

## **On-site Program Emergency Procedures**

The school has a host of emergency procedures and staff are prepared for various problems that could occur. The Emergency Procedures document will be located in the main first-aid kit for easy reference. The following quick emergency procedures will be posted.

### **Accidents:**

There are usually two adults available either on or off the school grounds. In an accident situation, one adult attends to the children while the other is made available to contact the parent, phone emergency services, or take the injured child for emergency treatment. Teachers are trained in first aid and may deal directly with the injury if it is minor. The child's file and the traveling first aid kit both contain copies of signed forms authorizing school personnel to take children for emergency treatment when required.

### **Fire:**

Fire drills are held at least six times per year. Meeting places having been established outside, students are trained to leave the school building promptly and quietly, meet their group and answer to a role call. In the event of a real fire, after role is called, students will go to the nearby ball field where they will wait until they are picked up or the building is deemed safe by the fire authorities. In bad weather conditions, parents will need to pick up their children from the Cedar Hill Recreation Centre at the corner of Cedar Hill Rd and Finlayson.

### **Earthquake:**

Earthquake drills are held at least three times per year. Students are trained to find a safe spot and remain there until the all-clear signal is given. Supplies of food, and blankets are stored in plastic boxes ready for an earthquake event. In the event of serious damage to the school building, the group will retreat to the Cedar Hill Recreation Centre (Cedar Hill Rd and Finlayson) until an authorized person becomes available to pick up each child.