



**Brightwater Science and Environmental Centre  
of Saskatoon Public School Division**

# **Safety Plan**

The Safety of our Students,  
Teachers and Adult Visitors at all times  
is Most Important



## **Brightwater Response Team**

Land Location SE ¼ section 6 Township 35 Range 5 west of the 3<sup>rd</sup> meridian

<b><u>1.Safety Team Member</u></b>	<b><u>Role and Department</u></b>	<b><u>Phone #</u></b>
Karen Peterson (Sem 1)	Project Leader, Saskatoon Public Schools (SPS)	373-4169w 270-6615C
Teri Clark (Sem 2)	Project Leader, Saskatoon Public Schools (SPS)	373-4169w 270-6615C
Murdy Hutton	Site Manager, Salvation Army	373-5373h 222-0642C
Wendy James	Coordinator, Supervisor SPS	683-8233w
Randy Holfeld	Caretaker/Facilities SPS	683-8260w
Ms Brenda Green	Area Superintendent, SPS	683-8232w
Joy Adams Bauer	Communication Officer, SPS	683-8325w
Captain Corinne Cameron	Salvation Army Headquarters	757-1552w
Salvation Army Temple	Saskatoon Office	242-6833w

**Group Meeting Place: Meet at Picnic tables in front of Somers Hall.**

**Safe sites will depend on situation: Cabins or Somers Hall.**

**Surrounding Safe Sites: None in vicinity - Evacuate to own city school**

## **2. Priority Contacts**

<b><u>Contact</u></b>	<b><u>Phone #</u></b>
911 or Police	911
M.D. Ambulance	975-8800
<b>Corman Park Police (this rural municipality)</b>	<b>242-8808</b>
RCMP (Ron Beckler – Chief of Police RM Corman Park)	975-1664
<b>City of Saskatoon Police School Resources</b>	<b>975-8112</b>
Emergency Measures Organization (natural disaster)	975-2411
SaskEnergy (natural gas emergencies)	975-8500
SaskPower (electrical emergencies)	310-2220
<b>Facilities Office at Saskatoon Public Schools</b>	<b>683-8254</b>
Pager for after hours and weekends	(683-7146 (351/352))
Royal University Hospital	655-1000
Saskatoon City Hospital	655-8000
St. Paul's Hospital	655-5000
<b>Hertz Bus</b>	<b>cell phone 229-3783 (urgent evacuation)</b>
<b>First Bus</b>	<b>374-5161</b> <b>343-2125</b>

### **3. Roles in the Safety Plan**

- Salvation Army Site Manager - Safety of people/ awareness of facility and land
- Project Leader - Safety of people/ communications/ follow-up
- Teacher - students and parents – attendance, communication with school administration
- Parents - student safety
- Students - listen and stay together
- Secretaries - communication, liaison
- Principal/ Coordinator –communication, guidance, follow-up
- Superintendent - communication, guidance, follow-up, come on site
- SPS Facilities - come on site, assist with follow-up/ clean up

**Support Team:** a group of adults identified to assist with clean-up, follow-up and support after the crisis. These will include many of the people above, neighbours, Salvation Army members, teams of teachers, or Urban Camp. Tasks might include site clean-up and support after a crisis.

#### **Teacher responsibilities:**

- Students must be supervised at Brightwater at all times day and night
- Teachers should have an emergency phone list readily available should a crisis arise. This list should include student names and contact phone numbers for each class.
- If students are sent home or picked up by parents or another adult, a record must be kept by the teacher as to where the child went and with whom.
- Students must adhere to all school rules - camp is an extension of school where students are active engaged learners
- Walkie-talkies are available for teachers , supervisors and facilitators. Check that device is well charged and on same channels = Channel #2.
- Students remain with instructional groups during sessions and in designated areas during choice time - Students are not permitted to 'wander off'
- An adult supervisor should accompany each facilitated instructional session
- One adult at camp must be certified in Standard First Aid and CPR
- The School First Aid kit will be available in Somers Hall
- There will be an emergency vehicle on site at all times
- All medicines will be kept with the adult in charge and will be administered according to parent's instructions (have provision of medication form filled out for each child requiring medication)
- Parents must sign Out-of-School Education form and Medical form
- Teachers Complete Out-of-School Education form for administration
- Copy of program itinerary provided to school administrator and Brightwater project leader
- Project Leader will provide a copy of the Schedule of Camps to Corman Park Police, teachers, central office administrator and Salvation Army Site Managers

## **4. Safety Plans**

**First Aid kits** are available in the Brightwater office on the SA site and in the School House on the SPS site. Teachers are responsible for providing a school first aid kit and an adult certified in First Aid when visiting Brightwater.

### **Fire Alarm**

#### **Call 911**

You are at Brightwater Centre/ Beaver Creek Salvation Army Camp. Land Location SE ¼ section 6 Township 35 Range 5 (See attached map)

Notify adults via walkie talkies Channel #2, Siren (in safety kit) or on-site bell

Notify Site Manager and Project Leader

Notify SPS personnel by phone (see phone list)

Fire in a building - Evacuate and meet at picnic tables by Somers Hall or flag pole (if fire is in Somers Hall). Teacher takes attendance.

Fire on land Meet at picnic tables. Teacher takes attendance. If a student or parent is unaccounted for, the teacher must report absence to Project Leader and Site Manager. Group evacuates site - call Hertz bus and drive to home school.

Evacuation - Sound Bell/Siren and meet at picnic tables in front of Somers Hall. Teacher takes attendance of students, parents, facilitators. Arrange for buses for pick-up. Notify administration. Meet at home school.

General Lock-Down - No buildings can be locked from the interior.

Take shelter in cabins. Stay away from windows. Turn out lights. If in Somers Hall, take shelter in back kitchen area away from large main hall. Plan for evacuation and notify administration and EMS.

Perimeter Lock-Down - Notify all adults by walkie talkie if possible and in person. Take shelter in cabins. Stay in communication by walkie talkie.

Bomb Threat - Evacuate the site.

Shelter in Place - Move students to inside room or hallway if windows are not very airtight. Close all windows. Shut down any ventilation, heating, air conditioning systems (turn any room thermostats up in summer and down in winter). Remain inside in Shelter in Place until informed otherwise. Head to higher ground if gas spill. Notify administration.

Weather Threat - When a Weather Threat (tornado/ hail) is eminent: Move students into permanent hallways away from windows in cabins. Close doors in cabins. Use walkie talkies for communication if possible. Have students seated on the floor, hands on head if danger eminent. Remain in this location until notified by administration. If in Somers Hall, move to halls near kitchen, away from large hall.

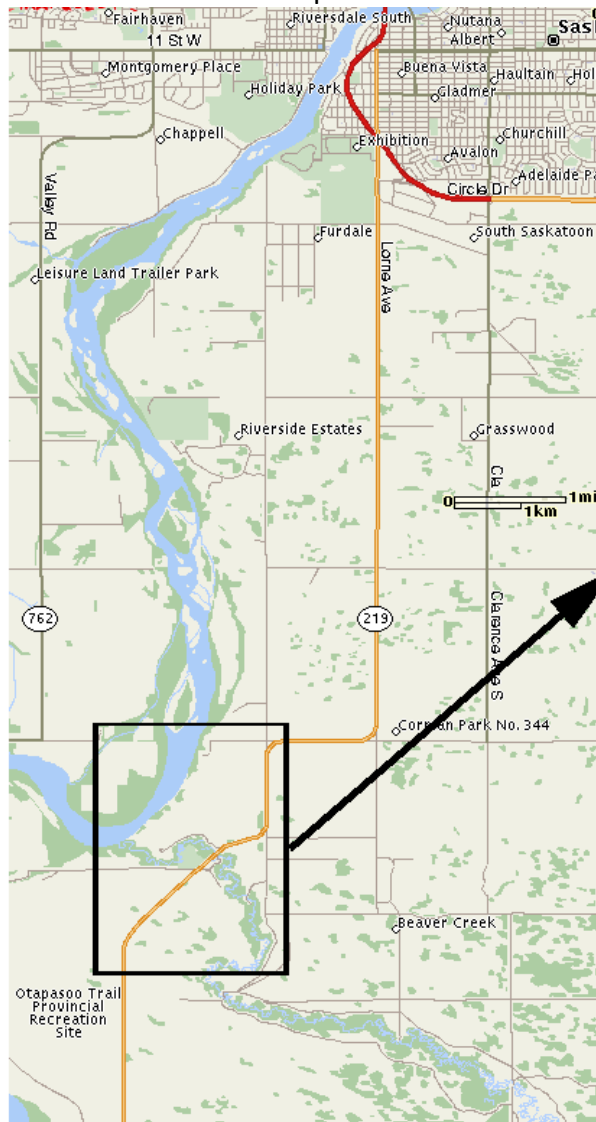
Utility Failure - Meet in Somers Hall and an evacuation of site back to school will be arranged if utility cannot be fixed. No students are to be sent home unless contact with parents has been established. Spare phone in Brightwater office can be hooked up during a power failure.  
FLASHLIGHTS Locations: Somers Hall kitchen, Brightwater office, Nurses office (Melfort Hall), Workshop.

Media - All communication about any crisis is to be made by Joy Adams Bauer 683-8325. Staff should direct any media inquiries to Joy.

Parental Communication - Communication with parents will be made as soon as possible. This may take the form of a newsletter and/or media announcement. The secretary and admin team of the school will be responsible for the communication process.

## Map to Brightwater Science and Environmental Centre

Note there are two campuses and entrances



Proceed South on Lorne Avenue (Highway 216). Continue South past the Beaver Creek Conservation Area. Cross Beaver Creek. Just Past the top of the valley is the entrance to the Salvation Army Camp/Brightwater Environmental Centre. Turn left into the campsite, through the cattle gate. Please ensure the cattle gate is closed behind you. Visitor parking forks to the right, while the main lodge is to the left.

To access the Saskatoon Public School Division land, turn left at West Hamlet of Beaver Creek Road off Hwy 219. Continue to chain link fence on your right and, "Brightwater Science and Environment Centre" wood sign. Park at gate or designated area near school house.

Salvation Army Camp is directly east off Highway 219 about 13km south of Saskatoon  
To access SPS Land via WEST Hamlet of Beaver Creek off Hwy 219  
Land Location SE ¼ section 6 Township 35 Range 5 west of the 3<sup>rd</sup> Meridian

