

# Emergency Quick Reference Guide



LIKE NO OTHER  
**LAKEFIELD**  
COLLEGE SCHOOL

# EMERGENCY AND SAFETY CONTACT INFORMATION

## Introduction

We encourage you to familiarize yourself with how Lakefield College School plans for emergencies, and to improve your understanding of emergency preparedness and response.

NOTE: This guide is based on presently available information. The procedures and practices discussed in this document may be updated when additional, relevant information becomes available. In every situation, common sense and awareness of personal safety should take precedence over any action described in this guide.

## Emergency Numbers

LCS Reception	705.652.3324
Fire, Ambulance, Police	911
Lakefield/Peterborough Police	705.768.1122 (Administration)
Ontario Provincial Police	705.742.0401 (General Inquiries) 1.888.310.1122 (After Office Hours)
Poison Control	1.800.268.9017
Kid's Help Line	1.800.668.6868
Telecare Peterborough	705.745.2273
Sexual Health Clinic	705.748.2021



## Emergency Numbers at LCS

Assistant Head: School Life	705.927.1903 (cell) 705.652.8506 (landline)
Director of Facilities	705.772.7322 (cell) 705.652.3324 ext. 339 (landline) or 705.652.3324 ext. 391 (landline)
Head of School	705.772.7332 (cell) 705.652.3324 ext. 327 (landline)
Health Centre	705.760.2752 (cell) 705.652.3324 ext. 341 (landline) 705.652.0917 (Head Nurse, landline)
Director of Communications and Strategic Operations	705.772.1756 (cell) 705.652.3324 ext. 343 (landline)
Director of Summer Programs	705.313.6890 (cell)
Security (11 pm - 7 am)	705.768.5849 (cell)

## Social Media and Online Resources

Lakefield College School website	<a href="http://lcs.on.ca">lcs.on.ca</a>
Facebook	<a href="https://facebook.com/LakefieldCollege">facebook.com/LakefieldCollege</a>
Twitter	<a href="https://twitter.com/LakefieldCS">twitter.com/LakefieldCS</a>



# ALARMS

## Fire

### If you hear the fire alarm (ringing bells)

1. Evacuate the building/area. Close doors behind you.
2. Proceed to your designated safe area.
3. Remain in your designated safe area. Wait for direction from the Fire Department.

## Lockdown

### If you hear the lockdown alarm (wailing siren)

1. Seek safe cover for yourself and others who are in close proximity.
2. Secure your space. Lock doors and windows, close blinds, turn off lights.
3. Stay out of sight and silent. Turn off cell phones—use is forbidden.
4. Remain in “Lockdown” until the “All Clear” is announced.
5. Do not respond to **anyone** at the door until the “All Clear” is announced.

## Test

### If you hear the test alarm (Big Ben/Westminster tones)

1. Continue as usual.



# NOTIFICATIONS

## All Clear

**If you hear the “All Clear” (alarm stops, voice announces “All Clear”)**

1. Return to normal operations.

## Hold-and-Secure

**If you hear the hold-and-secure notification**

1. Seek safe shelter indoors.
2. Ensure all staff and students are indoors.
3. Lock external doors and windows.
4. Remain inside until the “All Clear” is announced.

Fire  
Lockdown  
Test  
All Clear  
Hold-and-Secure  
ALARMS



# EVACUATE

## Fire

### **If you discover a small fire**

1. Extinguish the fire with the nearest fire extinguisher.
2. If this fails, proceed as below.

### **If you discover a large, expanding fire**

1. Activate the nearest fire alarm.
2. Evacuate the building/area. Close doors behind you.
3. Call 911.
4. Proceed to your designated safe area.
5. Do not return to the fire scene. Wait for direction from the Fire Department.

## Explosion

### **If you witness an explosion in your immediate area**

1. Evacuate the building/area. Close doors behind you.
2. Activate the nearest fire alarm.
3. Call 911.
4. Proceed to your designated safe area.
5. Do not return to the scene of the explosion. Wait for direction from the Fire Department.

### **If you witness a large distant explosion**

1. Take shelter in the nearest building. Close windows and doors. If shelter is unavailable, avoid being downwind from the explosion.
2. Call:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)
3. Remain indoors. Wait for direction from the Director of Facilities or the Fire Department.



# EVACUATE

## Natural Gas

### If you smell natural gas (rotten egg smell)

1. Evacuate the building/area. Close doors behind you.
2. Call:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)
3. Proceed to your designated safe area.
4. Do not return to the building/area where natural gas was detected. Wait for direction from the Director of Facilities or the Fire Department.

## Chemical Spill

*Emergency showers and eyewash stations located in Rooms 21, 28 and 29.*

### In case of a release of hazardous chemicals

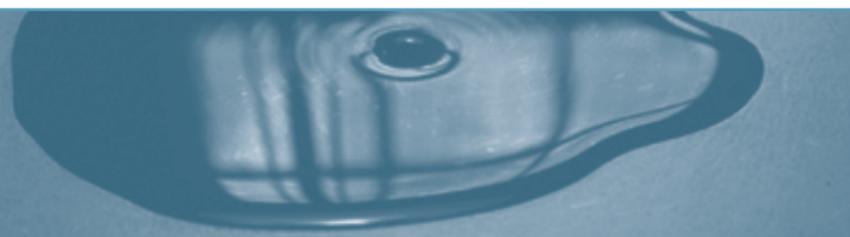
1. If you can do so safely, turn off any sources of ignition.
2. Prevent further spread, but do not risk exposing yourself.
3. Evacuate the building/area. Close doors behind you.
4. Call:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)
5. Do not return to the spill site. Wait for direction from the Director of Facilities or the Fire Department.

### If individuals have been exposed

1. Call the Health Centre (705.760.2752 or 705.652.3324 ext. 341) or proceed to the Health Centre.
2. Brush off any dry chemicals and rinse exposed area thoroughly for 15 minutes.

Fire  
Explosion  
Natural Gas  
Chemical  
Spill

EVACUATE



# SECURE

## Intruder

### If you encounter a non-threatening stranger without a visitor's pass on campus (staff only)

1. Approach the individual and ask if they require assistance.
2. *If a valid visitor:* Direct them to Reception to obtain a visitor's pass.  
*If an uninvited visitor:* Escort them to the nearest campus exit.
3. If the individual does not leave, call:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)

### If you encounter an unarmed but threatening stranger on campus

1. Ensure your own safety.
2. Call:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)

## Shooter

### If you witness an active shooter

1. Seek safe cover for yourself and others who are in close proximity.
2. Report the shooter.
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)
3. Call 911.
4. Secure your space. Lock doors and windows, close blinds, turn off lights.
5. Stay out of sight and silent. Turn off cell phones—use is forbidden.
6. Remain in "Lockdown" until the "All Clear" is announced.
7. Do not respond to **anyone** at the door until the "All Clear" is announced.

# SECURE

## Bomb Threat

### If you receive a bomb threat by telephone

1. Record as much information as possible.
  - Time of call
  - Identity of the caller (if you have caller I.D.)
  - Nature of the threat: What will happen? Where? When?
  - The caller: gender, accent, speech impediments
  - Background noise
2. When the call ends, report immediately to:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)

### If you receive a written bomb threat

1. Record as much information as possible about the bomb threat.
  - When it was received
  - How it was received
2. Call:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)

## Weather

### In case of thunder or lightning (when outdoors)

1. Take shelter in the nearest building if you count 30 seconds or fewer between lightning and thunder.
  - If shelter is unavailable, avoid open water, elevated locations, open spaces and tall objects.
  - If you are stuck in an exposed location, crouch on the ground with feet together, place hands on knees and bend forward. Do not lie flat.
2. Remain sheltered for 30 minutes after the last thunder.

### In case of thunder or lightning (when indoors)

1. Stay away from windows.
2. Stay clear of electrically-powered devices, wiring and outlets.

Intruder  
Shooter  
Bomb  
Threat  
Weather

SECURE

# SECURE

## Missing Student

### **In case of a missing student (staff only)**

1. Notify the student's Head of House.
2. If the student is confirmed missing, the Head of House should call the Assistant Head: School Life (705.927.1903).

### **In case of a missing student (students)**

1. Notify a staff member.

## Hostage

### **If you encounter a hostage situation (staff only)**

1. Ensure your own safety.
2. Call:
  - 7 am - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)
3. Call 911.
4. Seal off the area near the hostage scene.
5. Give control of the scene to police and coordinate response activities with police to address safety of students and staff.
6. Keep detailed notes of the events.

### **If you encounter a hostage situation (students)**

1. Ensure your own safety.
2. Call:
  - 7 am - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)

## Sexual Assault

### **If you learn of a sexual assault**

1. Call:
  - Health Centre (705.760.2752 or 705.652.3324 ext. 341)
  - Assistant Head: School Life (705.927.1903)
2. Remain with the victim until help arrives.

# SECURE

## Violence

### **If you are faced with a violent altercation (staff only)**

1. Ensure your own safety.
2. Call 911 if weapons are involved.
3. Call the Assistant Head: School Life (705.927.1903).
4. Defuse the situation if possible.
  - Issue verbal commands to stop. Use a loud distraction to command attention (yell names, whistle, etc.).
  - Avoid stepping between combatants.
5. Attend to victim(s).
6. Make detailed written notes of the incident.

### **If you are faced with a violent altercation (students)**

1. Ensure your own safety.
2. Call 911 if weapons are involved.
3. Call the Assistant Head: School Life (705.927.1903).

## Animal

### **If you encounter a dangerous animal on campus**

1. Ensure your own safety.
2. Call:
  - 7 am - 4 pm Facilities (705.772.7322, 705.652.3324 ext. 339 or 705.652.3324 ext. 391)
  - 4 pm - 11 pm Assistant Head: School Life (705.927.1903)
  - 11 pm - 7 am Security (705.768.5849)



Missing  
Student  
Hostage  
Sexual  
Assault  
Violence  
Animal  
SECURE

# AID

Automated External Defibrillator (AED)  
located outside of Reception and north gym  
door (lower level)

## Medical

### **In case of medical emergency or injury**

1. Have someone call 911 and the Health Centre (705.760.2752 or 705.652.3324 ext. 341).
2. If you are trained, provide appropriate First Aid.
3. Do not move the individual unless the area is unsafe.
4. Remain with the individual until help arrives.

## Concussion

### **If you encounter an unconscious student**

1. Call 911 and the Health Centre (705.760.2752 or 705.652.3324 ext. 341).
2. Assume there is a possible neck injury and, only if teacher/coach has been trained, immobilize the student before ambulance transportation to hospital.
3. Do not remove athletic equipment (e.g., helmet) unless there is difficulty breathing.
4. If the student regains consciousness, encourage them to remain calm and to lie still. Do not administer medication.
5. Even if the student regains consciousness, they should be taken to hospital.

### **If you encounter a conscious student you suspect has a concussion**

1. Remove the student from the current activity or game.
2. Call the Health Centre (705.760.2752 or 705.652.3324 ext. 341).
3. Conduct an initial assessment of the student (i.e., check signs and symptoms).
4. Do not leave the student alone. Continue to monitor signs and symptoms and do not administer medication.
5. Do not allow the student to return to play in the activity, game or practice (if in doubt, sit them out). The student must not leave the premises without parent/guardian (or emergency contact) supervision.

# AID

## Suicide

### **If you learn of a stated intent to commit suicide**

1. Report the suicide threat to the Health Centre (705.760.2752 or 705.652.3324 ext. 341) and the Assistant Head: School Life (705.927.1903).
2. Remain with the individual until help arrives.

### **If you discover a suicide attempt in progress**

1. Ensure your own safety.
2. Take all reasonable actions to discourage or prevent the individual from continuing.
3. Call the Health Centre (705.760.2752 or 705.652.3324 ext. 341) and 911.
4. If you are trained, provide appropriate First Aid.
5. Remain with the individual until help arrives.

### **If you discover a realized suicide**

1. Call the Health Centre (705.760.2752 or 705.652.3324 ext. 341).
2. If you are trained, start First Aid.
3. Remain with the individual until help arrives.

## Death

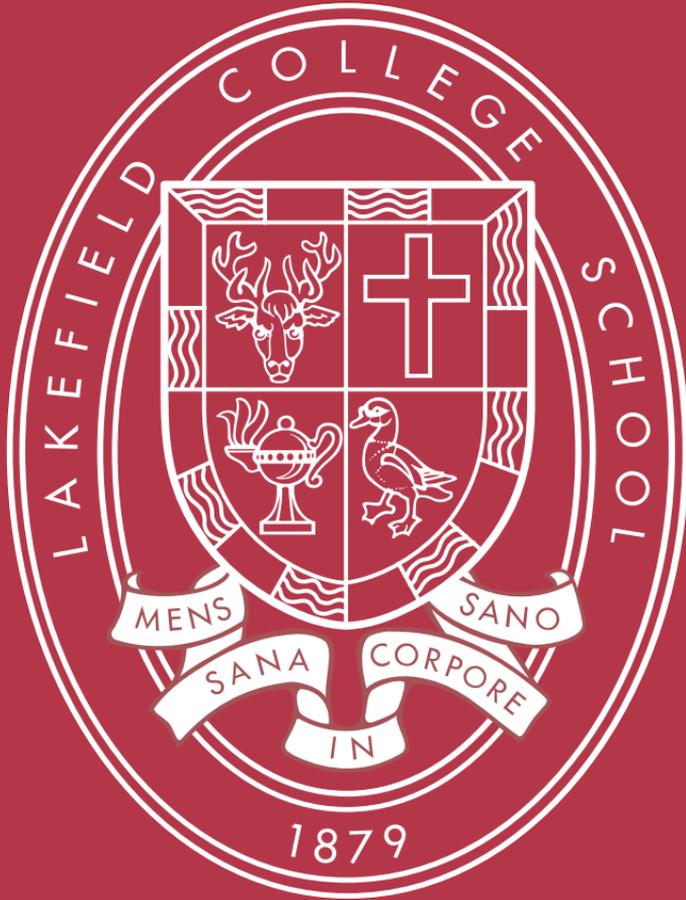
### **If you are faced with a death on campus**

1. Ensure the scene is safe, and provide appropriate First Aid.
2. Call the Health Centre (705.760.2752 or 705.652.3324 ext. 341) and 911.
3. Clear the scene of non-essential personnel.



Medical  
Concussion  
Suicide  
Death

AID



Lakeland College School  
4391 County Road 29 Lakeland ON K0L 2H0

## Campus Emergency Numbers

7 am - 4 pm 705.772.7322  
4 pm - 11 pm 705.927.1903  
11 pm - 7 am 705.768.5849 (Security)