

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.5

PROCEDURE: EXPLOSIONS

BACKGROUND

An explosion may result from chemical interactions, ruptured propane tank, detonated bomb or other combustible materials/chemicals. If there is an explosion at school, staff should prepare their students for evacuation after the explosion, using fire evacuation procedures.

PROCEDURES

1. Staff Response

- 1.1 Upon hearing/seeing an explosion in the building, implement “Duck, Cover and Hold”.
- 1.2 Assess injuries.
- 1.3 If an explosion occurs within the building and conditions appear unsafe, evacuate the building after explosions and flying debris have stopped.
- 1.4 Remember to take your class list with you.
- 1.5 Upon hearing/seeing an explosion outside of the building, implement “Drop”.
- 1.6 Attempt to contact the Principal as soon as possible.
- 1.7 Return to the building only when the Principal gives the “all clear” signal.

2. Administrators and/or Response Team

- 2.1 Once outside, the Principal should assemble the Crisis Team to help control the situation.
- 2.2 If possible, the secretary should immediately call the RCMP – giving as much detail as possible regarding the incident.
- 2.3 The custodian should turn the building utilities off, if possible.
- 2.4 Once emergency crews arrive, the Principal should immediately meet with them to explain the situation and be available to re-enter the building if requested.
- 2.5 The school must be secured and all access roads kept open until authorities arrive.
- 2.6 Principal contacts Director/designate who informs the school board.
- 2.7 Principal prepares a written statement for staff to read to students and sent to parents/guardians describing the facts known at the time and procedures for accessing support as needed.
- 2.8 Complete an incident report and file in the Principal’s office.
- 2.9 Debrief with the crisis team.

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