



MAC Islamic School
Edmonton

Health, Safety, and Crisis Management Plan

2023 / 2024

MAC Islamic Elementary School

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MAC Islamic School (MIS)

The Muslim Association of Canada (MAC) and the Edmonton Muslim Community established the MAC Islamic School (MIS) in 2012. MIS is a registered full-time accredited Elementary, Junior High and Senior High School serving children from preschool to grade 11. This is our eleventh year in operation. We have about 600 students from varying cultural backgrounds. At MIS we are committed to mainstreaming Islamic values and teachings in all subject areas. We cover the Alberta Education curriculum along with Quran, Arabic, and Islamic Studies.

Mission, Vision, and Core Values

Mission

MAC Islamic School is a school of choice focusing on academic excellence that produces positively influential individuals with exceptional Islamic character, while having fun.

Vision

At the MAC Islamic School, we are determined to teach our young Muslim students to be lifelong learners, strong members of the community and to accept all of Allah's (SWT) creations with an open heart. We strive to develop a strong relationship with Allah SWT and embody the values of Rabbaniya, integrity, service, and excellence. Furthermore, we want to develop the love of reading in our students and enable them to become confident scholars.

Core Values

Passion

Integrity

Quality

STUDENT HEALTH & SAFETY

Sources: <https://www.alberta.ca/students-with-medical-needs>
<https://www.albertahealthservices.ca/info/Page2909.aspx>

Parents and guardians are primarily responsible for the medical needs of their children. It is important they work with schools, community partners and healthcare providers to ensure their child's medical needs are met.

If a child becomes ill or injured at school, staff will contact the parents/guardians. If the injury is serious, he/she will be transported to the hospital using an ambulance and the office will contact parents/guardians.

Schools may need to understand a student's medical condition in order to:

- help teachers plan effective instruction and classroom support
- prepare for possible impacts on student learning, social or emotional behaviour and on the classroom environment

Administering Medication to Students

- All medication must be kept in a locked drawer or cabinet.
- Parents must complete a form for dispensing medications. This is found in the Office. See Appendix I.
- Medications may only be dispensed by teachers or administration when accompanied by written consent from parents or guardians.
- Documentation will be kept regarding the name, dose, and time medication is administered.
- Parents should share an action plan with the school if their child requires medical attention.

Anaphylaxis

Anaphylaxis can be a life-threatening situation, and based on a doctor's diagnosis and treatment, it requires the immediate administration of epinephrine auto-injector. Parents are responsible for informing the Office in writing. The documentation regarding administration of the medication will be kept in the Office and the homeroom teacher. Staff are required to document anaphylactic reactions.

Student information for emergency procedures and contact information will be posted in the staffroom and Office. Staff members will check the expiration date on the epinephrine auto-injector and ensure that it is easily accessible. Staff members are required to update their anaphylaxis training regularly. The following website may be used: <https://www.allergyaware.ca/courses/>

Asthma

Asthma is a very common chronic (long-term) lung disease that can make it hard to breathe. The symptoms can range from mild to severe and sometime could be life threatening. In accordance with a doctor's diagnosis and treatment, emergency medication (such as a reliever inhaler or stand-by medication) and documentation must be provided to the school. Medication must be kept with the teacher and/or Office.

Peanut/Nut Allergies

MIS is a nut free school. We have students with peanut/nut allergies. Do not send any products containing peanuts or nuts or traces of them. Parents must inform the office and their child's teacher should in the case of nut allergies. They should provide the school with information and medication according to the doctor's diagnosis and treatment.

Conjunctivitis (Pink Eye)

Pink eye (conjunctivitis) is redness and swelling of the conjunctiva, the mucous membrane that lines the eyelid and eye surface. Viral and bacterial pink eye are contagious and spread very easily. Children may return to school 24 – 48 hours after antibiotic treatment.

Head Lice

Parents/guardians will inform the school if their child has head lice so that we may prevent the spread to others. Students are required to stay home 24 – 48 hours after treatment for lice. When occurrence of lice is reported to school, we will inform the parents of the classroom so they may take precaution and help prevent the spread to others.

To learn about how to treat head lice, go to MyHealth.Alberta.ca and search "Head Lice and How to Treat Them".

Communicable Diseases

If parents suspect that their child has a communicable disease that may spread to others:

- Keep their child at home
- Contact the family doctor for a diagnosis and treatment
- Submit a doctor's note to the school to indicate wellness

Concussion

A concussion is a mild brain injury following the impact on the head or upper body. Common symptoms are headaches, dizziness, nausea, and difficulty concentrating. Allowing the child's brain to rest and recuperate is the best treatment for concussions. Recovery times are variable and a child's doctor must be consulted to provide specific guidelines.

Type 1 Diabetes

Diabetes is a medical condition where the body either does not produce sufficient insulin or cannot properly use the insulin it produces. Type 1 diabetes is a disease in which the immune system attacks

and destroys cells in the pancreas that produce insulin. It is controlled by daily doses of insulin. Students with Type 1 diabetes will need to monitor blood sugar levels via a finger prick and a blood glucose meter.

- Low blood sugar (less than 4.0 mmol/L) must be treated immediately with a source of fast-acting sugar
- An Individual Care Plan (ICP), provided by the parents/guardians, will outline and support the needs of the student. The 2 main components of an ICP are
 - a daily management plan
 - emergency plan
- An ICP must be annually reviewed and adjusted as needed.

For more information on guidelines on how to support students with diabetes, see the following link [Guidelines for supporting students with Type 1 diabetes in schools - Open Government](#)

Exclusion from Activities

A written notice or phone call from parents is required if a child is to stay inside the school during recess and/or be excused from physical education or other school activities.

OUTBREAK PREVENTION & CONTROL

Sources: <https://www.albertahealthservices.ca/medstaff/Page17358.aspx>

Schools are recommended to take the following measures to prevent outbreaks and keep students and staff safe:

- Implement practices to stop the spread of illness, such as those outlined in the general outbreak prevention practices section.
- Develop policies to rapidly identify and manage students and staff with symptoms of illness.
- Promote high levels of environmental cleaning, respiratory etiquette, and hand hygiene.
- Notify PPHST (AHS Public Health Outbreak Support Team) as outlined in reporting illness to PPHST. Contact PPHST at 1-844-343-0971 to receive initial guidance and decision-making support. PPHST is a provincial, centralized outbreak reporting and response resource (formerly known as CEIR).
- Schools notify the PPHST (AHS Public Health Outbreak Team) at 1-844-343-0971 when the Reporting Criteria are met.

Reporting Illness to PPHST

Type of Illness	Reporting Criteria
Respiratory Illness or Gastrointestinal Illness	10% student absenteeism due to illness OR an unusual amount of students with similar symptoms Symptoms: cough, shortness of breath, sore throat, loss or altered sense of taste/smell, runny nose/nasal congestion, fever, fatigue (significant and unusual), muscle ache/joint pain, headache, nausea, vomiting, diarrhea Note: Report an unusual increase in staff with GI illness (above the

	baseline of what would be expected) to PPHST, whether or not they were present at the school with symptoms. This could be an indicator of a GI outbreak.
Rash Illness	Three or more students with a similar rash illness within a 10-day period
Other Unusual Illness	Report to PPHST if there are questions or concerns about other unusual illnesses. Schools are recommended to call regarding diseases that may benefit from further advice and/or investigation. This includes measles, mumps, pertussis (whooping cough), meningitis, hepatitis, and any other illnesses of concern.

Universal Outbreak Measures

PPHST will notify the AHS Public Health Outbreak Team if the reporting criteria in Table A are met. The AHS Public Health Outbreak Team will contact the school to discuss the illness details and determine if there is an outbreak.

For respiratory illness outbreaks: once the outbreak is open schools may direct questions to 1-833-592-2029 or email CD_Outbreak_School_DayCare@albertahealthservices.ca.

For all other types of outbreaks, use the contact information provided by the AHS Public Health Outbreak Team.

If an outbreak is declared, the AHS Public Health Outbreak Team will:

Review the general outbreak prevention practices.

- Provide information and recommendations to identify and prevent further spread of illness.
- Direct school to start enhanced cleaning and disinfection.
- Discuss modifications for shared transportation.

Enhanced Cleaning and Disinfection

When an outbreak is declared, the school will enhance cleaning and disinfection. Below are some of the practices that will help reduce germs and prevent spread of illness.

- Increase frequency of daily cleaning and disinfection of common areas and surfaces. Pay particular attention to doorknobs, light switches, desktops, washrooms and other high-touch surfaces.
- Provide consistent reminders to students and staff about hand hygiene.
- Minimize the use of common or shared items (such as computers). o If shared use is necessary, clean and disinfect between groups.
- Allow water fountains to remain open only if they can be cleaned and disinfected frequently.

Shared Transportation

If a student becomes symptomatic on a trip using shared transportation, the school can:

- Recommend that the driver wear a face mask when driving a symptomatic student.

- Recommend that the driver contact the school.
- Provide a face mask for the symptomatic student if it is available and will be tolerated.
- Make arrangements for the symptomatic student to go home.
- If GI symptoms such as vomiting are present, recommend appropriate supplies to contain vomit and appropriate PPE and supplies to manage cleaning.
- Increase the frequency of cleaning and disinfection of the shared transport vehicle. This includes high-touch surfaces, such as door handles, rails, steering wheel, mobile devices, and GPS.

Additional Outbreak Measures

General school measures The AHS Public Health Outbreak Team may provide a letter for parents/guardians. This letter provides information about the outbreak and how to prevent the spread of illness.

- Schools are to use this letter to communicate with parents/guardians to ensure that accurate and up-to-date information is provided. In collaboration with school leadership, the following additional measures may be recommended:
 - Clean and disinfect shared items between students.
 - If shared items cannot be cleaned and disinfected (such as paper books and puzzles), they are recommended to be removed until the outbreak has ended.
 - Postpone special events, performances or celebrations that involve bringing in family members and visitors.
 - Postpone high-risk field trips and activities such as:
 - Crowded indoor venues
 - Overnight trips
 - Hands on activities with shared items
 - Multiple classes attending
 - Shared transport
 - Visits involving vulnerable populations (such as congregate care, hospital)
 - Consider postponing other off-site activities.
 - Move classes outdoors where possible (such as physical education).
 - Minimize mixing different classes.
 - Stay apart from others in common areas, if possible (such as hallways, washrooms).

Ending an Outbreak

The AHS Public Health Outbreak Team will determine when an outbreak is over and will advise when the control measures can be discontinued. The school is recommended to conduct a thorough enhanced cleaning and disinfection in all areas prior to returning to regular operations. Schools are to resume general outbreak prevention practices.

SAFETY & CRISIS MANAGEMENT PLAN

The purpose of this plan is to ensure the safety and well-being of students, guests, and staff in the event of an emergency from within the physical plant or external to the school/site building.

Edmonton Schools have identified the following as potential emergencies:

- Fire/Explosion
- Bomb Threat
- Gas Leak
- Flood
- Severe Weather
- Chemical Release
- Building structural integrity compromised
- Utility disruption
- Intruder
- Weapons
- Violence
- Abduction
- Civil disturbances
- Suspicious activities

Purpose

The purpose of this plan is to ensure the safety and well-being of students, guests, and staff in the event of an emergency from within the physical plant or external to the school/site building.

Definitions

ON ALERT PROCEDURES

On Alert procedures are initiated as precautionary measures. All exterior doors are locked, and students do not go outside for recess or lunch breaks. Students and staff outside the building are called inside to their classrooms. Activities, classes and office duties within the school continue as usual. Entry and exit to the school is strictly authorized and controlled. Once the situation is resolved, an announcement is made and the school resumes normal operations.

Why implement On Alert?

An On Alert would be issued to keep students inside the school or a classroom until the external environment is safe.

Examples include:

- a student requires medical attention and the Emergency Response Department is on site.

- an emergency situation in the neighbourhood is occurring and the police have indicated that an On Alert is required as a safety measure.
- a chemical spill or gas line leak has occurred in the neighbourhood.

FIRE & EVACUATION PROCEDURES

The purpose of an evacuation is to ensure that everyone is out of the building as quickly as possible. It is usually due to a fire or other danger to safety within the building. Anyone outside their normal work areas are to exit via the nearest exit. Never enter a smoke-filled stairwell; exit via the closest alternate route. Those requiring special assistance are to be accompanied. Everyone remains outside the school until it is safe to go back inside.

Fire Safety Maintenance Requirements:

The Alberta Fire Code – Regulation 2.8.2 states that “total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms” (i.e. 6 times per school year) and the person in charge of a building shall maintain and make available to the fire department a written record of all fire drills held in accordance, showing the date of the drill, the evacuation time and comments and recommendations.

LOCKDOWN PROCEDURES

A Lockdown is initiated only in the case of an immediate threat to the occupants of the building. Occupants quickly move to the nearest securable room and lock the door. Windows are closed and locked and blinds are drawn. Students and staff stay quiet and out of sight away from windows and behind locked doors until the threat has passed. Lockdown Drill procedures will occur once in each of the Fall and Spring terms.

Quick Reference: On Alert Procedures

When you hear the announcement “**School is now On Alert.**”

STAFF

- Remain calm.
- Clear hallways
- Close classroom doors and windows
- Remain calm. Staff must take attendance to ensure all their students are present and contact the office of any missing students. Once attendance is looked after, instruction and regular instructional activities are to resume within the school.
- Administrators do a complete sweep of the school and school yard to ensure that students are in the building and are safe in classrooms.
- The administrative staff will ensure that all exterior doors are locked.
- Classes outside will enter the school.
- After the situation has been resolved, the principal will announce that the On Alert is over.

STUDENTS

- Remain calm.
- If outside of a classroom when the On Alert announcement is given, return to your regularly scheduled class.

Quick Reference: Fire and Evacuation Drill Procedures

ALL BUILDING OCCUPANTS MUST IMMEDIATELY VACATE THE BUILDING THROUGH THE NEAREST EXIT.

STAFF

- Practice Evacuation Fire Drill procedures with the students each term
- Keep students calm and quiet
- Ensure that you take along an updated class list with current attendance
- Leave the lights on
- Close unlocked door
- Teachers are last to leave the classroom.
- Proceed to the allocated muster point (*see site map)
- Take attendance. If all students are present, hold up a Green card.
- If not all students are present, then hold up a red card and alert administration
- Re-enter the school/site when directed to by an administrator
- All staff and visitors not working with students exit to muster point

STUDENTS

- Remain calm.
- Do not go to lockers when the fire alarm goes off – exit the school immediately with your class
- If you are away from your classroom, leave by the nearest exit and rejoin your class outside at the muster point.
- It could be cold and/or wet outside so dress appropriately every day

We will aim for 3 evacuation fire drills in each of the Fall and Spring school terms.

Quick Reference: Lockdown Drill Procedures

When you hear the announcement **“This is a lockdown. This is a lockdown. This is a lockdown.”**
All building occupants have 20 seconds to enter lockdown.

STAFF

- Remain calm.
- Close and ensure that doors are locked within 20 seconds of the lockdown notification
- Lock & close all doors, shut blinds, cover windows and turn out lights
- Move students to the floor away from the door and as ‘out of sight’ as possible
- Remain quiet and do not allow students to leave the classroom
- All cell phones are silenced
- Do not open the classroom door for anyone including police, firefighters, staff or students
- If classes are being held in open areas of the school, move students to a lockable classroom or safe area as quietly and quickly as possible
- Take students to the school’s off-site location as carefully and quickly as possible if classes are being held outside when the lockdown occurs
- If there is a severe weather event, implement the Environmental Safety Plan
- Focus is on safety only
- Lockdown will be over and resume activities when directed to by an administrator using the code word “Alhamdulillah, lockdown is over.”

STUDENTS

- Remain calm.
- If outside of a classroom when lockdown is called, proceed immediately to the nearest classroom.
- If unable to enter a classroom or unlocked room within 20 seconds, enter a washroom, lock the stall, and stand on the toilet seat. If unable to find a washroom, evacuate the building and go to a safe location outside such as the muster point

Comparison of Protocols

Item	On Alert	Lockdown
When to activate	Precautionary: threat is exterior to the school or when the need to clear hallways is essential such as a medical emergency. Examples: chemical spill, downed power lines or threats of violence in the community.	Immediate threat to the occupants of the building. For example, an intruder is in the building.
Exterior Doors	Locked and closed. Signage should be posted outside indicating that the school's exterior doors are locked due to On Alert.	Remain status quo. No changes to normal procedure.
Communication Method	PA system: as much detail as principal deems appropriate is shared.	PA: "This is a lockdown. This is a lockdown. This is a lockdown."
Classroom Doors	Locked: may be open or closed	Locked and closed.
Windows	Exterior blinds and windows closed.	All blinds and windows are closed or covered.
Lights	On	Off
Attendance Taken	When On Alert is initiated	After the 'all clear' is announced.
Teaching & Learning	Continues; however, no outdoor activities.	Focus is on safety only.
Letter to parents	Not necessary	Yes. Must be done as soon as possible following the incident.

COMMUNICATION

The public address system or intercom will be used by the principal or designate for emergency announcements. Methods of communication will be determined by the school (ie. Email)

The fire alarm will serve as notice for evacuation.

BACK UP SYSTEM: The principal or designate will circulate information throughout the school/site.

If it is necessary to provide emergency care or first aid to a student, parents will be notified as soon as possible.

If a decision to close the school/site is made after school/site hours, administration will contact School Operations Services to determine the best way to advise the public. Staff members will also be notified.

Community Relations Services shall issue public service announcements to inform students, parents, and staff of the plans for emergency dismissal and readmission of students.

EVACUATION RESPONSIBILITIES

The following guidelines are standard procedures, which will enable students to exit safely from the school/site. (Please see school/site maps with evacuation routes in Appendix I.)

Fire Safety Responsibilities

Fire Evacuation

- Activate the fire alarm.
- Tell someone to call 911 (a student, another adult).
- Staff is to attempt to put out the fire **only** if he/she believes that it is reasonable to try and can be done safely.
- Locate the nearest fire extinguisher and attempt to put out the fire. Use the PASS system: Pull – Aim – Squeeze – Sweep
- If unable, evacuate the building.

Regulations Regarding Evacuation of the School

- All students and personnel are to stay clear of the school/site to a distance of

35 meters: to permit unobstructed entry by Fire Department or other Emergency Personnel and in case of flying debris from an explosion

- Everyone must go to their allocated muster point.

Student Responsibilities

- Know locations of exit doors. Highlighted maps outlining evacuation routes each year will be located by each classroom door and will be explained during the first week of school/site. Student handbooks containing maps will be reviewed during the first instructional day or as directed by the principal.
- Upon hearing the fire alarm, students will leave the school/site in a quiet, orderly manner.
- Students first to arrive at the outside doors should open the doors and hold them open until the last evacuee is out and then rejoin their own class.
- In the event they are not in their classroom when the alarm sounds, students will evacuate with the nearest group and then join their classes.
- STUDENTS WILL NOT return to the school/site for any reason unless the public address system / bell signals that it is safe (two short rings), or they are asked by the principal or designate to return.

Teacher Responsibilities

- Ensure that students exit in an orderly manner in accordance with the posted emergency routes
- Ensure that no students remain in the areas of the school/site for which they are responsible (Appendix IV – Staff Responsibility for Ensuring Evacuation).
- Ensure that students remain clear of the school/site to a distance of at least 35 meters – ensure understanding of muster points for various classrooms
- Ensure their students are accounted for through class attendance list
- Ensure that student runner reports any missing students to field supervisor
- Ensure that field supervisor is made aware of any missing students
- Ensure that lights are left on and instructional area doors are closed
- Designated fire warden performs duties (Appendix IV)

Safety cannot be assumed, it must be practiced!

Principal or Designate Responsibilities

- is responsible for carrying out all guidelines regarding fire prevention and fire drill
- ensures all personnel are familiar with fire regulations and procedures
- conducts a fire drill at least three times in each of the fall and spring school terms and as often thereafter as deemed necessary as per legislation
- maintain and make available to the fire department a written record of all fire drills held in accordance, showing the date of the drill, the evacuation time and comments and recommendations (Appendix III)
- Alert school/site with a CLEAR notice of evacuation by making a public address system announcement or by personal communication throughout school/site (in the event of a power outage)
- Notify Emergency Response Services, if warranted (Appendix V)
- One administrator meets first responders at the front of the school while other administrator(s) work with field supervisor
- Communicate with field supervisor that all students are accounted for
- Conduct a search (where possible) for unaccounted students
- Notify School Operations Services

Field Supervisor Responsibilities (Administrative Assistant)

- Outside, administrative assistant becomes the field supervisor
- Take attendance binder and emergency evacuation kit to Muster Point 1
- Receive information from student runners should there be missing students

Custodian Responsibilities

- Report immediately to office in case of emergency
- Ensure that no students remain in those areas of the school/site for which the custodian has evacuation responsibility
- Ensure, upon arrival of Emergency Response Services, availability to open any necessary doors and give assistance related to the building and equipment
- Give guidance / floor plan information to Emergency Response Services and identify any potential hazard that may hamper rescue effort; e.g. electrical transformers, boiler rooms, gas shut off valves, water mains, Dangerous Chemicals list, etc.)

Alternate Accommodations

- Should immediate alternate accommodations be needed, use musters point 3 (MAC Islamic School).
- Long-term accommodations will be determined by the principal and senior administration in consultation with School Operations Services

Fire Warden Responsibilities

- Must complete a visual sweep/inspection of their designated area to ensure the area is 100% vacant.
- Must shut all doors within their designated area.

SCHOOLS WITH DEFIBRILLATORS

Definition

An electrical device used to counteract fibrillation of the heart muscle and restore normal heartbeat by applying a brief electric shock.

Location and Use

A defibrillator must be located in such a way that it is:

readily visible and available;

located near common paths of travel;

free from blockage;

protected from potential damage;

typically within or adjacent to the school gymnasium.

ENVIRONMENTAL SAFETY PLAN

All decision-making and communications patterns are similar to those found in the general plan.

Tornado

The most important part of the Environmental Safety Plan in schools is to develop a plan that is tailored to your unique school/site and to the age group of your students. However, if this is not possible, students and staff need to be directed into the safest areas in an organized manner within very little time.

School Site

- Inform staff and/or students in all areas of your site as per your predetermined method of communication (i.e. signal, announcement, email).
- Have an alternate method to notify staff and students in case of power failure. (i.e. megaphone)

Implement the Severe Weather Plan

- Staff members are to lead all students to the designated protected area in a calm, orderly manner and get into a protective position as soon as possible.
- Ideally, the lowest possible level is the safest, away from windows and glass.
- Staff and students are to stay in their designated protected areas until further communication is received by the school administrator.
- Communicate with parents as soon as possible
 - Should parents wish to pick up their children, they will follow the Family Reunification procedures (p.19).

Please note: Conduct regular drills to practice your Environmental Safety Plan. This will allow both students and staff to remain calm and move quickly in the event of a real tornado.

Definitions:

Protective Area: Interior locations on the ground floor, away from windows and glass are the best. Students and staff in portable classrooms should move into the main school building as soon as possible. Large, open-span areas such as gymnasiums, auditoriums and most lunchrooms should not be used for sheltering people.

Protective Position: Staff and students should face an interior wall, lie face down, with knees and elbows on the ground, and hands over the back of their head.

Severe Weather Watch: Weather conditions are favorable for tornadoes and other dangerous weather to form. Be aware of quickly changing weather conditions. Be prepared to move quickly to the protective area, if the Warning Signal is given

Severe Weather Warning: A tornado or other severe weather event has been indicated by radar or has been spotted. Go at once to the protective area listed below and get in the protective position, as shown below. If you see or hear the tornado coming, take cover immediately, do not wait for the Warning Signal.

Weather Radio: Have a weather radio with a warning alarm tone and battery back-up to receive warnings quickly and directly from your local National Weather Services office. Severe weather events such as a Tornado Watch or Warning will be issued when conditions are favorable for severe weather development.

Edmonton’s Specific Area Message Encoding (S.A.M.E.) is 076400.

www.ec.gc.ca/meteo-weather

Tests are conducted on the SAME alert feature each week around noon on Wednesday. Monthly tests of the tone alert feature occur on the first Wednesday of each month. These tests provide an opportunity for listeners to ensure that their equipment is in good working order.

Light Colour	Meaning	Definition
Red	Warning	An event is occurring, imminent or likely. People in the path need to take protective action.
Orange	Watch	Atmospheric conditions have increased significantly for an event to occur, but location and timing are still uncertain.
Yellow	Advisory	Atmospheric conditions are right for an event to occur.

Power Outage

Understanding that this is situational, schools must develop their own site-plan should there be a power outage for an extended period of time. Items to consider include:

- Safety of the students must always be the priority. Students must be kept calm and safe.
- Do not allow students in the halls unattended.
- Bring students directly into the classrooms with belongings (ie backpacks and coats).
- If there are parents available, ask them to stay and help if they can.
- Bathrooms do not have emergency lights. Know where the emergency lights/flashlights are located.
- Teachers in classrooms that do not have windows should join another classroom that does.
- Take manual attendance, but do not send students to the office to deliver it.

Someone will come to your classroom.

- NO class switches, including flex time. Essentially, the school is 'On Alert' without the movement between classes. Students must remain with the current teacher.
- Administrators will come to your class to give you updates.
- Turn your cell phones on and keep them with you.

Toxic Gas Spill / Chemical Cloud

- Stay indoors
- Stay tuned to local radio and/or television for public information and instruction
- Keep all doors and windows closed
- Turn off the main gas valve (Custodian will turn off main gas valve)
- Close all interior intakes and vents
- DO NOT operate clothes dryers, range hood vents, exhaust fans, or light switches

Disaster / Detonation / Accident

- Listen to radio, monitor TV for emergency broadcasts to substantiate threat
- Close the school/site and dismiss students as per the communication plan if time permits
- Take students to the most sheltered portion of the school/site building, the gymnasium. If there is insufficient warning for dismissal, move to the core of the school/site.
- Keep students in sheltered area until authorities announce it is safe to leave

Bomb Threats

- Take seriously every telephone call, e-mail or letter indicating a bomb or other 'threat to life'
- Principal or designate will determine seriousness and reality of threat
- Principal or designate will contact Police (911) and School Operations Services and determine whether or not to evacuate, with advice from the Police
- Follow Police advice on further action to be taken
- Turn off all cell phones and make sure students also turn any off any of their cell phone (Cell phones can trigger some types of bombs causing an explosion)
- If a bomb threat is received by telephone, refer to Appendix VII for questions to ask.

Family Reunification Following a School Emergency

Parents should know that the district's emergency planning and response process places a high degree of importance on reunifying parents and students as quickly, safely and efficiently as possible. Once the school has met the first priorities of safely evacuating children and ensuring student accountability systems are fully operational, locations of parent reunification points will be provided in coordination with law enforcement and rescue personnel managing the incident.

The reunification process should be designed to meet the specific needs of the school, staff, students, and parents in a way that will ensure well-planned, organized, and efficient reunification of parents and children. A designated location is to be established for parents to reunite with their children following an emergency. This may be the school or another location in cases where the school building was evacuated. At the reunification site, school administrators and staff are to account for all students. Certain emergency situations may not allow for parents to gain immediate access to their children. Law enforcement and fire rescue responders may limit the number of persons within the affected area as they manage the emergency.

Students are released only to authorized individuals listed on school documents/PowerSchool. Identification may be required. Sources where parents may expect to learn information about the locations of reunification points include:

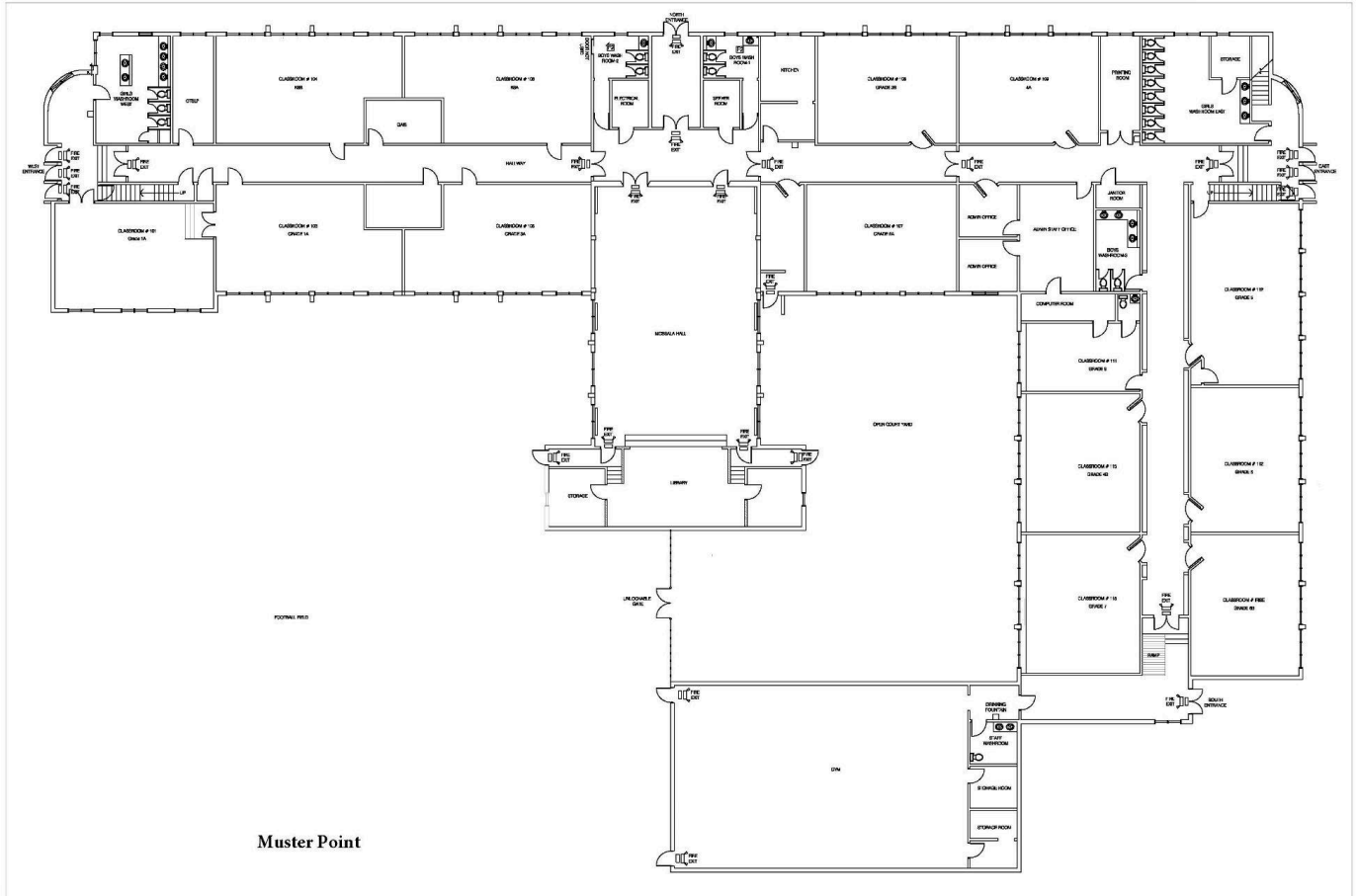
- All involved staff must clearly know and understand their roles in the reunification process.
- Secure all exterior doors, and assign staff to monitor access points.
- Assign staff to monitor on-site traffic control. It is extremely important that the main access areas to the school and fire lanes are clear at all times.
- Assemble an organized parent/guardian receiving team to receive and direct parents/guardians when they arrive. Consideration should be given to setting up parent/guardian check-in tables.
- Assign staff to ask for proper identification in order to verify that the individual is authorized to pick up the identified student(s).
- Ensure that authorized persons follow sign out procedures.

Appendix I: School Maps

School Maps: Building and Grounds including Muster Points

MAC Islamic Elementary School

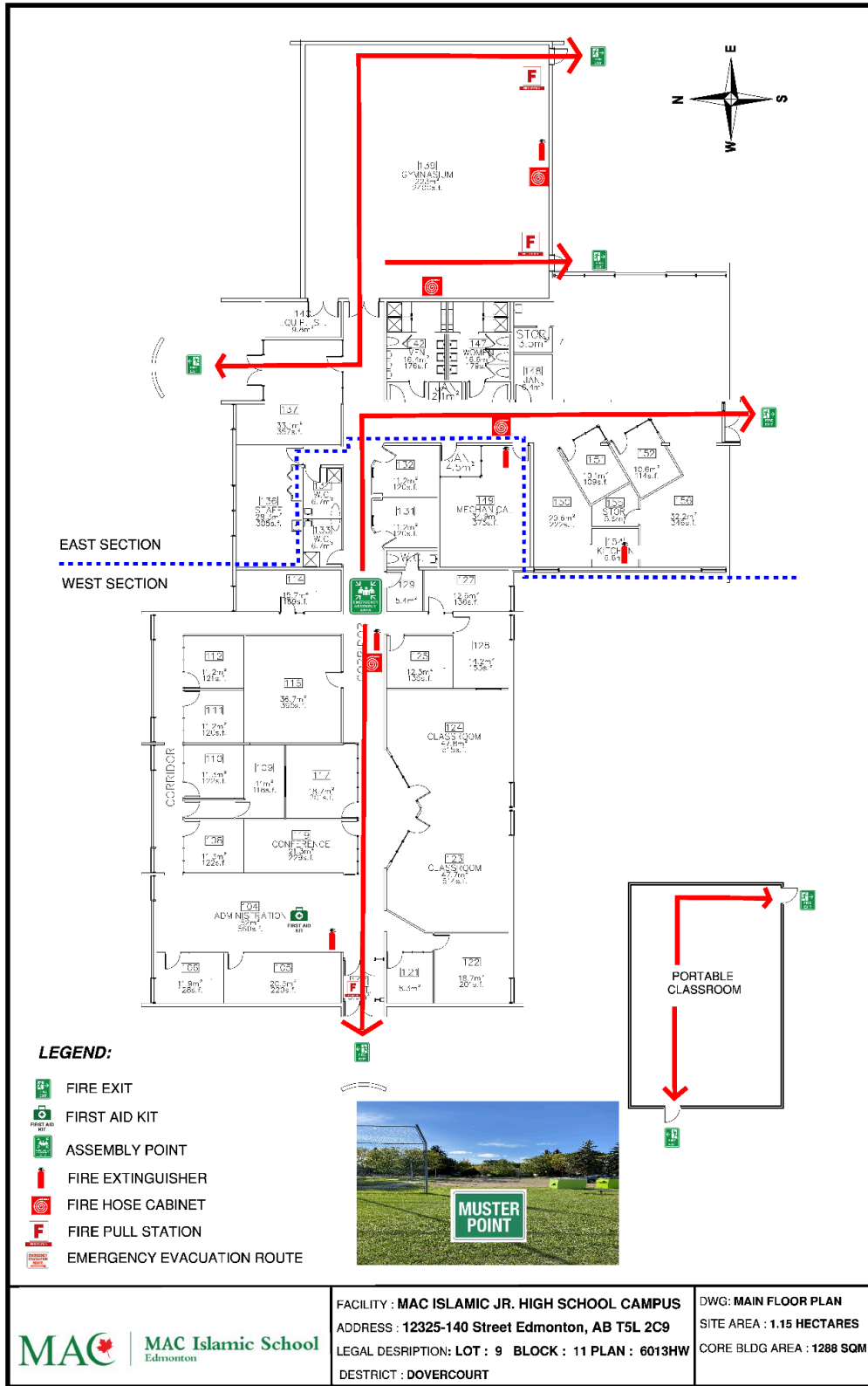
Address: 11342-127 Street, Edmonton, T5M 0T8 Phone: (780)453-2220



MAC Islamic Jr./Sr. High School

Address: 123425- 140 Street, Edmonton, T5L2C9

Phone: (587)635-5437



APPENDIX II: Emergency Evacuation Kit

The Emergency Evacuation Kit/Box is located at: **Main Office**. The admin is responsible for ensuring that it is current and complete. It must contain:

- Complete list of students with student address, AHC number & parent contact numbers;
- Complete list of staff names, phone numbers and addresses
- Telephone fan-out for contacting parents and staff
- A list of required phone numbers such as emergency services, division staff directory, daycare, bus company, etc.
- Staff and supervision timetables
- Staff and student absences
- Crisis Management Plan
- Evacuation site locations and contacts
- Flashlight, batteries and megaphone
- Pens, paper, whistle
- Facility map with locations of power, water, gas shut-off, master

APPENDIX III: Emergency Response Services

MIS Emergency Contact List

Power/Water Outage - contact EPCOR (Enmax is the billing company)

780-233-7410

Account # 33150590

Security Emergency - contact Global Tech

780-453-3433

Natural Gas Emergency & Outage - contact Access Gas

Customer ID # A4900001479

780-420-5585

Police.....	911
Fire Department.....	911
Ambulance.....	911
Global Tech (Security Alarm Services)	780-453-3433
Poison Control Centre	1-800-332-1414
Misericordia Hospital Emergency	780-735-2627
U.of A. Hospital Emergency.....	780-407-8433
Grey Nuns Hospital Emergency	780-735-7180
Royal Alexandra Hospital Emergency	780-735-4444
Emergency Social Services (after hours).....	780-427-3390
Crisis/Suicide Line	780-482-4357
Child Crisis Unit (24 hrs) – Child Welfare Intake.....	780-422-2001
Child Abuse Hotline	1-800-387-5437
Gas Trouble.....	780-420-5585

EPS Non-Emergency Situation: 780-423-4567

Edmonton Police Service <https://www.edmontonpolice.ca/>

APPENDIX IV: Threatening Call Checklist

Instructions:

1. Be calm and courteous.
2. Let the caller speak.
3. Keep the caller on the line as long as you can.
 - a. Ask: Who are you?
 - b. Where are you?
 - c. What do you want from us?
 - d. What are you going to do?
 - e. Why are you doing this?
4. Record as much of the caller's conversation as possible.
 - a. Date & Time of call
 - b. Male? Female?
 - c. Voice: loud, high pitched, raspy, soft, deep, pleasant, monotone
 - d. Speech: fast, slow, stutter, distinct, slurred, slow, distorted
 - e. Accent: local, foreign
 - f. Word Choice: very educated, average, poor, foul
 - g. Manner: calm, rational, coherent, deliberate, righteous, angry, irrational, incoherent, laughing, crying
 - h. Background Noise: talking, laughing, music, machinery, typing, traffic, trains, planes, party, quiet
 - i. Building Knowledge: very familiar, some familiarity, no familiarity
5. Notify the Principal immediately.

APPENDIX V: What Should Parents Do in the Event of an Emergency?

Parents and community members play an important role in keeping our schools safe. Following all security measures such as

- signing in at the school office
- allowing school and emergency services personnel do their job during an emergency
- keeping contact information up-to-date such as phone numbers and emergency contacts

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is a natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first. Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage an onslaught of parents and concerned citizens rushing to the scene to "help." By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities. Additional key points:

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Understand that emergency pickup procedures are different from routine pickup procedures. You may be required to pick up your child at school or at a designated family reunification site.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies.
- The reunification system was developed to ensure the safety of students and it is vital that the procedure be followed.
- Remain in designated areas at the family reunification site.
- Be patient!

APPENDIX VI: Responding to Suicidal Risk in Students: A Staff Guide

Do the Following:		
<ul style="list-style-type: none"> • Remain calm. • Take the situation seriously. • Use language that supports disclosure. • Reinforce the need to involve others who can help. • Seek support from supervisor. • Remain with the student. 	<ul style="list-style-type: none"> • Ensure the student is accompanied to the hospital by a responsible adult. • If escort is not parent/caregiver, ensure that they are informed that their child has gone to hospital. • Ensure student is with an adult at all times. • Document the event afterward. 	
Attempt:	Disclosure:	Concern:
<p>A student makes a suicide attempt at school or returns to school having made a suicide attempt</p>	<p>A student discloses suicidal thoughts or recent self-injury</p>	<p>A student's behaviour suggests suicidal risk, or concern is expressed for a student's safety</p>
<ul style="list-style-type: none"> • Call 911 in an emergency. • Notify the Principal • Contact the parent/caregiver immediately. <ul style="list-style-type: none"> • Accompany the student to the hospital when it is safe to do so and when the parent/caregiver is unavailable. 	<ul style="list-style-type: none"> • Notify your principal/designate. • Contact the parent/caregiver immediately. • Contact the Principal • Contact 911 and request on-site assistance, when the safety of the student indicates this is necessary. • Accompany the student to hospital when safe to do so and parent/caregiver is unavailable. • Stay with the student until a parent/caregiver arrives. 	<ul style="list-style-type: none"> • Contact the student and assess the situation. • Consult with the Principal • Contact parent/caregiver to discuss concern and develop a plan for support.

APPENDIX VII: Supporting Mental Health

- Alberta 211 provides information, mental health referrals and resources. Professionally trained specialists are available by texting INFO to 211, live chat through the website, ab.211.ca or calling 2-1-1.
- If a child needs someone to talk to, they can text CONNECT to the Kids' Help Phone at 686868 or call 1-800-668-6868. This 24/7, free service offers professional counselling, information and referrals.
- If a parent, school staff member or other adult needs someone to talk to, they are encouraged to call the confidential, toll-free, 24/7 mental health helpline at 1-877-303-2642. This helpline is attended by a team that includes nurses, psychologists and social workers.
- The Alberta Health Services website [Help in Tough Times](#) also has helpful information, including the [Text4Hope](#) resource, which you can subscribe to for free by texting COVID19HOPE to 393939. It offers 3 months of supportive text messages written by mental health therapists.
- Kickstand offers the [MoreGoodDays](#) text messaging service. This service offers daily inspiration and advice to boost mental health – this program is similar to AHS's [Text4Hope](#), but geared specifically to young people. Young people can get started by texting “MoreGoodDays” to 393939.
- Indigenous families may wish to contact the toll-free [Hope for Wellness Help Line](#) at 1-855-242-3310 or the online chat at hopeforwellness.ca (open 24 hours a day, 7 days a week). This line offers immediate mental health counselling and crisis intervention to all Indigenous peoples across Canada in Cree, Ojibwe and Inuktitut.
- Alberta Health Services: <https://www.albertahealthservices.ca/amh/Page14063.aspx>
- Dr. Sadiq: <https://www.shifa.ca/>
- Seada Karalic: <https://jswellness.ca/>
- IslamicFamily: <https://www.ifssa.ca/counselling>

Resources

Ramirez, M., Kubicek, K., Peek-Asa, C., & Wong, M. (2009). Accountability and assessment of emergency drill performance at schools. *Family & community health*, 32(2), 105-114.

Web links:

<https://www.albertahealthservices.ca/medstaff/Page17358.aspx>

<https://www.edmontonpolice.ca/>

<https://nonprofitrisk.org/>

<https://www.alberta.ca/k-to-12-education-emergency-and-pandemic-planning>

<http://www.rcmp-grc.gc.ca/tops-opst/cbdc-ccdb/telephone-procedure-eng.htm>

<https://www.alberta.ca/mental-health-in-schools#jumplinks-3>

Fire Safety Maintenance Requirements:

The Alberta Fire Code – Regulation 2.8.2 states that “total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms” (i.e. 6 times per school year) and the person in charge of a building shall maintain and make available to the fire department a written record of all fire drills held in accordance, showing the date of the drill, the evacuation time and comments and recommendations.