teachers

- Instruct students to **STAND** and to exit **quietly** and **orderly**
- Use the exit route as posted in the classroom
- Lights left on and windows and doors closed
- Take attendance list, medical book and first-aid kit
- At marshaling area, line up, single-file, according to grade, confirm attendance
- Send runner with attendance including grade number and names of absent students to the “emergency headquarters”

Office Staff

- Use the exit route posted in office
- Bring Reports of absent students, staff and present volunteers
- Bring sign out AND sign-in register
- Bring emergency phone list (Red duo tang)
- Bring first-aid kit
- Bring cell-phone and bull horn
- Reconcile attendance
- Create missing student list and give to Principal

Fire Marshal

- set fire drill in motion and set alarm
- documents drill in log
- records timing in log book

Director

- observes procedures, looking for improvements
- ensure no pupil remains in the school
- announces the time
- announces the code green “all clear”

MARSHALING AREA - Open field in back of school

High School

Students and teachers in the high school wing will exit out the south exit and congregate in the open field in the back of the school in front of the portables. Once each class is assembled by grade, the assigned teacher will take attendance and await further instructions.

Elementary

Students in the elementary wing and the portables should proceed directly to the open field in the back of the school in front of the portables to take attendance.

- Room 102 (Kinder): proceed through the south classroom door to the marshalling area.
- Rooms 100-101, 103: proceed through the east exit and the end of the corridor, then to the marshalling area.
- Rooms 104, 105: proceed through fire doors in the lobby within 2 minutes, then out front (North) doors to the marshalling area.
- Rooms 112, and 113: proceed through the door closest to the marshalling area.

Students outside the classroom yet still in the building should go to the nearest corridor and join with any class, or, if close to an exit, should leave the building immediately and report to their assigned class on the marshalling field.

Visitors and volunteers should join a class in procession and report to “emergency headquarters” in the marshalling area.

13. FIRE

ACTIVATE..... fire alarm

CALL..... 911 immediately and report

EVACUATE..... as per Fire Drill Plan

DO NOT re-enter the building until code green “all clear” sounds

INFORM..... police and fire department at marshalling area and report any missing students, faculty, volunteers or visitors.

PROVIDE..... photo identification cards to emergency personnel of missing students and faculty

MEDICAL..... injuries to be assessed by emergency crew.

KEEP..... accurate, detailed list of injuries to inform parents

ASSIGN..... an adult to accompany any child going to the hospital.

COMMUNICATE..... post on our website and Facebook page of school closure

PHONE..... parents and arrange pick-up

FOLLOW-UP..... with trauma and emotional counselling.

MARSHALING AREA - Open field in back of school

High School

Students and teachers in the high school wing will exit out the south exit and congregate in the open field in the back of the school in front of portables. Once each class is assembled by grade, the assigned teacher will take attendance and await further instructions.

Elementary

Students in the elementary wing and portables should proceed directly to the open field in back of the school in front of the portables to take attendance.

- Room 102: proceed through the south classroom door to the marshalling area.
- Rms 100-101, 103: proceed through the east exit and the end of the corridor, then to the marshalling area.
- Rms 104, 105: proceed through fire doors in the lobby within 2 minutes, then out front (North) doors to the marshalling area.
- Rms 112, 113: proceed through the door closest to the marshalling area.

Students outside the classroom yet still in the building should go to the nearest corridor and join with any class, or, if close to an exit, should leave the building immediately and report to their assigned class on the marshalling field.

Visitors and volunteers should join a class in procession and report to “emergency headquarters” in the marshalling area.

14. EARTHQUAKE DRILL - Practice

When office announces earthquake drill:

Teachers

- Instruct students to **DUCK** and to **COVER** - count 60 seconds
- exit **quietly** and **orderly**
- Use the exit route as posted in the classroom
- Take attendance list, medical book and first-aid kit
- At marshalling area, line up, single-file, according to grade. Confirm attendance
- Send a runner with attendance including grade number and names of absent students to the "emergency headquarters" (i.e. picnic table).

Office Staff

- Follow the **DUCK** and **COVER** procedure - count 60 seconds.
- Use the exit route posted in the office
- Bring Reports of absent students, staff and present volunteers
- Bring sign-out AND sign-in register
- Bring emergency phone list (Red duo tang)
- Bring first-aid kit
- Bring cell phone and bull horn
- Reconcile attendance
- Create missing student list and give to Director

Fire Marshall

- Set fire drill in motion and set alarm
- Documents drill in log
- Records timing in log book

Director

- Observes procedures, looking for improvements
- Ensure no pupil remains in the school
- Announces the time
- Announces the code green "all clear"

MARSHALING AREA - Open field in back of school

High School

Students and teachers in the high school wing, or those elementary students in the high school wing, will exit out the south exit and congregate in the open field in the back of school. Once each class is assembled by grade, the assigned teacher will take attendance and await further instructions.

Elementary

Students in the elementary wing should proceed directly to the open field at the back of the school to take attendance.

- Room 102 (Kinder): proceed through the south classroom door to the marshalling area.
- Rms 100-101, 103: proceed through the east exit and the end of the corridor, then to the marshalling area.
- Rooms 104, 105: proceed through fire doors in the lobby within 2 minutes, then out front (North) doors to the marshalling area.

- Rooms 112, 113: proceed through the door closest to the marshaling area.

Students outside the classroom yet still in the building should go to the nearest corridor and join with any class, or, if close to an exit, should leave the building immediately and report to their assigned class on the marshalling field.

Visitors and volunteers should join a class in procession and report to “emergency headquarters” at the marshalling area.

2. EARTHQUAKE

1. In the event of an **EARTHQUAKE** follow earthquake procedures:

DUCK..... under a desk or stand under a sturdy door frame

COVER..... head with arms/hands

HOLD..... on

WAIT..... for shaking to stop; be alert to aftershocks

ASSESS..... yourself and others for injuries

TEACHER... to identify safe evacuation routes to marshalling area (avoid power-lines and or fires). Bring a class list, first-aid kit, and student photo-id cards. Take attendance once settled at the marshalling area.

STAFF..... Evacuate the school as per procedures.

DIRECTOR.. Call 911 unless the earthquake is minor. Set up emergency headquarters.

SCHOOL SECRETARY... Bring all needed reports as per practice procedures. Reconcile attendance create a missing student list and give it to the Director.

EARTHQUAKE..... shut off power/gas/water mains. Select a helper to bring **MARSHAL** out earthquake kits, if needed. Check for possible fires, leaks or hazardous material spills. Inform the Director of all points.

FIRST AID..... set up a first-aid center. Injuries to be assessed by the **ATTENDANT** emergency crew. Keep an accurate and detailed list of injuries to inform parents.

ATTENDANCE..... report to the marshalling area (*emergency headquarters*).

ASSIGN..... an adult to accompany any child going to the hospital.

RADIO..... inform 97.3 the Eagle (250) 703-0199 to announce a school emergency.

AWAIT..... instructions from emergency officials whether on-site or cell phone.

PHONE..... parents and arrange pick-up. School will remain open until every student has been released to a parent/guardian/ or authorized person.

DO NOT..... re-enter the building until approved code green "all clear."

FOLLOW-UP..... with trauma and emotional counselling.

3. SECURITY ALARM

School year 2023-2024

Security Service: Footprints Security

p: 250-338-9400

t: 1-866-248-9117

www.footprintssecurity.com

info@footprintssecurity.com

Monitoring Company: Telus

1-888-817-8415

Steps to arm/disarm Gaglardi Academy's alarm system:

1. Be sure all doors and windows in the building are locked. The alarm will not *arm* unless all security contacts are in place. The green "ready" light should be displayed.
2. Enter your 4-digit code (confidential codes administered by the School Secretary).
3. Lights in the foyer are activated by the alarm: if disarming the alarm, the lights will go ON; if arming the alarm, the lights will go OFF. If lights do not go ON/OFF, then there is a break in the security perimeter. The green "ready" light will not be illuminated.
4. To find the "break" in the security perimeter, press the "<, >" buttons. The display will identify the security zone that you will need to check.
5. Re-enter your 4-digit security code.
6. Persons have a 90-second count to *arm/disarm* the alarm.
7. Trouble? Call monitoring company at 1-888-817-8415. You will need the passcode.

School in session (after hours):

- 11:30 pm to 6:30 am disarm the alarm and call the monitoring company.
- Safety precaution: if anyone is in the building after 11:00 pm YOU MUST call the monitoring company otherwise an automatic emergency call to police will be placed.

School out of session: Summer, Christmas break, spring break etc.

- Restricted time: 9:00 pm-6:30 am disarm alarm and call monitoring company.
- Safety precaution: if anyone is in the building after 9:00 pm YOU MUST call the monitoring company otherwise an automatic emergency call to police will be placed.

4. EMERGENCY SCHOOL CLOSURE

CLOSURE BEFORE SCHOOL DAY BEGINS

1. The comptroller consults the SD71 website.
2. Comptroller consults with the bus driver (M. Pitcher (250-650-3945) by 6:15 am
3. The comptroller communicates the decision to the Principal via text message.
4. Principal notifies Communications Director, Mary Johnson (250-650-5074), by 6:30 am if there is a change in school schedule.
5. School Communications Director emails families and posts school closures on the website and social media platforms.
6. Principal communicates with Safety Drill Coordinator, Daniel Roy (604-230-5219), who notifies all faculty through text messaging.

NOTE: There are two categories of **CLOSURE**:

- 1. **Closed** – no attendance for faculty or students.
- 2. **Open Non-Instructional Day** – facility is available to host children from 8:40 am–3:00 pm so that working parents do not have to find child care. Please note that not all faculty will be in attendance, only those who are able to drive the roads safely.

CLOSURE DURING SCHOOL DAY

1. The Principal communicates with the Comptroller who notifies bus drivers that the school is closing early.
2. The Principal notifies Communications Director who emails families and posts school closures on the school website and social media platforms.
3. Students remain at the school, supervised until all arrangements are made with parents for pick-up.
4. Grade 8-12 students may return home once they sign-out and with parental permission.
5. All faculty remain on site until authorized by the Principal to leave.