



Sargent Park School

Safety Procedures

Did you know that . . . Sargent Park has different Safety Procedures in place. For example:

1. **Medical Emergency**
 - Staff will contact the office via the intercom.
 - The classroom “Red Tag” with room number will be sent to the office.
 - A “Team” will be sent to the room with an administrator.
 - Emergency plan will be followed dependent on the situation (e.g., administer Epipen, call 9-1-1, call parent/guardian).

2. **Student Disturbance**
 - Staff will contact the office via the intercom.
 - An administrator will go to the location.
 - A “Team” may be called to assist.

3. **Community Disorder**
 - Custodians will lock all outside doors.
 - Adults will monitor doors to allow Sargent Park students and parents into the school.
 - Administration will consult with the police and decide if further action is warranted.

4. **Fire/Need to Evacuate**
 - The “Fire Bell” will ring to signify the building needs to be evacuated.
 - Teachers will confirm all students are outside.
 - If needed the following evacuation sites will be used:
 - a. **Grade 7-S1 students**
Prince Charles ERC
1075 Wellington Ave
 - b. **Nursery to Grade 6 students**
Sargent Park Pool & Complex
999 Sargent Avenue

5. **Emergency Code**
 - An “Emergency Code” over the PA system will alert staff to:
 - a. lock all outside school doors
 - b. clear the hallways
 - c. lock their classroom doors
 - d. retain the children in the classroom
 - A “Team” will follow emergency procedures.
 - An “All Clear Code” over the P.A. System will alert staff that the situation has been resolved.