
School Profile

1. School Information

(See School Site Information Form)

- Name of school
- School address, phone
- After hours emergency contact names and phone numbers
- School hours
- Grade levels
- Number of students
- Number of staff
- Number of students and staff with accessibility concerns
- Number of floors
- Number of classrooms
- Number of portables
- Building tenants (churches, preschools and after school care, after school activities, fitness classes etc.):
 - names and contact information of tenants
 - days and times of use
 - any accessibility concerns
- Any other information deemed necessary

While a school profile should be shared with first responders, it should not be publicly available. Information about the school's floor plan and any hazard analysis should be carefully guarded and only shared with those who need to know.

2. Building Information

Floor Plan

A well-labelled school building floor plan will ensure that the emergency response team and first responders have immediate access to information about the location of key features within the school. Much of this information may already be on the school Fire Evacuation Plan. The remaining information may be added to a separate building floor plan as determined by the school.

Create a key and add the following to building floor plans, including **location**, **instructions** for use, and **shut-off** instructions:

- Audio/intercom/public address system
- Fire, intrusion, and other alarm panels
- Security camera locations, coverage areas and monitoring stations
- Utility locations and shut-off for natural gas or propane, water and electrical
- HVAC system
- Sprinkler system
- Cable or satellite television feed
- Boiler room access
- Main telephone/Wi-Fi access
- Roof access locations
- Elevator
- Electrical room and power/main switch
- On site hazards including custodial areas, science labs, and machine shops



School Profile, continued

2. Building Information (continued)

- All entrances and exits (indicate number/letter)
- Assembly areas
- Identification and usage for each room
- Fire alarm pull stations
- Fire extinguishers
- First aid kits and eyewash stations
- An aerial map of the surrounding area with the following information:
 - Command post location
 - Traffic control points to reduce congestion and protect evacuating/relocating students
 - Staging areas for emergency personnel
 - Controlled access routes
 - Parent Information Centre
 - Media reception area (off school grounds)
- Any other information deemed necessary based on the school's unique profile

3. Map of the Surrounding Area

- An aerial map from Google maps or the equivalent
- Indicate designated evacuation or staging areas should an incident necessitate taking students off the school property

Adapted from The Emergency Management Planning Guide for Schools,
Districts and Authorities, 2015

