

EMERGENCY ACTION PLAN

Category 3, 4 or 5 (and Category 2 if engaging in High Care Activities)

Trip: _____

Date: _____

Supervisor in Charge: _____

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	
Location of Activity <i>Address of Facility</i>	
Student List <i>Include full student names and birthdates</i>	
Parent Contact List <i>Include full parent names and phone numbers</i>	
Nearest Hospital <i>Address of nearest Hospital</i>	



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Border Crossing Plan <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</i>	
First Aid Kit <i>A first-aid kit must be accessible at all times</i>	
Plan of Care <i>A copy for each applicable student must be printed from Edsembli</i>	
Concussion Protocol <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i>	
Heat Warning <i>Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</i>	
Cold Warning <i>Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</i>	



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Tornado Warning

Seek shelter immediately

Make an effort to move portable classes indoors

Move students to lowest level of building

Move students away from windows, doors, outside

Put as many walls as possible between staff/students & outside (ideal locations include washroom, change rooms, interior rooms)

Coordinate which stairwell should be used by which class

Guide staff and students to crouch low, head down and protect the back of your head with your arms.

Thunderstorm Warning

When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area

Establish the protected area and ensure all staff know where it is.

High Wind Warning

Precautions will be taken when wind speeds are greater than 40 km/h.

Activity is to stop or be moved indoors when wind poses a risk to participants.

Schools MUST suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)

Flood Advisory

When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.