

**EASTERN TOWNSHIPS SCHOOL BOARD**

**CRISIS MANAGEMENT  
SCHOOL/CENTRE 2020-2021 EMERGENCY PLAN SUMMARY**

Flexibility has been incorporated in this document, in that every box may not be necessary depending on the facility population, layout and location.

**School/Centre**

Mansonville Elementary School

**Address / Floor Plan / Phone Number**

5 Marion-Atwell, Mansonville, Quebec J0E 1X0 450-292-5622 Ext: 11101

**Principal / Director**

Fanny Boulais

**School Year**

<b>From</b>	<b>To</b>
<b>2020</b>	<b>2021</b>

For Central Emergency Response Team Use

<b>Date Received</b> September 18, 2020	<b>Date Revised</b> September 18, 2020	<b>Approval Status</b> Approved	<b>Date Approved</b> September 28, 2020
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**Local Emergency Response Team (LERT):** The team will assist the incident commander in the mitigation and/or resolution of an emergency and or school crisis. LERT members function within an Incident Command System (ICS). ICS is an emergency management system designed to enable effective and efficient management of incidents by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organization structure. The ICS structure develops in a top-down, modular fashion that is based upon the size and complexity of the incident. Effective communication is vital in dealing with critical incidents. LERT members should be equipped with portable radios and/or phones.

<p><b>Incident Supervisor</b></p> <ol style="list-style-type: none"> <li>1. Fanny Boulais</li> <li>2. Daniel Aucoin</li> <li>3. Alexander Wisdom</li> </ol>
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<p><b>Student Accounting</b></p> <ol style="list-style-type: none"> <li>1. Dan Aucoin</li> <li>2. Alexander Wisdom</li> <li>3. Andrea Ivan</li> </ol>	<p><b>Information &amp; Media Rep.</b></p> <ol style="list-style-type: none"> <li>1. Fanny Boulais</li> <li>2. Daniel Aucoin</li> <li>3. Tara Graves</li> </ol>
<p><b>Off-Site Bus Staging Area</b></p> <ol style="list-style-type: none"> <li>1. Alexander Wisdom</li> <li>2. Tara Graves</li> <li>3. Fanny Boulais</li> </ol>	<p><b>Communication and Recorder</b></p> <ol style="list-style-type: none"> <li>1. Fanny Boulais</li> <li>2. Daniel Aucoin</li> <li>3. Tara Graves</li> </ol>
<p><b>Off Site Evacuation Coordinator</b></p> <ol style="list-style-type: none"> <li>1. Dan Aucoin</li> <li>2. Tara Graves</li> <li>3. Émilie Marceau-Kozickie/Stephanie Fortier</li> </ol>	<p><b>School Site Security</b></p> <ol style="list-style-type: none"> <li>1. Tara Graves</li> <li>2. Darren Teolis</li> <li>3. Alexander Wisdom</li> </ol>
<p><b>Police/Fire Liaison</b></p> <ol style="list-style-type: none"> <li>1. Fanny Boulais</li> <li>2. Dan Aucoin</li> <li>3. Tara Graves</li> </ol>	<p><b>Staff Assignments</b></p> <ol style="list-style-type: none"> <li>1. Fanny Boulais</li> <li>2. Dan Aucoin</li> <li>3. Alexander Wisdom</li> </ol>
<p><b>Parent Reunion Organizer and Liaison</b></p> <ol style="list-style-type: none"> <li>1. Tara Graves</li> <li>2. Andrea Ivan</li> <li>3. Sarah Jersey</li> </ol>	<p><b>Counselling</b></p> <ol style="list-style-type: none"> <li>1. Andrea Ivan</li> <li>2. Sarah Jersey</li> <li>3. Émilie Marceau-Kozickie/Stephanie Fortier</li> </ol>
<p><b>Person Responsible for the Upkeep and Removal of the Go-Kit</b></p> <ol style="list-style-type: none"> <li>1. Tara Graves</li> <li>2. Dan Aucoin</li> <li>3. Darren Teolis</li> </ol>	<p><b>Location of the Go-Kit</b></p> <p><b>Secretary's Office</b></p>

**Staff Not Assigned Students / Not Assigned Specific a Duty**

**LERT Command Post**

**On-Site:**

**Location:** Sandbox

**Media Staging Area:** Parking lot behind the Anglican Church

**Parent Reunion Area:** Parking lot behind the Anglican Church

**Off-Site:**

**Location:** École primaire le Baluchon

**Media Staging:** Parking beside the catholic church

**Parent Reunion Area:** Parking Lot école primiare le Baluchon

**Additional Information:**

**Evacuation:** A minimum safe distance of 50 feet (15 m) is required during fire evacuation, 300 feet (100 m) for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes should be posted in each classroom. Remember, the ideal area should be large enough to hold all students and staff. This makes it easier to count and communicate with everyone.

**On-Site Evacuation Location (i.e. fields, parking lot, etc)**

Behind the fence, by the parking in front of the school Parking Lot Playground
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**Off-Site Evacuation Location**

<b>Primary Location:</b> École Le Baluchon Principal : Amélie Girard Secretary : Anne-Marie Bouffard 450-292-5717	<b>Alternate Location:</b> Primary Location: Town Hall Maggie Covey: 450-292-3313
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**Evacuation Concerns or Information**

<p>The emergency exit out of the gymnasium in winter gets snowed in often. The Nexkemia accident procedure is attached to this document.</p> <p>The school does not have Portable (Walkie Talkie) radios <b>Not all employees have a ETSB badge</b></p>
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**Lockdown Procedures:** May be initiated to isolate students and staff from an intruder or security threat within the building. Depending on the facility and / or incident, an organized evacuation away from a danger area may be necessary.

**When ordering a lockdown, the following announcement will be made.**

**Example:**

**Student and staff of Mansonville Elementary, we are now in lockdown. Please secure your students in the classrooms and ignore all fire alarms. (REPEATE TWICE)**

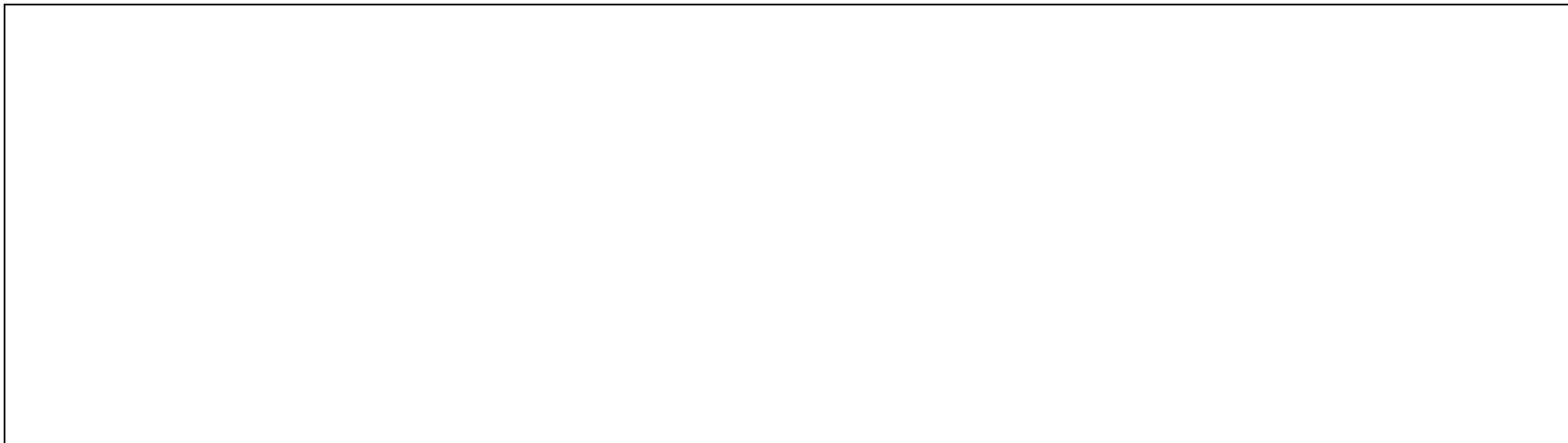
**Once the lockdown announcements are made, these instructions are to be followed:**

- **As soon as a lockdown alert has been initiated, staff must keep students safe by moving them to the closest classroom or secure place, if they are not already there. Do not stay in hallways, traffic areas or stairwells.**
- **Safely check if there are people in the hallways; bring them into the classroom, lock the door and turn off the lights.**
- **Keep all students sitting on the floor, out of common view, away from doorways and windows**
- **Barricade the door with furniture.**
- **Turn off the lights.**
- **Cover the door window & pull down window blinds where possible.**
- **Do not speak or make any noise.**
- **Prepare a list of students in the room; identify those missing or extra. Take list with you when directed to leave the room.**
- **Project a calm, firm attitude to maintain student behaviour. This is serious and a noise could draw attention to your classroom and lead to danger for those within.**
- **Turn off all cell phones & other electronic devices.**
- **Do not use or respond to the classroom phone.**
- **Ignore any fire alarm activation; the school will not be evacuated using this method**
- **Do not open the door at any time once it is locked and everyone is in lock down position.**

**Once the Lockdown is lifted a message will be given over the intercom:**

1. Indicate the status of the situation in each room (slide green or red cards found in your “Crisis Management Kit” (I) under the door & (I) posted in an exterior window– make sure the room number is clearly visible on the card). This identifies the occupied rooms, and in which order to evacuate the rooms one by one based on priority.
2. Wait for instructions from the police or persons in authority, such as the school Principal/Director or delegate, or until they unlock the door.
3. ***Note: Classes may resume activity within the classroom once the lockdown has been lifted – but no one may leave the room and the door remains locked until evacuated by the authorities. The activity should allow for a noise level that permits the class to clearly hear further directives.***
4. In the case of a full lockdown evacuation with police, have the students leave the classroom calmly, in silence, hands on heads, in accordance with police directives.

**Additional Lockdown Procedures:**



**Secure the Building Procedures:** May be initiated to isolate students and staff from a security threat outside the building or in response to a local threat or emergency.

- **No students or staff allowed outside: bring staff and students into the building (No P.E. or., recess, etc.)**
- **Close and lock all building exterior doors**
- **Staff member posted at building main entrance to control visitor access, issue passes, direct reunification area, if applicable**
- **Staff members and students are free to move about the building with business as usual**

**Shelter in Place:** Taking some simple but effective steps minimizes the exposure to hazardous chemical incidents or the deployment of suspicious products.

- **Call 911, the Coordinator of Material Resources 819 868-3128, and the Director General's Office**
- **Have designated staff shut off main power to the building. This will shut down all HVAC, exhaust and roof ventilators. This will create a neutral pressure and help prevent outdoor air from entering the building while still providing for emergency lighting, some power, phones and fire alarms.**
- **Bring staff and students inside the building. Exposed people must be separated from the rest of the population and have them wash with soap and water.**
- **Close windows and doors**
- **If possible, minimize the introduction of outside air by placing items or towels in front of exterior door thresholds and use tape to seal exterior doors, windows and supply vents.**
- **If possible, provide alternative clothes for exposed individuals and bag clothing they removed in sealed plastic bags**
- **Listen to local emergency management officials by staying tuned to local media and emergency fan out messages.**
- **Follow directions of the responding public safety officials**

**If deployment is indoors: Follow above steps, document exposed people, have those in immediate area wash as above and evacuate occupants to an area away from the threat.**

**Staff Assignments and/or additional Shelter in Place steps:**

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**Stay Put Stay Tuned:** Typically implemented at the request of public safety officials to limit the impact on the transportation infrastructure; may be appropriate during large-scale events that require public safety entities to request limitations on movement and transportation.

- **No unsupervised release of students is to occur until direction is provided by a competent authority. Normal end-of-day release will not occur**
- **Staff members will monitor media and messages systems for updates**
- **Keep in touch messages shall be initiated for affected schools**
- **Students can be released to parents with proper identification**

**Automatic External Defibrillators (AED) Locations:**

For Future Use

**Staff Trained to Render CPR and/or First Aid:**

<b>Staff Name</b>	<b>Room Number</b>	<b>Emergency Skill</b>	<b>Refresher Date</b>
Tara Graves	130	CPR/FIRST AID	May 2021
Fanny Boulais		CPR	March 2019
Daniel Aucoin		CPR	March 2019

**Students, Staff and/or Classes Requiring Special Assistance:**

<b>Student or Class Name</b>	<b>Location</b>
Preschool students, cycle 3: 2 autistic students.	



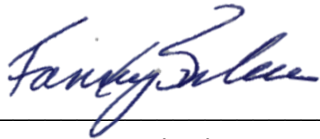
**Additional Crisis Planning Steps:** Refer to the Crisis Management Handbook for training and handling specific incidents. This space provided for additional needs specific to your site.

**Debriefing:** A meeting to discuss the incident and lessons learned will occur within 24 hours of the critical incident if possible. All available members of the LERT will attend. If necessary, provide additional training and/or modify the plan for improvement.

**Building Security:** All staff, students and parents have a joint responsibility to provide a safe and secure learning environment. Sound visitor and access control measures are fundamental in helping to achieve this. Staff are strongly encouraged to remain vigilant in challenging adults in the building not wearing identification badges and reporting and suspicious activity to the administration.

**Visitor Control:**

- Visitors must report to the main office signs posted on all exterior doors
- Visitors must sign in at the main office
- Visitors will be issued a school ID badge and display it in a conspicuous manner while on ETSB property
- Visitors must exit the main entrance and return ID badge before leaving
- Staff observing individuals without ID badges will politely challenge that person to report to the main office
- Wearing visitors' badges shall not apply to public safety officials in uniform
- Individuals failing to comply will be reported to the police via administration and may be subject to prosecution for trespassing
- Special provisions for event and occasions are made at the discretion of the administrator in charge



\_\_\_\_\_  
Signature: Principal

September 18 , 2020

\_\_\_\_\_  
Date

**WHAT TO DO IN CASE OF A MAJOR INDUSTRIAL ACCIDENT?**

**ALERT**

If you hear the municipal siren for a minute without stopping or the fire department vehicles patrolling your neighborhood with the siren continuously activated, here's what you need to do:

What to do:



**To avoid breathing toxic fumes:**

Enter quickly into the nearest building.



**To prevent exposure to a toxic substance and/or protect yourself from an external explosion:**

Do not stay outside or in a vehicle. Close and seal doors, windows and vents of your home.



**For instructions to follow:**

Stay tuned and follow the instructions given by municipal authorities (fire department, first responders).



**Not to expose you or expose your children:**

Do not pick up your children at school or day care. These centers know what to do in an emergency situation.



**So that help can be organized:**

Do not make unnecessary telephone calls, leave telephone lines free for emergency personnel.

**MUNICIPAL SIREN**

<p>In case of disaster, the Municipal siren will be activated by the fire department.</p> <p>The number of times the siren will go off, will dictate the procedure during an emergency response and what to do.</p>	1 sig	you must do what is mentioned above.
	2 sig	you must go to the assembly points identified by the municipality.
	3 sig	you can return home safely.

**RISK MANAGEMENT INFORMATION BROCHURE OF POTENTIAL MAJOR INDUSTRIAL ACCIDENTS**



**Petrochemicals Inc.**



**Township of Potton, Quebec**



**ACT SAFELY WITH THE PARTICIPATION AND THE COLLABORATION OF YOUR MUNICIPALITY**

## Who we are...?

NexKemia Petrochemicals Inc., a manufacturer of expandable polystyrene is covered by the Environmental Emergency Regulations of the Government of Canada. Our company stores and / or manipulates two substances, Styrene and Pentane, which are part of the list that requires an emergency plan.

These two substances, are both liquid hydrocarbons used in the manufacturing of expandable polystyrene (EPS). EPS is an everyday product widely used in the construction industry because of its high insulating property. Our operation process takes place in manufacturing vessels under pressure with the help of equipment at the cutting edge of technology and under constant supervision of qualified and trained staff.

## ...and how do we prevent or handle events?

Handling hydrocarbons has a certain level of risk. NexKemia with its trained employees and effective procedures are constantly working to minimize risks. Our company's emergency plan discusses the types of emergencies that could possibly arise, including the impact on site and off site, as well as issues related to prevention, warning devices and preparation, remediation and restoration. This plan also provides for standard and alternative situations based on specific calculated scenarios. (See the scenarios adjacent).

Those involved in the emergency plan and their respective roles and responsibilities, are stated therein. The plan also contains records of annual testing and a description of the training received by the personnel. Annually, pursuant to regulation, our emergency plan is tested with the participation of the municipality.

## What does the industry do to ensure our security?

The chemical industry is one of the most regulated among all industries. Our company is a member of a mutual prevention group comprised of 15 industries having substantially the same risks as our own, and sharing the same concerns.

This forum allows us to exchange ideas and share best practices in the industry. In doing so we make sure to have on hand the best tools to prevent the introduction of unwanted risks in our businesses.

Despite our good will, we are not immune to these risks; it is for this reason that our emergency response plan is the best tool in case of an emergency event.



*At any time, NexKemia staff are available to answer your questions about this flyer or its content. Do not hesitate to contact us at 468-292-3333*

## Standard and alternative scenarios

Definitions: Standardized scenarios: scenarios without active mitigation measure  
Alternative scenarios: Scenarios with passive and active mitigation measures

Overpressure: **3PSI** → Can cause breakage of 10% of the windows  
**10PSI** → Can cause the collapse of brick walls  
**30PSI** → Can cause the collapse of steel structures

### STYRENE

#### STANDARDIZED

Styrene tank bleve

De base de cette image nous se situent à l'extérieur de la zone d'impact de la nuée, égale à celle du cloud

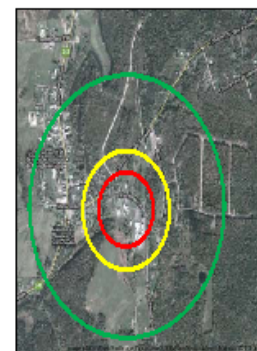


105m 45m 20m

#### ALTERNATIVE

Production vessel

1000 kg de polystyrène expansible par un coup de feu, cloud formation et pluie



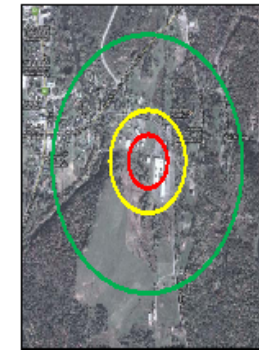
719m 319m 20m

### PENTANE

#### STANDARDIZED

Pentane tank bleve

De base de cette image nous se situent à l'extérieur de la zone d'impact de la nuée, égale à celle du cloud



440m 180m 90m

#### ALTERNATIVE

Bris de boyau Pentane

Accumulation, cloud formation, pluie et activation de mitigation



59m 30m 20m