



# Mobile High School



Emergency Evacuation Plan  
Audit of Building Emergency Systems and Equipment  
Occupational Health & Safety

## **Mobile High School Health and Safety Statement**

With the advent of our new school, the administration of Mobile High School is committed to maintaining a healthy and safe work environment for all staff and students and demonstrating that commitment in our everyday activities. The school administration appreciates its responsibility under the Occupational Health and Safety Act and other regulations and encourages everyone to regard effective supervision, injury prevention and working safely as a collective and individual responsibility.

We each have an important role in ensuring the health, safety and welfare of our students and ourselves as staff members. Every staff member is responsible for ensuring their own workspace/classroom is kept clean, tidy, free from clutter and free from any potential safety hazards. It is the responsibility of all staff to report to administration, as soon as possible, any hazardous conditions, injury, accident or illness related to the school workplace. It is also incumbent upon all staff members to be fully aware of the Emergency Evacuation Plan and to implement that plan during all practice and test drills and other emergency situations.

All staff and students have a responsibility to protect their own health and safety by complying with applicable laws and by complying with the school's policies, procedures, rules and instructions regarding supervision and safety.

The school administration is committed to:

- Regularly scheduled practice and test drills
- Ensuring facilities and equipment are safe in order to minimize risk
- Providing regular inspections of school facilities and equipment
- Consulting with all staff members on health and safety matters
- Providing adequate safety resources to achieve our OH & S responsibilities
- Providing information on OH & S issues

## Mobile High School Emergency Evacuation Plan

- **Emergency Numbers**

<b>Name</b>	<b>Number</b>	<b>Notes</b>
Fire Department	911	
Police Department	911	
Ambulance	911	
Poison Control Information	722-1110	
Dept Highways Tors Cove	334-3267	
RCMP Ferryland District	432-2440 or 772-0316	
Security System	753-9003	AESB Sys # F 38-22-325
Carey's Bus Service	334-3188 Garage 334-3164 Office 334-3691 House 334-3812 House 689-3825 Cell	
VOCM	726-5590-4633-8626	
<b>Mr Jim Lynch Principal</b>	364-9240 (H) 682-8774 ©	
<b>Mrs Rosemary Houlihan -VP</b>	334- 3486(H) 728-3027 ©	
<b>Ms Jackie Taylor Myles</b>	834-8618	
<b>Mr Shawn Doyle</b>	745-8270	
Mr Dan Clancey-Custodian	334-3136	
Mrs Jeannie Morey-Custodian	432-2816	
St.Bernard's School	334-2222	Libby Foran
Eastern School District	758-2372	
ESD- Emergency Closure	757-4601	
Mr Pat Royle –Maintenance	758-2712 (O)753-7795 (H)	
Mr Larry Smallwood-Maintenance	758-2714 (O) 682-2016 (C)	
Public Health Nurse	334-2887	
Social Services	432-2918	
Bay Bulls Clinic	334-2206	
Janeway Hospital	778-7222	
Newfoundland Power	737-5711	
Spec Transporation-A.Power	334-2564 (H) 334-2188 334-2627-3347	

# **Mobile High School Emergency Evacuation Plan**

## **IN CASE OF FIRE**

- LEAVE FIRE AREA IMMEDIATELY AND CLOSE ALL DOORS
- SOUND ALARM
- CALL 911 AND GIVE CORRECT ADDRESS AND LOCATION
- LEAVE BUILDING VIA NEAREST EXIT OR DESIGNATED EXIT
- DO NOT RETURN UNTIL FIRE DEPARTMENT HAS SIGNALLED TO RETURN

UPON HEARING A FIRE ALARM ALL STUDENTS AND STAFF MUST EVACUATE IMMEDIATELY AND REASSEMBLE AWAY FROM THE SCHOOL IN THE FIELD AREA. EVERY FIRE ALARM IS TO BE TREATED AS A FIRE AND NO PERSONS ARE PERMITTED TO ENTER THE SCHOOL UNTIL THE FIRE DEPARTMENT HAS INDICATED IT IS SAFE TO DO SO. THE FIRE ALARM SYSTEM CAN ONLY BE SILENCED BY FIRE DEPARTMENT OFFICIALS.

# MOBILE HIGH SCHOOL PROCEDURE WHEN FIRE BELL RINGS

Homeroom teachers are responsible for ensuring that all students are fully aware of the procedures to be followed when the fire bell rings. Evacuation charts are located in each classroom above the exit door. Evacuation procedures are designed to ensure the safe and orderly evacuation of all students and staff and to ensure that all students and staff are kept out of harms way. Failure to evacuate immediately is a serious breach of the Emergency Evacuation Plan.

- Students stop work immediately. Those at the blackboard or out of their place return to their regular place.
- The teacher will signal students to stand. Students will not take any books, coats or other personal belongings.
- Teachers will depart with class list or class register
- Under teacher direction, students will move according to plan. Students will exit as a class with the particular subject teacher present at all times. Once outside, the teacher is responsible for ensuring that students **reassemble as a class in an area away from the school and out of harms way should explosion occur.**
- Teachers will appoint certain students to close classroom windows, hold exit doors open while line passes through, and take charge of disabled students who may need assistance
- Teachers will appoint markers to warn students of any obstructions. The warning signal will be arms raised. In the event of an obstruction, an alternative exit should be used.
- Students in washrooms, library, etc, do not return to classroom when fire bell rings. They join the nearest group exiting and report immediately to their own class advising the teacher they have rejoined the class.
- Students must refrain from talking during and after evacuation in order to hear any further directions or cautions.
- **Teachers are responsible for calling class role aloud. Should a student be found missing it must be reported to the School Safety Team and/or Fire Department Officials immediately. Failure to call the role and/or failure to report a student missing could result in loss of life and is a serious breach of the Emergency Evacuation Plan.**

# MOBILE HIGH SCHOOL PROCEDURE WHEN FIRE BELL RINGS

Evacuation Procedures must be orderly. Teacher must enforce absolute silence. The goal is the prompt and safe evacuation of all students, staff and visitors from the facility

Room #	Assignment	Exit	Room #	Assignment	Exit
104	Preparation Room	Main Exit 1	141	Kitchen	Caf Exit 5
105	Staff Lunch Room	Main Exit 1	142	Lunch Room	Caf Exit 5
107	Women's Washroom	Main Exit 1	143	Gym Storage	Gym Exit 6/7
108	Men's Washroom	Main Exit 1	144	Gym	Gym Exit 6/7
109	Waiting Room	Main Exit 1	145	Girl's Change Room	Gym Exit 6/7
110	Guidance Office	Main Exit 1	146	Girl's Washroom	Sci Exit 9
111	Itinerant Office	Main Exit 1	147	Janitor's Room	Sci Exit 9
113	Senior Classroom	Sr Exit 2	148	Boy's Washroom	Sci Exit 9
114	Senior Classroom	Sr Exit 2	149	Boy's Change Room	Gym Exit 6/7
115	Senior Classroom	Sr Exit 2	150	Fitness Room	Sci Exit 9
116	Senior Classroom	Sr Exit 2	152	Athletic Dir's Office	Gym Exit 6/7
117	Senior Classroom	Sr Exit 2	153	Director's Washroom	Gym Exit 6/7
118	Senior Spec Ed	Sr Exit 2	154	Stage	Gym Exit 6/7
119	Janitor's Room	Jr Exit 3	155	Stage Storage	Gym Exit 6/7
120	Electrical Room	Jr Exit 3	156	Music Practice	Mus Exit 8
121	Boy's Washroom	Jr Exit 3	157	Music Storage	Mus Exit 8
122	Girl's Washroom	Jr Exit 3	158	Music Room	Mus Exit 8
124	Junior Classroom	Jr Exit 3	159	Electrical Room	Sci Exit 9
125	Junior Classroom	Jr Exit 3	160	General Storage	Sci Exit 9
126	Junior Classroom	Jr Exit 3	161	Mechanical Room	Sci Exit 9
127	Junior Classroom	Jr Exit 3	162	Yard Storage	Stor Exit 11
128	Junior Classroom	Jr Exit 3	163	Art Room	Sci Exit 9
129	Junior Classroom	Jr Exit 3	164	Chem/Bio Lab	Sci Exit 9
130	Challenging Needs	Main Exit 1	165	Lab Prep Room	Sci Exit 9
131	Chal Needs WR	Main Exit 1	166	Canteen Room	Sci Exit 9
132	Junior Spec Ed	Jr Exit 3	167	Book Storage	Main Exit 1
133	Storage	Main Exit 1	168	General Office	Main Exit 1
134	Distance Education	Main Exit 1	169	Waiting Area	Main Exit 1
135	Library Resources	Main Exit 1	170	Principal's Office	Main Exit 1
136	Audio Visual Storage	Main Exit 1	171	Vice P's Office	Main Exit 1
137	Network Server Room	Main Exit 1	172	Health Room	Main Exit 1
138	Tech Lab	Main Exit 1	173	Wash Room	Main Exit 1
139	Fabrication Lab	Fab Exit 4			
140	Kitchen/Home Econ	Main Exit 1			

# Emergency Services

- **Fire Extinguishers**

There are 17 Fire Extinguishers located in the school. Fire extinguishers are located at the following areas:

#	Location	#	Location
1	Main Lobby Across From Office	9	Home Economics Room
2	Jr Wing Near Room 124	10	Lunch Room
3	Sr Wing Near Room 118	11	Kitchen
4	Staff Room	12	Science Corridor Near Female Washroom
5	CDLI Room	13	Science Lab
6	Server Room	14	Electrical Room
7	Tech Lab	15	Music Room
8	Fabrication Room	16	Gym-East Wall
		17	Gym-West Wall

- **Fire Alarm Pull Stations**

There are 10 Pull stations located near all exit doors which work with the alarm system. Heat detectors are also located throughout the building. The Pull Stations are located at the following areas:

#	Location
1	Main Lobby Outside Door
2	Junior Wing Outside Door
3	Senior Wing Outside Door
4	Fabrication Room Outside Door
5	Lunch Room Outside Door
6	Mechanical Room Outside Door
7	Science Corridor Outside Door
8	Music Room Outside Door
9	Gym Outside Door
10	Gym Outside Door

# Emergency Procedures

- **Mobile School Safety Team**

The Mobile High School Safety Team shall consist of the Principal, Vice Principal, Custodian and the Occupational Health and Safety Coordinator. The School Safety Team must be advised of all emergencies. Upon hearing the Fire Alarm the team shall meet at the main Fire Alarm Station in the lobby. The Principal must ensure 911 has been called. The Vice Principal shall be designated to the Senior Wing and Junior Wing, the OH&S Coordinator and the Custodian to the Gym, Washrooms and Cafeteria to oversee orderly evacuation. Upon arrival of Fire Department Officials the Team shall evacuate and not reenter unless requested by Fire Officials.

- **Fire Drills/Lockdown Drills**

The purpose of fire drills is to ensure that Mobile students and staff are fully aware of the Mobile Evacuation Plan and that the plan is practiced to ensure a safe and orderly evacuation in the event of an emergency. One or more fire drills should be conducted each month of the school year. A minimum of 10 fire drills must be conducted each year.

Advance notice should be provided for all training drills. **Training drills** are held in order to prepare all personnel in advance of the procedures to be followed in the event of an actual emergency. The advance notice allows for all to review established procedures.

**Test drills** serve as closely as possible to actual emergency conditions requiring evacuation of the building. Only the Mobile Safety Team, the Fire Department and security provider officials should be notified of test drills.

**Lockdown drills** will also be practiced which requires that teachers lock classroom doors and students move to classroom center away from windows and doors. Lockdown drills are used should an intruder enter the school with intent to harm. The notice off lockdown will be the emergency sound which is produced by the school intercom system.

Following each drill, the Mobile Safety Team should attend a debriefing to report on their actions and the actions of others and make recommendations for improvements to future evacuations.

The Fire Department and Alarm Company should be advised prior to all fire drills

# Other Emergency Procedures

- **Traumatic Events**

Mobile High School is committed to protecting students and staff during crisis and traumatic events which can cause complex grief reactions and breakdown of normal coping mechanisms.

A crisis or tragic event can drastically affect the lives of individuals and groups. Such events can result in the disruption of normal school functioning and elicit powerful human reactions that individuals and groups must address as a normal function of the grieving process. At such a time, staff, students and parents experience a variety of emotional, psychological and/or spiritual reactions brought on by the realities of a tragedy. It is imperative that individuals work through their reactions and not avoid them. To prevent further complication of their grief, people need to be supported during their time of mourning and be provided with opportunities to confront the painful realities of a tragedy which better enables them to handle their loss and sorrow.

When, and if, a tragic event occurs, employees are to contact the Principal and/or any other member of the Traumatic Events Team which includes:

Jim Lynch-364-9240  
Rosemary Houlihan-334-3486  
Jackie Taylor-Myles-834-8618  
Shawn Doyle-745-8270

- **Intruders In The School**

Mobile High School has included a feedback section on our school website at <http://mail.esdnl.ca/Schools/MobileCentralHigh/> called **Tell My School**. This site allows parents, students or community members to report their concerns about student and school safety. Using this site individuals can report directly to the school principal any concern they might have regarding threats of violence. Having this knowledge before hand can prevent a school tragedy.

There is a growing perception in Canada that aggressive and antisocial behaviour among children and youth has become more confrontative, violent, and commonplace. Youth violence is also seen as more likely to involve weapons , to be more destructive, more virulent, and to involve more females and children of younger ages than ever before. Hardly a day goes by without reports of killings in our schools. There is now a growing sense of urgency to address the many facets related to this complex social issue such as how much of this increase is due to heightened sensitivity to violence, how much is due to increases in reporting rates, how much is due to the growing drug trade, how much is due to media attention, and how much is due to youth culture.

Clearly, violence among children and youth is an issue that needs to be examined, understood, and addressed through effective, concerted, and sustained efforts. Random acts of school violence, resulting in student injury or death, can happen in any school.

Many acts of school violence have been prevented when students and parents reported their fears to school administration. There have been hundreds of cases where serious incidents were prevented because students and or parents came forward to report what they knew about threats against other students and teachers. More importantly, lives have been saved when authorities were given advanced notice and steps were taken to avoid bloodshed.

## **Early Warning Signs of School Violence**

What kinds of things could be reported this way? The following "early warning signs" of dangerous student behavior and attitudes can lead to violence. The warning signs may be :

<p>access to, and use of, firearms</p> <p>serious threats of violence</p> <p>social withdrawal</p> <p>excessive feelings of isolation and being alone</p> <p>excessive feelings of rejection</p> <p>being a victim of violence</p>	<p>feelings of being picked on and persecuted</p> <p>low school interest and poor school performance</p> <p>expressing violence in writings and drawings</p> <p>uncontrolled anger</p> <p>hitting, scaring, or bullying others</p> <p>history of discipline problems</p>	<p>history of violent and aggressive behavior</p> <p>no tolerance for differences between people (differences like race, religion, language, gender, sexual orientation, etc.)</p> <p>drug or alcohol abuse</p>
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Mobile High School requires that all visitors to the school check in at the office. Guests are not permitted to proceed to other areas of the school without permission of school authorities. All teachers are required to challenge strangers in our school to determine their identification and purpose in the school.

Should an intruder enter the school an announcement of a lockdown will be made. This will be followed by the sounding of the fire alarm. Teachers are expected to lock all doors and students are required to move to the area of the classroom away from windows and doors and remain in that position until authorities arrive or further announcements are made.

### ▪ **Power Failure**

In the event of a power failure, the emergency lights located in the corridor will come on. Emergency lights will operate for up to 30 minutes. Administration will contact Newfoundland Power for an estimate of power failure. Should the power failure be lengthy, Administration will notify the Eastern District and a decision will be made as to whether busses should be called in.

If a power failure occurs all students are to remain in their classrooms. Students or teachers are not to change classes. Students are not to leave class for the purpose of recess or lunch or any other reason unless directed to do so by the Principal or designate. All personnel are to remain in their classrooms until power is restored or the Administration announces that school is ended and busses are on the grounds and ready for boarding. All teachers are expected to assist in emergency procedures in the event of power failure. Proper supervision of students surpasses all other considerations.

- **Accidents**

In the event of a student or staff accident, render First Aid immediately. Notify a member of the School Safety Team. For more serious accidents render First Aid and designate someone to call 911 immediately. All accidents must be reported on the appropriate accident identification form.

- **Bomb Threats**

Bomb threats must be treated as serious and all students and staff must respond to such threats in a manner that respects the inherent risk to the safety of all occupants.

If the threat is received by telephone note the time and any details the caller might provide such as size of bomb, location of bomb, time of detonation, etc.. Note also a identifying characteristics of the caller such as gender, accent, speech pattern, estimated age, background noises. Upon hanging up dial \*69 to attempt to get a trace number.

Immediately advise Administration or other members of the Mobile Safety Team who shall initiate evacuation procedures by pulling the Fire Station at the Vice Principal's office. Decisions regarding reentry will be made by the Principal only after Police and/or Fire officials have concluded their investigations. In all cases the recommendation of the Fire Department and/or Police Officials must be followed. A bomb threat must be considered a serious threat and not as a hoax.

- **District Wide School Closure-Early Morning Weather Related Announcement**

Should the Eastern School District decide to close all schools in the District an announcement will via local AM/FM radio stations. The target time will be 6:15-6:45

- **Individual School Closures- After Hour Emergencies**

A building emergency is a sudden or unexpected event at the school that demands immediate action. Examples of building emergencies are electrical failures, furnace breakdowns, fire, flooding, major vandalism, etc.

If any of these emergencies occurs after hours, a call must be placed to the Custodian and Principal who in turn will contact Maintenance Department officials. In consultation with Maintenance officials, the Principal will decide whether school will reopen. Should the school be closed an announcement must be placed on the local radio station.

- **Individual School Closures- Day Time Emergencies**

In the event of a building emergency during school hours all reports must first be made to the Maintenance Division . The Principal contacts the District Emergency Hotline-**747-4601** to report the problem. Maintenance will investigate the problem and determine what action to take.

The school will remain open unless the Principal is notified by District officials. Should District officials determine the school must be closed the Principal will arrange for transportation and contact local media.

- **Local School Discretion Areas For Weather Closures**

In recognition of certain regions, Mobile High School has been granted by the Eastern School District, the local discretion to close the school or delay openings due to hazardous weather conditions.

Decisions regarding school closures or delayed openings can only be made after consultation with the Bus Contractor and only after the contractor has made a visible inspection of road conditions. Should a closure or delay be necessary the Principal or Designate must contact the feeder school Principal, Ms Serena Hancock-St.Bernard's School-754-0473 to advise them of the situation and contact the local radio stations for a school closure announcement.

- **Anaphylaxis Alert-Life Threatening Allergies**

Anaphylaxis is a severe, sometimes life-threatening, allergic reaction that occurs within minutes of exposure to an offending substance. The person suffering the reaction must receive an immediate injection of epinephrine. See <http://www.k12.nf.ca/mobile/anaphylaxis/ana1.htm> for more information. Anaphylaxis is the most severe allergic reaction in which immune chemicals, such as histamine, produce serious skin symptoms (hives, swelling) as well as severe breathing problems (swelling in the throat, narrowing of the lower airways, wheezing). They also produce a dramatic widening of the blood vessels, which results in a rapid, severe drop in blood pressure (shock). Anaphylactic shock is a life-threatening medical emergency.

A number of Mobile High School students have been identified for Anaphylaxis Alert: All pertinent information on these students is posted in the Vice Principal's office along with additional Epi-pens

**Steps:**

- Use adrenalin immediately at first sign of symptoms (Take off Grey Cap-Give in outer thigh and hold in place for 10 seconds
- Advise School Safety Team and advise Parents/Guardians/Emergency Contacts
- Give any additional medications ie. Benadryl
- Transport child immediately by car-Call 911 and advise of transport-Meet ambulance enroute if possible-
- Administer adrenaline every 15-20 minutes en route to hospital

# Audit Of Building Systems

- **Fire Protection System-Sprinkler System**

Mobile High School is serviced by a Group A Division 2 Sprinkler System which is fully coordinated with the fire alarm system. The wet alarm valve has been installed in the Mechanical Room 161 and has the capability of serving 4831 square meters of floor space. All classrooms and corridors contain sprinkler heads which can provide 30 minutes of water.

A sprinkler deluge system has been installed over the gym proscenium. The deluge valve is located in the mechanical room 161. In the event of a fire on the stage the deluge valve will open and a blanket of water will be dispatched allowing occupants in the gym to evacuate. There are also two double leaf fire vents mounted in the roof directly over the stage. The purpose of these vents is to provide venting of heat and products of combustion in the event of a fire on the stage

- **Fire Protection Systems-Water Storage Tank**

In order to provide a sufficient volume of water for fire fighting purposes a fire water reinforced concrete storage reservoir was constructed and located in the Mechanical Room 161. This reservoir has a usable capacity of 90,000 litres of water which equates to a one hour continuous operation of the fire pump. Water level is maintained by the deep well submersible pump which also provides water to the potable water reservoir.

- **Fire Protection Systems-Fire Pump**

A skid mounted fire pump is located in Pump Room B01. This pump provides sufficient flow to meet the need of the sprinkler system, deluge system, as well as inside and outside hoses. As a private fire service Mobile High School also has two water mains that are located on the outside of the building in the parking lot. Water to both mains is delivered by the fire pump. These fire hydrants allow for ease of use by the Fire Department in the event of fire.

- **Fire Protection Systems-Portable Extinguishers**

Portable Extinguishers have been installed in Mobile High School in accordance with the National Fire Code of Canada.

Design Criteria:

- Multi-purpose dry chemical type is provided near the ranges in the teacher's lounge, challenging needs and the kitchen/home economics classroom
- Water based fire extinguishers are provided throughout the school

- Carbon dioxide fire extinguishers are installed in the server room, electrical rooms, data closets and telephone room.
- Kitchen Room 141 is equipped with a wet chemical fire extinguishing system which is interlocked with the building alarm system

- **Fire Extinguishments, Control or Confinement**

Upon discovery of a small fire, a portable fire extinguisher can be used to extinguish the fire. The fire alarm must be sounded to evacuate the building and 911 must be notified even when the fire is extinguished.

To use the portable fire extinguishers:

- Remove the locking pin from the handle
- Point the nozzle at the base of the flame
- Squeeze the handle
- Sweep the extinguisher from side to side
- Discharge the full contents of the extinguisher on the fire.

- **Mobility Impaired (Disabled) Persons-Challenging Needs/Special Needs Students**

Mobility impaired persons, because of some disability, may experience difficulty in evacuating the building. Challenging Needs or Special Needs students may also be rendered weak or helpless as a result of the stress associated with drills or actual emergencies. Such persons may be adversely affected by jostling, crowding, enhanced noise from fire bells, etc. Challenging Needs teachers, Special Education teachers and student assistants must be cognizant of the location of these students and must do everything possible to assist them in evacuating in a safe and orderly manner.

- **Commercial Burglary Alarm System**

Mobile High School has an ADEMCO Intrusion and Monitoring Security System installed in the school. This system offers three forms of protection: burglary, fire and emergency. This intrusion alarm system monitors all exterior doors for forced entry, and has motion detectors in corridors, offices and high value rooms. There are two keypads one located in the lobby and the second near the Science corridor outside door. Doors and windows are fitted with motion sensors and classrooms contain occupancy sensor. There are also smoke and heat sensors strategically placed throughout the school. Audio alarm and visual alarm signals are used throughout the school. The audible portion consists of wall mounted horns, and visual signal consist of strobe lights mounted on walls and ceilings. Motion detectors are located in all corridors and in high value rooms: music room, mechanical room, art room, biology/chemistry room, gymnasium, lunch room, fabrication room, library, principal and vice principal office, staff lounge, and challenging needs room. The system uses microcomputer technology to monitor all protection zones and to alert a service provided in the event of emergency. When an alarm occurs the

keypad and external sounders will sound. An alarm message will be sent to a central monitoring system who in turn will notify the police and fire department.

▪ **Video Surveillance**

Mobile High School has a video surveillance system installed in the school which consists of the following components:

- Cameras-15 American Dynamics-Discover Series Mini Domes  
540 lines, 3.8-9 5MM Varifocal Lens, Night Saver Mode, Clear Bubble and white housing
- One Capture CPT-XDR1600/160 16 Channel Digital Video RecorderVR, 240ips, 160gd Lan, CD-RW
- American Dynamics Monitors-3 Admn 19”LCD Color Monitors

Placement of video cameras are as follows:

Camera	Location/Requirement
1	Outside-South Gym Exterior Wall
2	Outside-South Fabrication Room Exterior Wall
3	Outside-South Classroom Exterior Wall
4	Outside-North Classroom Exterior Wall
5	Inside-Gym East Interior Wall- High Risk Area For Injury
6	Inside-Gym West Interior Wall-High Risk Area For Injury
7	Inside-Corridor 151-
8	Inside-Lunch Room-
9	Inside Lobby-102 (Main Door)- Alert For Intruder In The School
10	Inside-Corridor 103
11	Inside-Technology Lab Room 138
12	Inside-Fabrication Room-High Risk Area For Injury
13	Inside-Corridor 112
14	Inside-Corridor 123
15	Inside –Resource Room 135

▪ **Intercom, Clock and Program Bell System**

The Mobile Intercom System consists of a wall mounted controller, handset inputs for the principal, vice principal and main intercom in the general office. The intercom serves as the main

communication device in the school. Each classroom has an intercom reception installed. The Intercom system also links to the exterior/interior program bell system. Additionally, a rack mounted AM/FM tuner plus compact disk player has been inputted into the intercom system.

- **Emergency Lights and Exit Lighting**

Emergency lighting powered by emergency battery packs are installed throughout the school in accordance with the National Building Code. Illumination is adequate to permit an orderly, accident free exit from anywhere in the building. All exits are provided with dual powered AC and DC exit lights.

- **The Networking Data System**

The Networking data system link all computer stations within the school to a central server. There are five data outlets in each classroom plus one for the teacher. Additionally, four access points have been installed to provide a wireless connection to the Internet.

- **TV Distribution System**

Mobile High School has a cable feed TV Distribution System. The signal is distributed throughout the school into each classroom. Each classroom is equipped with a 19 wall mounted screen. The VCR and DVD players are located in the main office and are connected to the TV distribution system. The TV Distribution System can be used for emergency purposes or for general programming.

- **Gym Public Announcement System**

The Gym Public Announcement System consists of a rack mounted amplified, mixed, CD Player, cassette deck, and assistive listening device. The system also includes two 1000 watt speakers and music room speakers.

- **Stage Lighting**

The Mobile High School stage lighting system consists of 2 lighting bars (the proscenium and cyclorama) suspended above the stage. There are also two Fresnel stage spot lights in front of the stage, Control of stage lighting is handled by a dedicated dimmer cabinet located on the stage and by a remote dimming console.

- **Potable Water Artesian Well/Potable Water Reservoir**

Water is supplied to the school from an Artesian Well This deep well has a submersible pump that pumps water through riser piping to the school's potable water reservoir. This reservoir is

constructed of reinforced concrete and has a capacity of 30,000 litres. Water pressure throughout the school is maintained by the potable water booster pumps located in the Mechanical Room.

- **Chlorination System**

The school chlorination system consists of a high concentration liquid chlorine storage tank and a chemical metering pump located in Mechanical Room 161. The liquid chlorine is metered directly into the underground potable water reservoir by the metering pump through a PVC pipe. A chlorine residual analyzer is wall mounted in the Mechanical Room and determines the amount of chlorine injection required. A residual of 0.5 parts per million is maintained in the potable water reservoir.

- **Heating System**

The school is heated throughout by electric resistance baseboard heaters and by ceiling mounted electric radiant heaters. The gymnasium is heated by wall mounted convectors. The units are housed in heavy gauge steel cabinets and are interlocked with de-stratification fans to push the heat down to the floor level.

- **Ventilation System**

The school's ventilation and air conditioning system is designed in accordance with the National Energy Code of Canada. The school is ventilated and free cooled by a total of three air handling units and one heat recovery unit as per the following chart:

<b>Unit Designation</b>	<b>Area Served</b>
AHU-1	Center Core East Wing
AHU-2	Gym/Stage/Music Room
AHU-3	Commercial Kitchen
HRV-1	West Wing/Lunchroom

Four areas of the school also require separate mechanical cooling system where there is the possibility of excessive heat buildup. Mechanical cooling has been installed in the following locations

- Distance Education Room CDLI Room 134
- Server Room 137
- Tech Lab Room 138
- Fitness Room 150

- **Electrical System**

The building is a slab on grade steel joist construction. Suspended T bar ceiling allows sufficient space for electrical services such as lighting and conduit. The incoming power supply is 600 volts. A second dedicated feeder line has been provided to run the fire pump. The main electrical panel is located in the Electrical Room 159

- **Lighting System**

The interior lighting system consists of T8 Fluorescent lamps. All classrooms and unoccupied spaces have lighting fixtures controlled by occupancy sensors. The sensors are designed such that a passive infrared first detects a person entering the room, then the sensor engages a microphone that detects sound that indicate continued occupancy. The exterior lighting is comprised of High Pressure Sodium Lighting with high power factor ballasts. These lights are photo cell and time clocked controlled. Gym lighting is also fluorescent with integral wire guard.

- **Exhaust/Return System**

The school utilized numerous exhaust and return fans to handle the various exhaust applications and return air functions for the re-circulating air handling units. The following chart outlines the fan designation and area served:

<b>Fan Designation</b>	<b>Area Served</b>
F1	Locker Washroom Exhaust
F2	Gym/Stage/Music AHU-2 Return
F3	Kitchen Hood Exhaust
F4	Tech Ed Room Exhaust
F5	Tech Ed Room Solder/Paint Bench Exhaust
F6	Bio/Chem Prep Room Exhaust
F7	Home Economics Range Hood Exhaust
F8	Bio/Chem Fume Hood Exhaust
F9	Art Room Kiln Hood Exhaust
F10	Electrical Room 120 Heat Relief
F11	Electrical Room 159 Heat Relief
F12	Mechanical Room 161 Heat Relief
F13	Mechanical Room 202 Heat Relief
F14	Staff Lounge Range Hood Exhaust
F15	Challenging Needs Range Hood Exhaust

- **Propane**

The Biology/Chemistry Lab Room 164 has a propane feed from a 400L storage tank located outdoors adjacent to the Mechanical Room. The tank has been installed on concrete pavers and is inside a chain link fence enclosure. Propane is provided at each student lab bench sink location, the teacher's desk and inside the fume hood.

## Mobile High School Accident Report

School \_\_\_\_\_ Location \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time \_\_\_\_\_

Location on Premises \_\_\_\_\_

Name Of Pupil \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Parents/Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_

Nature of Injury \_\_\_\_\_

Witness (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

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Hospital \_\_\_\_\_ Doctor \_\_\_\_\_ Detained \_\_\_\_\_ Yes/No

Describe Circumstances of Accident

Did Accident Occur During School Hours? \_\_\_\_\_ Was a teacher present \_\_\_\_\_

Total Number of Students Engaged In Activity \_\_\_\_\_

Did School Contact Parent or Guardian \_\_\_\_\_

Did Parent/Guardian Contact School \_\_\_\_\_ If yes to either, parent/guardian

Reaction \_\_\_\_\_

Is Pupil Back To School? \_\_\_\_\_ If no, why? \_\_\_\_\_

Does he/she appear impeded by injury? \_\_\_\_\_

Describe any action taken by school personnel to assist pupil who sustained the injury

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Teacher Present \_\_\_\_\_ Date \_\_\_\_\_

Received at School Boardn Office by \_\_\_\_\_ Date \_\_\_\_\_

Date Submitted to Treasury Board \_\_\_\_\_

(For Broker Adjuster Use Only)

Insurer \_\_\_\_\_ Adjuster \_\_\_\_\_

Reported by \_\_\_\_\_ Policy # \_\_\_\_\_ Date Notified \_\_\_\_\_

Copies To \_\_\_\_\_ Coverage \_\_\_\_\_

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**Mobile High School**  
**Occupational Health and Safety**  
**Staff Accident/Incident Investigation Report Form**

Name of Injured : \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Type of Injury: \_\_\_\_\_

Cause of Injury: \_\_\_\_\_

Location of Accident/Incident: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time \_\_\_\_\_

**Type of Accident/Incident**

\_\_\_\_\_ Injury to student /staff member

\_\_\_\_\_ Damage to property /equipment

\_\_\_\_\_ Environmental damage

\_\_\_\_\_ Injury to public

\_\_\_\_\_ Other (specify): \_\_\_\_\_

**Description:** \_\_\_\_\_

**Cause(s) of Accident/Incident:**

1. Immediate cause(s): \_\_\_\_\_

2. Indirect cause(s): \_\_\_\_\_

3. Root cause(s): \_\_\_\_\_

**Witnesses?** \_\_\_\_\_

Has action been taken to minimize the loss and prevent future recurrence?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If Yes explain): \_\_\_\_\_

Probability of recurrence: \_\_\_\_\_ Significant \_\_\_\_\_ Moderate \_\_\_\_\_ Rare

Investigated By: \_\_\_\_\_

## **Guideline for Accident/Incident Investigation**

This form is designed to record essential data that will assist in investigating and preventing accidents/incidents. It shall be the policy of Mobile High School to investigate all accidents and incidents ensuring the report form is completed in each case. Conducting these investigations and completing the report form shall be the responsibility of the Principal who may request the assistance of a committee member(s) or the health and safety representative depending on the circumstances.

The purpose of these investigations is to find the cause(s), and in particular, the root cause(s). In determining the cause(s) of any accident/incident consideration must be given to all factors that may contribute to the occurrence and in doing get to the root cause.

For example,

**Immediate cause(s):** This is an act or condition which directly contributes to an accident/incident. This may include a slip & fall, struck against, electrical contact, over lifting, overexertion etc.

**Indirect cause(s):** Factors that contribute to an accident/incident in a secondary or remote way and are usually related to people, environment, materials and equipment. They may include poor work practices, extreme temperatures, poor air quality, improper tools, defective equipment etc.

**Root cause(s):** Those contributing factors from which substandard acts and conditions originate. Most frequently the result of ineffective safety programs that lead to inadequate training & education, lack of policies & procedures, lack of supervision, poor workplace design, etc.

Records of this form shall be maintained by the Principal ensuring a copy is forwarded to the OH&S Committee. It shall be the role of the Committee/OH&S Rep to review all Accidents/Incidents at the quarterly meetings to ensure investigations are being conducted and reasonable steps are taken to prevent recurrence. Copies of all Accident/Incident Forms shall be attached to the minutes which are to be submitted to the District Administration Committee.

## Mobile High School Hazard Report Form

Hazard  
Description \_\_\_\_\_  
\_\_\_\_\_

Hazard Classification: A.Serious \_\_\_\_\_ B.Moderate \_\_\_\_\_ C. Minor \_\_\_\_\_

Location \_\_\_\_\_  
\_\_\_\_\_

Date/Time \_\_\_\_\_

Name of Person Reporting \_\_\_\_\_

Repeat Item? Y/N  
Explain \_\_\_\_\_  
\_\_\_\_\_

Required Actions

Temporary Measures (Short  
Term) \_\_\_\_\_  
\_\_\_\_\_

Reasonable Solution (Long  
Term) \_\_\_\_\_  
\_\_\_\_\_

Signature of Principal \_\_\_\_\_

Time/Date \_\_\_\_\_

Note:

This document serves as a tool for staff to formally report unsafe acts and conditions in the workplace they feel may constitute a "hazard". This form will be posted at the "Safety Centre" in the staff room.

Staff are reminded of their responsibility under the OH&S Regulations to "report immediately to the Principal any hazardous condition that may come to their attention" and completing this form will be part of that process. Principals will be equally responsible to receive each form when completed by a staff member ensuring it is signed and dated, necessary action is initiated to control the hazard and a copy is forwarded to the OH&S Committee. It shall be the role of the Committee/OH&S to review these forms at the quarterly meetings to ensure staff are making proper use of them and Administration is taking all reasonable steps to control the hazards. The Committee/OH&S shall ensure all "Hazard Report Forms" are attached to the copy of the minutes to be submitted to the District Administration committee.

## MOBILE HIGH SCHOOL INSPECTION CHECKLISTS

**School/Location:**

**Date:**

**Inspection Completed By:**

**INTERIOR:**

**ENTRANCES AND EXITS: # OF:**

	YES	NO
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<b>Are all entrances and exits unobstructed?</b>		
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**Comment:**

<b>Are exit signs in place?</b>		
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**Comment:**

<b>Are doors opening and closing properly?</b>		
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**Comment:**

<b>Is door hardware operational?</b>		
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**Comment:**

<b>Is glass in doors cracked or broken? (If applicable)</b>		
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**Comment:**

<b>Other noticeable hazards?</b>		
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**Comment:**

**FOYERS/VESTIBULES:**

	YES	NO
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<b>Are floor surfaces clean, dry, and free from debris?</b>		
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**Comment:**

<b>Are carpet mats well secured?</b>		
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**Comment:**

<b>Are there any unnecessary objects stored?</b>		
Comment:		
<b>Is all lighting operational?</b>		
Comment:		
<b>Is there sufficient heat?</b>		
Comment:		
<b>Other noticeable hazards?</b>		
Comment:		
<b>HALLWAYS/CORRIDORS:</b>		
	<b>YES</b>	<b>NO</b>
<b>Are surfaces clean and free from debris?</b>		
Comment:		
<b>Are there any trip hazards on the floor area? (E.G., floor tiles missing or loose)</b>		
Comment:		
<b>If floor is wet, is the proper signage visible? (Pertains to for entire school)</b>		
Comment:		
<b>Are any unnecessary items such as ping-pong tables stored in the hallway/corridor?</b>		
Comment:		
<b>Is emergency lighting working?</b>		
Comment:		
<b>Are fire extinguishers clearly visible and tagged with the date of last inspection noted?</b>		
Comment:		
<b>Are there any missing or damaged ceiling tiles? (If applicable)</b>		
Comment:		
<b>Is there adequate lighting? (Any lighting not working)</b>		
Comment:		
<b>Are the doors to all electrical panels closed and locked? (If applicable)</b>		

Comment:		
Other noticeable hazards?		
Comment:		
<b>CLASSROOMS:</b>		
	<b>YES</b>	<b>NO</b>
Is heating & lighting acceptable?		
Comment:		
Is classroom being used for storage?		
Comment:		
Are there at least two functional windows?		
Comment:		
Other noticeable hazards?		
Comment:		
<b>CUSTODIAN AREAS:</b>		
	<b>Yes</b>	<b>No</b>
Are all liquids and chemicals stored in the proper manner?		
Comment:		
Is the door closed and locked when caretaker(s) is not present?		
Comment:		
Has WHIMIS training been provided to the caretaker(s)?		
Comment:		
Are the MSDS on site and caretaker aware of its location?		
Comment:		
Is personal protective equipment available for dispensing concentrated chemicals? (E.g., safety glasses, gloves)		
Comment:		
Is all cleaning equipment in working order? (E.g., auto scrubber)		
Comment:		
Are any flammable liquids stored in room?		

Comment:		
Other noticeable hazards?		
Comment:		
<b>STORAGE AREAS:</b>		
	<b>Yes</b>	<b>No</b>
Is equipment and materials stored and stacked so that employees can move around safely?		
Comment:		
Other noticeable hazards?		
Comment:		
<b>MECHANICAL ROOM(S)/BOILER ROOM(S):</b>		
	<b>Yes</b>	<b>No</b>
Is there asbestos present in this area?		
Comment:		
Is asbestos in good condition?		
Comment:		
Is the floor clear of water, oil, or other slip and trip hazards?		
Comment:		
Is emergency lighting in the room?		
Comment:		
Are any flammable liquids stored in room?		
Comment:		
If yes, to the above - are they stored in the proper storage containers?		
Comment:		
Is there any storage of unnecessary items? (E.g., tables, chairs, old books) this would refer to mechanical and boiler room.		
Comment:		
Are guards installed on compressors and rotating shafts?		
Comment:		
Are entrance doors locked at all times when persons not present?		

Comment:		
Other noticeable hazards?		
Comment:		
ELECTRICAL ROOM(S):		
	<b>Yes</b>	<b>No</b>
Are all panels and switches accessible?		
Comment:		
Are materials and equipment stored and stacked in a safe manner?		
Comment:		
Is the electrical room door locked?		
Comment:		
Is the electrical room kept free of combustible stored items?		
Comment:		
Are all electrical panel(s) clearly labelled?		
Comment:		
Are the panel doors closed and secure?		
Comment:		
Other noticeable hazards?		
Comment:		
WASHROOMS:		
	<b>YES</b>	<b>NO</b>
Is floor clear of water or any other slip hazard?		
Comment:		
Are toilets functioning properly? (E.g., flushing)		
Comment:		
Are taps functioning properly?		
Comment:		
Are sinks draining properly?		
Comment:		

<b>Is there a supply of paper towels and toilet tissue available?</b>		
Comment:		
<b>Is there adequate lighting?</b>		
Comment:		
<b>Other noticeable hazards?</b>		
Comment:		
<b>CAFETERIA/KITCHEN:</b>		
	<b>YES</b>	<b>NO</b>
<b>Are cafeteria workers board employed? If contract workers, note on inspection report.</b>		
Comment:		
<b>Are all fire extinguishers or systems maintained on a regular basis, and records kept?</b>		
Comment:		
<b>Is emergency lighting provided and maintained?</b>		
Comment:		
<b>Is kitchen equipment being maintained in safe working order?</b>		
Comment:		
<b>Other noticeable hazards?</b>		
Comment:		
<b>GYMNASIUM AREA:</b>		
	<b>YES</b>	<b>NO</b>
<b>Are areas behind basketball nets padded?</b>		
Comment:		
<b>Are the floors clear from water or any other trip hazard?</b>		
Comment:		
<b>Is the gym storage area organized in a safe manner?</b>		
Comment:		
<b>Is there adequate lighting?</b>		
Comment:		
<b>Is the emergency lighting working?</b>		

Comment:		
Other noticeable hazards?		
Comment:		
GENERAL HEATING & LIGHTING:		
	YES	NO
Are all heaters operational?		
Comment:		
Is all lighting operational?		
Comment:		
Are there any light switches not working?		
Comment:		
Are there any light shades missing?		
Comment:		
Are there extra bulbs/tubes on site for the caretakers?		
Comment:		
Other noticeable hazards?		
Comment:		
I. A. Q. (INTERIOR AIR QUALITY)		
	Yes	No
Is the general level of cleanliness throughout the workplace good?		
Comment:		
Can you smell any unique or objectionable odors as you move from room to room?		
Comment:		
Is there evidence of uncomfortable air temp, drafts, and high or low humidity?		
Comment:		
Are school occupants expressing concerns regarding IAQ?		
Comment:		
Other noticeable hazards?		
Comment:		

<b>EMERGENCY PREPAREDNESS:</b>		
	<b>Yes</b>	<b>No</b>
<b>Are emergency numbers permanently posted at the safety centre?</b>		
Comment:		
<b>Is all fire fighting equipment inspected annually and tagged and dated?</b>		
Comment:		
<b>Are staff members trained in first aid in accordance with the OH&amp;S Act?</b>		
Comment:		
<b>Is there a first aid kit in the general work area and accessible to everyone?</b>		
Comment:		
<b>Is there an established procedure for evacuating the school?</b>		
Comment:		
<b>Are evacuation drills conducted regularly?</b>		
Comment:		
<b>Other noticeable hazards?</b>		
Comment:		
<b>GENERAL WORK PRACTICES:</b>		
	<b>Yes</b>	<b>No</b>
<b>Have maintenance/janitorial personnel been provided with the proper tools to do their job?</b>		
Comment:		
<b>Have students/parents been permitted to use ladders and scaffolds at this school?</b>		
Comment:		
<b>Is smoking prohibited on school property - Is it enforced?</b>		
Comment:		
<b>Other noticeable hazards?</b>		

Comment:		
<b>EXTERIOR:</b>		
<b>ROOF/WINDOWS:</b>		
	<b>YES</b>	<b>NO</b>
Are there any visible sign of leakage?		
Comment:		
What kind of roof is present? (E.g., flat, membrane, modified or sloped, shingled, modified).		
Comment:		
Are there any physical tears or holes in the roof?		
Comment:		
Are all flashings secured?		
Comment:		
Are all doors secure on roof top units?		
Comment:		
Are windows closed on a regular basis? (In the evenings, cold or rainy days)		
Comment:		
Other noticeable hazards?		
Comment:		
<b>EXTERIOR GARBAGE STORAGE AREA:</b>		
	<b>YES</b>	<b>NO</b>
Is area surrounding garbage boxes free from overspilling garbage?		
Comment:		
Are there any signs of rodents?		
Comment:		
Is garbage picked up on a regular basis?		
Comment:		
Other noticeable hazards?		
Comment:		

<b>PARKING LOT:</b>		
	<b>YES</b>	<b>NO</b>
<b>Is parking lot paved?</b>		
Comment:		
<b>If yes, are there any line marking as pertains to buses and general parking?</b>		
Comment:		
<b>Are there an abundance of potholes?</b>		
Comment:		
<b>Is the exterior lighting functioning?</b>		
Comment:		
<b>Other noticeable hazards?</b>		
Comment:		
<b>STEPS/WALKWAYS:</b>		
	<b>YES</b>	<b>NO</b>
<b>Are sidewalks in good condition?</b>		
Comment:		
<b>Are stair treads and risers in good condition? (If applicable)</b>		
Comment:		
<b>Are railings in good condition? (If applicable)</b>		
Comment:		
<b>Other noticeable hazards?</b>		
Comment:		
<b>PLAYGROUND AREA:</b>		
	<b>YES</b>	<b>NO</b>
<b>Are playgrounds regularly used?</b>		
Comment:		
<b>Is all equipment in working order?</b>		
Comment:		

<b>Is all equipment free from screws/nails wooden splinters sticking out?</b>		
Comment:		
<b>Are proper railings used where applicable?</b>		
Comment:		
<b>Is access to the playground free from debris and other hazards?</b>		
Comment:		
<b>Is the playground itself free of debris and other trip hazards?</b>		
Comment:		
<b>Other noticeable hazards?</b>		
Comment:		

# Mobile High School

## Formal Recommendation Form

To: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

**Safety Issue/Concern:** \_\_\_\_\_

\_\_\_\_\_

Repeat Item? Y/N (Explain):

\_\_\_\_\_

\_\_\_\_\_

**1. Consequence/Hazard:** \_\_\_\_\_

- Supporting Information/Documentation
- Temporary Measures Required
- Reasonable Solutions

(If more than one consequence/hazard, repeat process)

**Recommendation:** \_\_\_\_\_

\_\_\_\_\_

Date of Employer Response (within 30 Days): \_\_\_\_\_

**Signature of Co-Chairs:**

Employer Co-Chair: \_\_\_\_\_

Employee Co-Chair: \_\_\_\_\_