Hello and welcome to Miramichi Valley High School. We thank you for your time and efforts and we hope you enjoy working at our school. This document is prepared for all new casual and full time employees to our school. Please take the time to look through the material in this package. If you have any questions, please do not hesitate to ask any of the supervisors found below. We hope you have a safe and enjoyable work experience.

**Bell Schedule**

8:30-9:30 Period 1

9:35-10:35 Period 2

10:40-11:45 Homeroom/period 3

11:45-12:40 Lunch

12:40-1:40 Period 4

1:45-2:15 Independent Study

2:20-3:20 Period 6

**1. Contact Information**

Miramichi Valley High School

345 McKenna Avenue

Miramichi, NB

E1V 3S9

Main Office 627-4083

Fax 622-2977

[www.mvhs.nbed.nb.ca](http://www.mvhs.nbed.nb.ca)

**Administrators**

Shawn Wood (Principal) shawn.wood@nbed.nb.ca

Mary Lou Hudson (Vice Principal) mary.hudson@nbed.nb.ca

Scott Jamieson (Vice Principal) scott.jamieson@nbed.nb.ca

In addition, *Educational Assistants* may contact Christy Jamieson (christy.jamieson@nbed.nb.ca), SPR of Educational Support Teacher-Resource.

*Custodians* are asked to contact and direct questions to either Custodial Supervisors (C2)

Charles Asoyuf (623-7008 pager) or Reggie Dawson (623-5028 pager).

**2. Joint Health and Safety Committee (JHSC)**

The JHSC for MVHS of Anglophone School District North will support management in their goal to strive for continuous improvement of health and safety practices at MVHS. This committee will, to the best of our ability, be proactive in health and safety initiatives. We will be responsible to keep the workplace informed of our purposes and provide high visibility in the workplace. The JHSC will assist management in identifying unsafe and unhealthy standards of work, conditions and practices and act as an advisory group to management to help in resolve school health, safety and environmental issues.

Members of the JHSC Include

Charles Asoyuf (employer) 623-7008 (pager)

Gail Baker (employee) gail.baker@nbed.nb.ca

Gregg Bruce (co-chair employee) gregg.bruce@nbed.nb.ca

Carl Carter (employee) carl.carter@nbed.nb.ca

Mary Lou Hudson (co-chair employer) mary.hudson@nbed.nb.ca

Scott Jamieson (employer) scott.jamieson@nbed.nb.ca

Jimmy Watters (employee) james.watters@nbed.nb.ca

Shawn Wood (employer) shawn.wood@nbed.nb.ca

**3. Rights and Responsibilities**

As an employee, you have three rights to protect you:

1. The right to know about the workplace hazards and to receive training on how to do the job safely.

2. The right to participate in solving health and safety problems.

3. The right to refuse dangerous work. If you wish to exercise the right to refuse unsafe work, you must fill out the MVHS JHSC Right to Refuse Form found in the main office.

When an accident happens at MVHS, you must report the accident to the main office as soon as possible and before leaving the workplace. If the accident occurred to a student, please fill out the *Student Accident Report Form.* If you have been injured, please fill out *Form 67.* To file a claim, you must complete and sign the form and have it faxed to WorkSafeNB. A copy will also be sent to district office and a copy kept at MVHS. If you have sought medical attention, advise your health care provider (a physician for example) that it is a workplace injury. All forms can be found in the main office (Kathy Sonier).

If you have any questions, or feel that there is an unsafe working condition, please report it to your supervisor immediately.

**4. Procedure and Codes of Practice**

At Miramichi Valley High School, we expect all employees to be professional at all times. If you are working with students, we require that policy 701 has been completed. If you have any questions or concerns, please ask your supervisor, or administration.

**5. First Aid**

The following Staff Members are trained in First Aid and CPR

Charles Asoyuf Gail Baker Sarah Boone Andrea Bowes

Angie Briggs Brett Cameron Shelley Casey Sherry Cowan

Mary Lou Hudson Raymond Innes Christy Jamieson Scott Jamieson

Lisa Munroe Shawn Nowlan Buddy O'Toole Kimberley Sears

Matthew Stewart Vivian Underhill Penny Vickery Elizabeth Walker

Jim Watters Shawn Wood

First Aid kits can be found in the following locations.

* Biology and Chemistry labs (rooms 4216 and 4240)
* Main office counter
* Room 2117 (Matthew Stewart's classroom)
* Construction shop (room 2129)
* Metals processing lab (room 2144)
* Vocational workroom (room 2152)
* Room 2148 (Carl Carter's workshop)
* Culinary Technology lab
* Gymnasium office
* Scott Jamieson’s office
* All custodial carts

**6. Accident/Injury Reporting Procedures**

Please refer to section 3.

**7. Emergency Procedures and Preparedness**

ENTERING THE SCHOOL

* All school doors will be locked during the school day from 8:30 AM to 3:20 PM, with the exception of lunch time (11:45 AM to 12:40 PM) where the main doors, gym doors and bus loading doors at the back of the school will be open.
* The main entrance of the school is equipped with a live video feed and buzzer system located on the brick wall left of the main front doors. Upon arrival, please press the button for entry and report to the main office.
* Anyone requiring services in any of our Industrial areas are required to report to the main office before proceeding to the shop area.
* **AT NO TIME ARE STUDENTS TO EVER OPEN A LOCKED DOOR TO ALLOW OTHERS TO ENTER. THIS WILL BE VIEWED AS NON COMPLIANCE AND A DIRECT VIOLATION OF SCHOOL RULES.**
* All visitors to our school will be required to sign in at the office and pick up a Visitor Pass. Visitors Passes are to be returned to the office when signing out. *This will not apply during arrival and dismissal times.*
* All replacement staff will now be identified with a Staff Lanyard.
* Students will be required to have a hall pass from their subject teacher when out of class during Instructional Time.
* Staff is asked not to open any locked outside doors for anyone.

FIRE DRILLS

The general rules for students during fire drills are:

1. Talking is to be kept to a minimum during the drill.
2. All windows in the room are to be closed and the lights turned out.
3. Students are to keep in an orderly line to evacuate.
4. Move to the closest exit and well away from the building and off streets and approaches.
5. Remain with your class and subject teacher, as attendance will be taken.
6. All persons MUST leave the building immediately even if you feel the signal has been given accidentally.
7. Horse Play, smoking, and disruptive behaviors will result in disciplinary action.
8. No one is to re-enter the building unless directed to do so by the Principal or his/her designate. Do not assume that it's safe to return.

*NOTE:*

*\** Assigned teachers (or designates) will check their respective areas to ensure that the building is clear and will report to the main office. After reporting, those persons will evacuate.

\*\* Pool users will assemble at the exterior entrance to the pool and be prepared to go outside if so directed.

\*\*\* *Fire extinguishers and pull stations are found throughout the school.*

MAJOR EMERGENCY

In the event of a major emergency or disaster, which affects students and/or staff of Miramichi Valley High School, a series of events will be initiated to:

* Ensure personal safety
* Minimize property damage
* Ensure a free flow of information to all parties concerned
* Provide maximum support to those parties affected

The series of steps includes, but is not limited to, the following:

If evacuation is necessary:

* 1. In the event of inclement or foul weather, classroom teachers will walk their students to Carrefour Beausoleil (as pre-arranged with Carrefour). Administration will call the Carrefour Principal at 627-4135 and advise of students coming.
	2. Non-teaching staff will assemble near the water tower. The Plant Superintendent will determine if any non-teaching staff member is not accounted for and report this information to the Main office.
	3. The following personnel will assemble at the Main Office at the time of the evacuation:
	4. Principal: Shawn Wood, Vice-Principal: Mary Lou Hudson, Administrative Assistant: Kathy Sonier

Vice-Principal: Scott Jamieson will accompany teachers and students to Carrefour (if necessary) and will return to school with names of students not accounted for.

1. Emergency response agencies shall be alerted by Main Office (911).
2. First Aid will be administered to any injured by staff and/or students who are qualified First Aid Certificate holders.

Teachers – Please take attendance if anyone is missing, not marked absent for the day, please notify Scott Jamieson, Vice-Principal.

INTRUDER IN THE BUILDING

* Any person who notices the intruder (person with a weapon or person who is upset or acting out of control) will notify the principal or designate.
* During instructional time The Principal or a representative will say “Lockdown” over the intercom system.
* The principal will notify police and school superintendent of any emergency situation.
* The words “Lockdown” means: close the classroom door, do not allow students to leave the classroom, be seated on the floor next to an interior wall away from windows and doors until further notice.
* Teachers take an accurate count of students.
* If appropriate, for teachers on a preparation may assist and monitor hallways and other areas of the building and to direct students not in class to a safe area.
* Staff communicates to the office any information regarding the intruder

 *Important Note to all Staff*

* Keep the designated phone line free.
* All staff should make their way to a nearest secure location (staff room, office, classroom, etc.)
* An announcement will be made – Lockdown Over – when there is no longer a threat.

POTENTIAL SUICIDE

Contact Administration.

BOMB THREAT

*By Phone*:

Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:

1. If possible, during the call, record the incoming number. Immediately after hanging up dial \*957
2. Use another phone to call authorities.
3. Identify background noises and any distinguishing voice characteristics.
4. Ask the caller for a description of the bomb, where it is, and when it is due to explode.

*Written Threats:*

If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.

* The person receiving the threat will notify the principal
* The principal will call 911 and in consultation with the police department, develop a plan to respond.
* The principal will notify the superintendent's office.

If the search is prolonged or there is inclement weather, an alternate location may be needed (Carrefour Beausoleil).

Staff and students will be informed of the bomb threat and any immediate directions; for example, remain in their rooms until an all-clear is given or directions to evacuate.

Staff will be asked to make a visual observation of their classrooms/work areas and will be informed not to open cabinets, doors, or move objects. If anything suspicious is found, DO NOT TOUCH IT! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.

**8. Personal Protective Equipment (PPE)**

* *Supply teachers*, this will not be applicable to you. If you are covering in a shop, please keep students in the classroom.
* *Education Assistants*, this may apply to you. If you are accompanying a student to the shop, protective shoe caps and glasses will be provided. Please do not use any equipment. Your supervisor and the classroom teacher will give you more information.
* *Custodians*, please refer to your C2 supervisor for more information. Charles Asoyuf (623-7008 pager) or Reggie Dawson (623-5028 pager).

**9. WHMIS**

* Hazardous material and labeling system can be found in each custodian storage room. Please refer to Charles Asoyuf (623-7008 pager) or Reggie Dawson (623-5028 pager) for more information.