

# EMERGENCY PREPAREDNESS PLAN



Lord Aylmer Elementary  
Junior Campus

2025-2026

Updated October 8<sup>th</sup>, 2025

# EMERGENCY PREPAREDNESS PLAN

## Junior Campus

School Name: Lord Aylmer School – Junior Campus  
Address: 130 Frank Robinson, Gatineau, Qc, J9H 4A6  
Telephone: 819-684-4888

Principal: Samantha Halpin    Vice-Principal: Hannah Patrick  
Cell: 613-808-3573                Cell: 819-598-4882

Other contact: Tanya McCormick  
Cell: 819 775 6822

### Emergency Numbers:

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Police/Fire/Ambulance:                | 911                              |
| Alarm Company:                        | (613) 228-2400 or 1-800-653-9111 |
| Emergency Coordinator: Pascal Proulx: | (819) 593-0952                   |
| Buildings: Soufiane El Ouezzani       | (819) 598-0937                   |
| Transportation: Lee-Ann Beaulé:       | (613) 794-8790                   |
| WQSB:                                 | (819) 684-2336                   |

### Alternate site #1 address & contact:

Ecole Lord Aylmer Junior Campus,  
130 Frank Robinson  
819-684-4888

### Alternate site #2 address & contact:

Western Quebec Career Centre, 100 Frank Robinson  
Principal: Damien Curley  
Cell: (819) 360-9334  
Office : 819-684-1770

### Alternate site #3 address & contact:

St. Mark's Church  
160 Rue Principale  
819-684-6926

### Transporters:

#1 = Transport Outaouais- 819-770-1070  
#2 = Autobus LaSalle Ltd- (819) 647-5696

### INCIRT Team

1. Samantha Halpin- Principal
2. Hannah Patrick- Vice Principal
3. Alicia Duperron- Special Education Technician (SR Campus)
4. Julie Belisle- Daycare Technician (SR Campus)
5. Karen Comfort- School Secretary (JR Campus)
6. Wendy Larin- Special Education Technician (JR Campus)
7. Jenna Vatcher Robertson- Special Education Technician (JR Campus)

## **THREE MAJOR EMERGENCY PROCEDURES**

- LOCK IN
- LOCK OUT
- LOCK DOWN

## **FIVE OTHER EMERGENCY PROCEDURES**

- SEVERE INCLEMENT WEATHER
- EARTHQUAKE
- TRANSPORTATION ACCIDENT
- HALL ALERT
- VISITOR'S PASSES

## **LOCK IN- 3 WHISTLE BLASTS + PA ANNOUNCEMENT**

In the event that there is a threat to the students and personnel from the surrounding property a **LOCK IN** will be initiated using the (PA SYSTEM – Indoor/Outdoor).

### **Procedure:**

Principal or designate initiates use of PA system to notify staff and students with the following:

***“Emergency, all students and staff are to come inside the building and report to their class immediately. We are in a LOCK IN now.”***

***I repeat, all students and staff are to come inside the building and report to their class immediately. We are in a LOCK IN now.”***

Bell will sound continuously. The principal or designate will call the Emergency Coordinator, **Pascal Proulx:** (819) 593-0952.

### **Designated Office Staff:**

- Will stay at the office with the end-of-day book.
- **During Unstructured Time (recess/lunch/special events):**
  - Report to Administrator or Designate with crash bag, once notification of student safety is confirmed for all classes.

### **Teachers:**

- **During Class Time:**
  - shut windows and blinds, close classroom doors
  - teachers closest to exit doors should verify the doors are closed
  - ensure students remain in class until LOCK IN is terminated
  - specialists report to the office
  - **staff report class attendance to the front office by calling 422006. Continue to call if the line is busy.**
  - If there is a major chemical spill, schools that have a ventilation system must shut it down. From the school site, the administration team will make sure the process is initiated.
    - If there is a ventilation/air conditioning system on in your room, contact the office immediately
- **During Unstructured Time (recess/lunch/special events):**
  - if on duty, ensure all students are ushered into the school before proceeding to your homeroom class
  - shut windows and blinds, close classroom doors
  - teachers closest to exit doors should verify the doors are closed
  - ensure students remain in class until LOCK IN is terminated
  - **staff report class attendance to the front office by calling 422006. Continue to call if the line is busy.**
  - specialists report to the office

**Lunch Supervisors:**

- if outside on duty, ensure all students are ushered into the school before proceeding to your classroom
- **staff report class attendance to the front office by calling 422006. Continue to call if the line is busy.**

**Administrator or Designate:**

- If there is a major chemical spill, ventilation system must be shut down. The Administrator or Designate will inform the fire department about the source/location of the chemical spill if known.

## **LOCK OUT - (Ex. Fire Evacuation) Fire bell rings continuously**

- In the event that there is a fire, or other need to evacuate the building, the fire alarm will be sounded.
- Fire bell rings continuously
- Call 911
- Contact Emergency Coordinator: **Pascal Proulx: (819) 593-0952**
- No one is permitted to speak with the media.

### **LOCK OUT During class time:**

#### **Teachers:**

- Call for silence and attention
- Have students stand quietly and push chair in
- Shut windows, if time permits.
- Turn off lights, if time permits.
- Grab attendance folder.
- Have last student in line shut the door.
- Proceed to the nearest exit as specified below.
- Gather at designated Bus Lane
- Take attendance
- Report to Admin. Tech. or Designate using green card (all students accounted for) or red cards (one or more students unaccounted for)
- **Wait until Administrative Staff/Designate/Fire Dept. gives permission to re-enter the building**

\*Teachers must ensure a plan of the evacuation route is posted and clearly visible in their assigned rooms.

#### **Level 1:**

Rooms 1.212, 1.214, 1.216, 1.218 exit by South Door by staff parking lot.

Rooms 1.228, 1.230, 1.232, 1.234 exit by North Door by kindergarten classes.

Rooms 1.238, office area exit by Front Door.

Rooms 1.226, 1.236 and Gymnasium exit gymnasium doors (during construction- front doors)

#### **Level 2:**

Rooms 2.302, 2.304, 2.306, 2.308, 2.310 South Door by staff parking lot.

Rooms 2.320, 2.324, 2.336 exit by Front Door.

Rooms 2.326, 2.328, 2.330, 2.323, 2.334 North Door by kindergarten classes.

#### **Designated Emergency Buddies:**

- Rm. 1.216 & 1.218 & 1.214b
- Rm. 1.226 & 1.236 & 1.228
- Rm. 1.230 & 1.232
- Rm. 2.306 & 2.308
- Rm. 2.302 & 2.304
- Rm. 2.334 & 2.336 & 2.324
- Rm. 2.326 & 2.332
- Rm. 2.330 & 2.328

**Designated Emergency Bus lane Number:**

- Lane 93- rm. 1.218
- Lane 74- rm. 1.216
- Lane 21- rm 1.214b
- Lane 20- rm. 2.306
- Lane 19- rm. 2.308
- Lane 18- rm. 2.304
- Lane 16- rm. 2.302
- Lane 77- rm. 2.332
- Lane 5- rm. 2.324
- Next to lane 5- rm. 2.326
- Large Tree- rm. 2.334
- Large Tree- rm. 2.336
- Buddy Bench- rm. 1.236
- Buddy Bench- rm. 1.226
- Right of play structure- rm. 1.230
- Left of play structure- rm. 1.232 & 1.228

**Daycare Designated Emergency Bus lane Number:**

- Lane 93-K4
- Lane 74-K5
- Lane 21-Grade 1
- Lane 20-Grade 2
- Lane 19-Grade 3

In the event that staff members are out of the building the following employees will assist supply teachers during an evacuation.

- Resource teacher will return students to their classes and assist supply teachers
- Any teacher who has a preparation period or spare when the Lock Out is announced will assist

**Office Staff:**

- Collect the crash bag, walkie-talkie and cell phone
- Proceeds outside through the front door to await emergency services.
- Report to the principal, through a walkie-talkie or cell phone to alert emergency services are on site.

**Principal:**

- Awaits report/attendance from staff.
- Reports attendance to emergency services and necessary building plan information.

**Principal Absence:**

- Special Education Technician(s) to take on the role of principal.

**LOCK OUT During Unstructured Time (Recess/Lunch/Special Events)**

Students already outside the building **SHOULD NOT RE-ENTER** the building, but immediately proceed to their designated meeting areas and wait quietly for attendance to be taken by an adult (Noon hour supervisors).

**Teachers:**

- take emergency bags/class list from classrooms prior to exiting, if possible
- meet your homeroom classes at the designated location outside and take attendance

**Office Staff:**

- Collect the crash bag, walkie-talkie and cell phone
- Proceeds outside through the front door to await emergency services.
- Report to the principal, through a walkie-talkie or cell phone to alert emergency services are on site.

**Principal:**

- will meet the emergency services personnel to provide necessary information.
- will call the School Board to inform them that we have evacuated the school.
- will implement evacuation to another site, on the advice of the emergency services and after receiving information from the Emergency coordinator at the School Board
- will implement and supervise the emergency closure procedure.

**Principal Absence:**

- Special Education Technician(s) to take on the role of principal.

**Evacuation to Alternate Site (no one may re-enter the building)**

**The Principal (site manager) or the Emergency Coordinator is the only person to recommend an evacuation.**

**Principal:**

- will determine which sites are to be evacuated first and in which order.
- will inform the Emergency Coordinator **Pascal Proulx: (819) 593-0952**, who will make transportation arrangements, if necessary
- will call the authority for the alternate site and ensure availability.
- will supervise the orderly evacuation to the alternate site.

**Admin. Technician or Designate:**

- will call 911 at the request of the Principal
- will maintain in her possession a crash bag and the attendance binder.
- Secretary will post new location on the front door of the school.

**Teachers:**

- will walk on the side walk with students in their care and remain with them at all times.
- will take attendance immediately upon arrival to the alternate location and report absences to **Admin. Technician or Designate**
- ensure that the children under their care remain as calm as possible during an emergency.
- ensure the transfer of responsibility from the teacher to the parent, if the student is picked up by his parent/guardian during an emergency.
- record the names of students picked-up
- assist other teachers, the secretary or the Principal in the execution of their tasks during an emergency.

**Pick-up and dismissal Procedure**

- Students will be picked-up at **Lord Aylmer Junior Campus/Western Quebec Career Center/St. Mark's Church.**

- Once at alternate site, administrator or designate will ensure parents are advised of the evacuation and alternate site location as well as pick-up procedures.
- Administrator or Designate will establish a sign out/pick-up procedure in place in which teachers record the signing out of each student once picked up.

## **LOCK DOWN– Principal or designate announce on the P.A.**

***“Emergency! Emergency! This is a lock down. I repeat.  
Emergency! This is a lock down”.***

In the event that there is a threat to students and personnel from within the building a Lock Down will be signaled.

During a LOCK DOWN the **fire alarm & school bell should be ignored** unless otherwise instructed by Administration or Designate.

### **Procedure:**

- All cell phones **MUST** be turned off immediately.
- There is to be no contact with the office unless it is to give the initial information about a suspect/incident.
- Administrators must put their cell phones on VIBRATE.
  - Call 911
- Teachers and Support Staff quickly look into the hallways; take in any students they see.
- Teachers ensure classroom doors are locked, turn the lights off and close windows and blinds.
- Teachers move everyone away from the doors and windows and keep the group **completely silent** until further notice.
- Beware of sight lines (Safe zone). Take cover if available. Attempt to make classrooms look empty.
- Take attendance.
- Staff and students are to remain in their secure location until the Principal or designate announces, over the PA, that the LOCK DOWN is concluded.
- When the LOCK DOWN has ended you will hear,

***“This is Ms. Halpin/Ms. Patrick. The LOCK DOWN is over. The school is secure.  
I repeat. This is Ms. Halpin/Ms. Patrick. The LOCK DOWN is over. The school is secure.”***

***“Remain locked in your rooms until police officers come to your door. I repeat, remain locked in your rooms until police officers come to your door to evacuate you.”***

- Wait for a police officer to arrive and identify him/herself.
- The officer will escort you to an alternate location.
- The officer will ask everyone to follow with their hands on their heads.
- Members of staff are to take attendance roster with them.
- Once at the gathering area, students are to line up with the staff members they were with during the LOCK DOWN and remain there quietly until they receive further instructions

### **If Outside:**

- do not re-enter if Lock Down is called. Move quickly away from building to the identified off site evacuation location (**Jr Campus, WQCC or St. Mark's Church**). You will proceed to the closest location.

## **OTHER SECURITY PROCEDURES:**

### **TORNADO ALERT PROCEDURE**

#### **Tornado Watch**

- Remain alert for approaching storms.
- The safest places within the school are in the basement, first floor and hallways.

#### **Tornado Warning**

- If a tornado warning has been issued for your area and the sky becomes threatening, follow the below procedures.

#### **Tornado Safety Rules**

- Close exterior and interior doors and windows.
- Everyone will crouch on their knees and elbows, cover their head with their hands.
- Stay away from windows and doors.
- Never use gymnasiums, auditoriums, or other rooms with wide free-span roofs.

#### **During Recess**

- Staff on duty will sweep the school yard before re-entering the school.

**Flying debris is the biggest tornado hazard. Students must be instructed to crouch on knees and elbows and cover their head with their hands.**



### **EARTHQUAKE PROCEDURE**

In the event of an earthquake of any magnitude (keeping in mind that powerful earthquakes are often preceded by smaller aftershocks, all students, staff and visitors should immediately:

#### **DROP, COVER AND HOLD ON**

- quake-safe action designed to protect lives and prevent injuries from falling furniture/debris and/or flying objects that can become projectiles during ground shaking. Staff and students may then evacuate the building according to their emergency evacuation plan.

**If indoors:**

- Stay inside, move away from windows, shelves, heavy objects or furniture which may fall over. Take cover under a table or desk. Instruct the students to **“DROP-COVER-HOLD ON”**.
- In hallways, stairways or other areas where cover is not available, move to an interior wall as soon as possible.
- In the library, immediately move away from windows and bookshelves and take appropriate cover.

**AFTER** the shaking has stopped, evacuate the building as per the general evacuation procedure.

**If outdoors:**

- Move to an open space, away from buildings and overhead power lines. Lie down or crouch down. Keep looking around to be aware of dangers which may request movement.

**COVER:** Seek cover under a desk, chair, table, or bench with your back to the windows. If a hard cover is not available, everyone should crouch on their knees and elbows, cover their head with their hands.

**HOLD:** If under a piece of furniture, hold on to the leg of the furniture to stay protected. Staff should evacuate all students and visitors from the building



## TRANSPORTATION ACCIDENT

There are three different levels of accident:

### Level 1 - Accident

- No apparent injuries
- No damages or minor damages to property

**Driver will:**

- Ensure that no students are injured
- Secure the accident site
- Notify the company dispatcher and await further instructions

**Company will:**

- Contact the police
- Notify the WQSB Transportation Department
- Dispatch a spare bus, if needed
- Arrange for the route to be covered
- Submit a written accident report within 24 hours

**WQSB Transportation Department will:**

- Notify Administration of route #, delays and brief description of accident

**Administration will:**

- Notify the parents
- Recommend that they monitor their child's condition

**Level 2 - Accident**

- Minor injuries
- Limited damages to property
- Behavior endangering safety of the students

**Driver will:**

- Verify the students condition
- Provide assistance to students in need and reassure them
- Secure the accident site
- Notify the company dispatcher and wait further instructions
- Ensure students do not leave before they have been assessed by the first respondents.
- If student(s) are sent to the hospital, inform the dispatcher with the name of the student(s) and which hospital they will be taken to

**Transportation Company will:**

- Contact 911
- Notify the WQSB Transportation Department
- Dispatch a spare bus/driver if needed
- Keep the Transportation Department updated of any change in status
- Arrange for the route to be covered
- Submit a written accident report within 24 hours

**WQSB Transportation Department will:**

- Notify Administration of route #, accident location and condition of the students
- Supply student bus list, if needed
- Provide continuous updates on the situation

**Director/Assistant Director of Transportation will:**

- Notify the Director General
- Coordinate the communication between all parties involved
- Proceed to the accident site (if possible)

**Administration will:**

- Notify staff and seek assistance if needed
- Notify the parents
- Meet students upon arrival if they are returned to school

**Level 3 - Accident**

- Major injuries and/or fatalities
- Major damages to property or environment
- Hijacking

**Driver will:**

- Verify the student's condition and injuries
- Provide assistance to students in need and reassure them
- Secure the accident site
- Notify the company dispatcher and await further instructions
- Verify which students are on board
- Give attendance information to the dispatcher
- Ensure students do not leave before they have been verified by the first respondents.
- If student(s) are sent to the hospital, inform the dispatcher with the name of the student(s) and which hospital they were taken to
- Keep track of students picked-up by parent's/guardians
- In case of a hijacking situation, re-assure and tell the students to remain calm and as soon as possible reach the dispatcher

**Company will:**

- Contact 911
- Notify the WQSB Transportation Department
- Dispatch a spare bus/driver
- Keep the WQSB Transportation Department updated on any change in status
- Arrange for the route to be covered
- Submit a written accident report within 24 hours

**WQSB Transportation Department will:**

- Notify Administration of route #, accident location, condition of the students and the type of injuries (if known)
- Provide continuous updates on the situation
- Supply bus student's list to school

**Emergency Coordinator (Pascal Proulx) or alternate (Manon DuSablón) will:**

- Notify the Director General & PLG Leader
- Coordinate the communication between all parties involved
- Dispatch 2 people (school and board level) to the accident scene.
- Ensure passenger's list and proper identification is provided
- Delegate person(s) to assist the school principal
- Delegate person(s) to the location where students may be transported

**If staff are sent to the accident scene they must:**

- Have identification
- Ensure that all students remain at the scene until the First Respondents have had an opportunity to assess their condition
- Students may only be permitted to leave with a parent/guardian
- Create a list of students who were picked-up by a parent/guardian
- Create a list of the names of students on the bus at the time of the accident
- If possible, provide the names of the injured students and the name of the hospital to which they are taken to the school.

**Administration will:**

- Notify staff and seek their assistance if needed
- Notify the parents as soon as possible
- Meet students upon arrival if they are returned to school
- Coordinate student pick-up by the parent/guardian

- Gather student medical forms and arrange to communicate important health issues to the appropriate Hospital.

**Hall Alert:**

- (Principal or designate will announce a **Hall Alert** on P.A.)
- Teachers are to step into the hallway to see if personnel or students require assistance (eg. media personnel harassing staff or students about a school incident or situation).

**Visitor's Pass:** All visitors to the school are to report to the office and sign in. They are to wear a school visitor pass and have it clearly visible at all times. All staff are responsible for asking visitors to present their pass if it is not clearly visible.

**Teaching Specialists will assist teachers/supply teachers.**

## School Plan with Evacuation

### Level 1:

Rooms 1.212, 1.214, 1.216a, 1.216b, 1.218 exit by **South Door** by staff parking lot.

Rooms 1.228, 1.230, 1.232, 1.234 exit by **North Door** by kindergarten classes.

Rooms 1.238, office area exit by **Front Door**.

Rooms 1.226, 1.236 and **Gymnasium** exit gymnasium doors (during construction- front doors)

### Level 2:

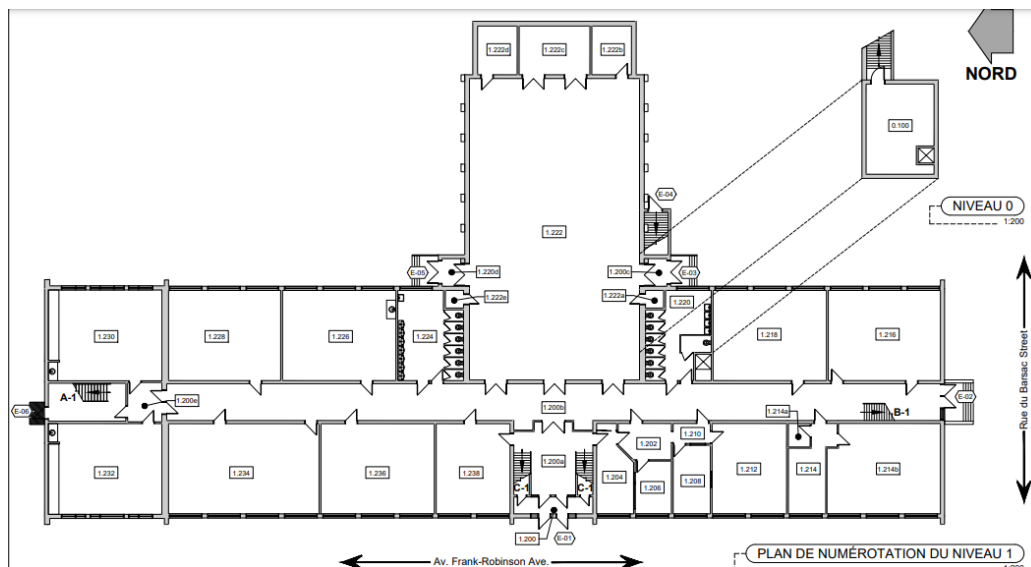
Rooms 2.302, 2.304, 2.306, 2.308, 2.310 **South Door** by staff parking lot.

Rooms 2.320, 2.324, 2.336 exit by **Front Door**.

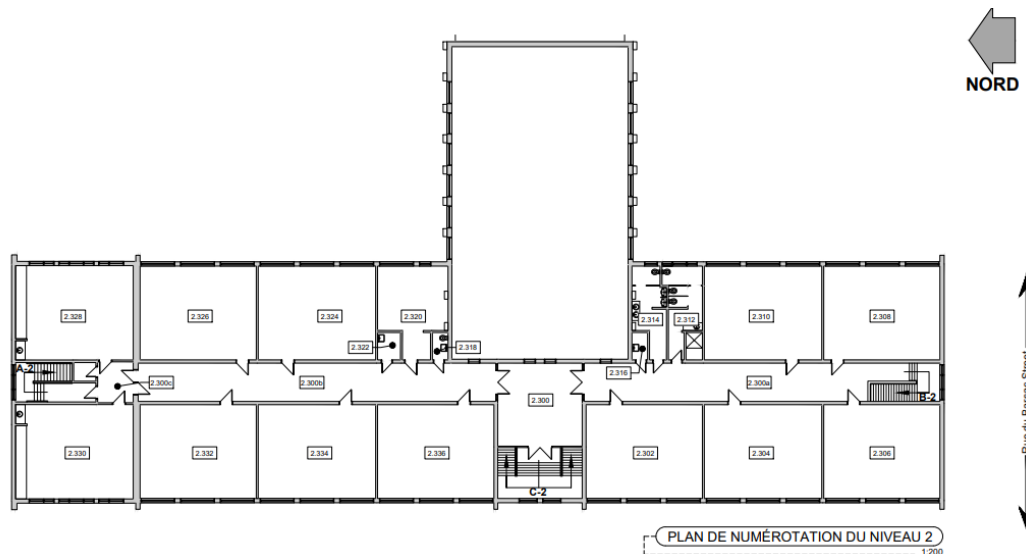
Rooms 2.326, 2.328, 2.330, 2.323, 2.334 **North Door** by kindergarten classes.

## School Floor Plan

First Floor



Second Floor



Appendix A

## **LOCK DOWN Checklist for the Principal / Designate: JUNIOR CAMPUS**

If you are notified that there is an armed individual or a danger to students on or near the premises, promptly verify the information and confirm whether or not the threat is real. Err on side of caution.

### **INITIATING THE LOCK DOWN**

If the threat is deemed to be real, order a LOCK DOWN by announcing the following:

***“Emergency! Emergency! This is a lock down. I repeat. Emergency! This is a lock down”.***

In a real scenario (not a drill), call the police immediately at 911 and say:

***“There is an ACTIVE SHOOTER at Lord Aylmer Elementary School-Senior Campus. My name is \_\_\_\_\_ and I am the \_ (position) \_ at Lord Aylmer Elementary School. The address is 116 Frank Robinson in Gatineau (Aylmer Sector), Quebec.”***

- Then state the nature of the threat. Ex. “We have a report of a gunman in the building.”
- Other considerations:
  - Shots fired? Injuries? Casualties? How many gunmen are there?
  - What type of weapon(s)? Describe the perpetrator(s) if possible? Is the perpetrator known? Where is the threat located? (cafeteria, downstairs hallway, outside, etc.)
  - Consult the school layout map and identify the entrance that would be the best for police to use? North, South, East, West

Remain on the line with police services but ensure your door is closed and lights are off. Turn your cell phone to vibrate.

### **ENDING THE LOCK DOWN**

Once the police officers notify school administration that the LOCK DOWN is now over (danger is neutralized), the principal will get permission to make an announcement ending the LOCK DOWN over the PA system. If permission is granted by the police authority, an announcement will be made.

***“This is Ms. Halpin/Ms. Patrick. The LOCK DOWN is over. The school is secure. I repeat. This is Ms. Halpin/Ms. Patrick. The LOCK DOWN is over. The school is secure.”***

***Remain locked in your rooms until police officers come to your door. I repeat, remain locked in your rooms until police officers come to your door to evacuate you.”***

### **Lord Aylmer Reunification Plan**

1. Once teachers have students safely in the alternate location, they will take attendance to ensure they have all the students. If a student is not present, office personnel will be notified, and they will notify administration.
2. If the administrator is not at that building, the secretary / daycare technician will notify administration via cellphone, landline, walkie talkie of their location and the status of the evacuation, staff and students.
3. If there are injuries, staff will report to emergency services as well as administration.
4. If Lord Aylmer cannot be reentered prior to home time, parents will be notified to meet their children at the alternate location.
5. When parents arrive at the alternate location, they will sign out their children one at a time. We will use the same procedure as used with daycare sign out. If no office staff or administration / daycare personnel are present, one person will be designated to sign students out.
6. No children will be permitted to leave the location without a staff member or parent.