RTD Math Academy Emergency Procedures

Students

As an online school, students will either work from home or from their primary authority school. Students are to obey the emergency procedures of the building they are physically attending.

School Staff

RTD Math Academy employees will most likely be working from home and will be required to complete the following emergency plan for their residence. The emergency plan and the emergency kit should be in an easy-to-find, easy-to-remember place. The emergency plan will be reviewed and updated by the employee on a yearly basis.

Resources: www.getprepared.gc.ca

RTD Math Academy Staff Emergency Plan

Employee Name: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Physical Address: Click or tap here to enter text.

Every RTD Math Academy staff member needs an emergency plan. The time you've invested in creating one will ensure that you and your household know what to do in case of an emergency.

Once completed, make sure everyone in your home knows and keeps the plan in an easy-to-find, easy-to-remember place (with your emergency kit, for example). You may wish to share your emergency plan with your friends, family, and neighbors, and encourage them to do the same. You may also want to make duplicate copies to keep in your car or other remote locations.

1. Escape routes

Plan emergency exits from each room of your home. Try to think of two possibilities for each room. If you live in an apartment, do not plan to use the elevators. Also, identify an escape route from your neighbourhood in case you are ordered to evacuate.

Escape route from neighbourhood:

Resources: www.getprepared.gc.ca

2. Establish meeting places

Safety tip: Whenever possible, the meeting place should be on the same side of the street as your home. This way you don't need to cross the street into traffic or in front of fire trucks or ambulances during an emergency.

Meeting place near your home:

Meeting place outside of your immediate neighbourhood:

3. Plan for children

If an emergency occurs during school hours, you may need someone else to pick up your children from daycare or school. Make sure the school or daycare has up-to-date contact information for both yourself and other adults whom you have authorized on the pick-up list.

☐ I don't have children

Designated person 1: Click or tap here to enter text.
Phone: Click or tap here to enter text.

Designated person 2: Click or tap here to enter text.
Phone: Click or tap here to enter text.

Instructions for school pick-up (ex: Meeting place):

4. Address any special health needs

Safety tip: Establish a support network of friends, relatives, health-care providers, co-workers and neighbours who understand your special needs. Write down details below about your medical conditions, allergies, surgeries, family medical history, medications, health screenings, recent vaccinations, emergency contacts and insurance information. Include household members' special needs as well.

☐ I don't have special health needs

Health information:

Medications and medical equipment:

Pharmacies may be closed for some time, even after an emergency is over. Consider talking to your doctor about having an extra two-week supply of medications and medical supplies on hand if possible. Include prescriptions, medical documents and the health information above that you can put into your easy to carry emergency kit.

Identify a location for your emergency kit:

5. Plan for pets

Now that you have made emergency plans for your family and friends, don't forget about your pets.

☐ I don’t have pets

The most important thing you can do to protect your pets is to take them with you if you need to evacuate. This requires advance planning as pets are not allowed in some public shelters or hotels. Plan to take your pets with you to a relative or a friend's home, or identify a "pet-friendly" hotel, boarding facility or emergency shelter in advance.

Location for pet during an emergency:

6. Plan for specific risks

What should you do in case of a tornado? Flood? Power failure? Write down instructions for the risks that are most likely to occur in your region. If you're not sure which risks exist in your region, check the Know Your Region section of the getprepared.gc.ca website.

Instructions:

7. Record emergency contact information

Remember, your family may not be together when a disaster occurs. Plan how to meet or contact one another. Discuss what you would do in different situations. If you are trying to contact others, use non-voice channels like text messaging, email or social media if possible, as these use less bandwidth than voice communications and may continue to work even when phone service has been disrupted. Learn more about staying in touch during emergencies.

Local Emergency Numbers

Fire: Click or tap here to enter text.

Police: Click or tap here to enter text.

Ambulance: Click or tap here to enter text.

Other: Click or tap here to enter text.

Family contacts

Name: Click or tap here to enter text.

Phone (Home): Click or tap here to enter text.

Phone (Work): Click or tap here to enter text.

Phone (Cell): Click or tap here to enter text.

Email: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Name: Click or tap here to enter text.

Phone (Home): Click or tap here to enter text.

Phone (Work): Click or tap here to enter text.

Phone (Cell): Click or tap here to enter text.

Email: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

8. Complete safe home instructions

Make sure you have a working smoke detector and fire extinguisher. If you live in an apartment or are staying in a hotel, know where the fire alarms are located. Complete the following section so your family or roommate(s) know where these items are located in case of an emergency:

Emergency Kit

Location:

Fire Extinguisher

Location:

Water Valve

Location:

Shut-Off Instructions

Applicable Phone Number

Electrical Box

Location:

Applicable Phone Number

Heating Source (Gas Valve, Propane, Oil)

Location:

Shut-Off Instructions

Resources: www.getprepared.gc.ca

Applicable Phone Number
