

Two-Day Conference: Monday October 1<sup>st</sup> and Tuesday October 2<sup>nd</sup>, 2007  
Park Plaza Toronto Airport • Toronto, Ontario, Canada

4<sup>th</sup> Annual Summit on

# Contingency and Disaster Planning for K-12 Schools, Colleges and Universities

**Pro-Active Strategies & Action Plans  
When a Crisis Hits**

**With the possibility of a crisis or disaster occurring  
anytime, how will you adapt so that you can best  
protect your students, staff & faculty?**

*Hear insightful and timely presentations, case studies and  
panel discussions from industry experts on topics including:*

- ✓ Valparaiso High School, Indiana
- ✓ Virginia Tech
- ✓ Toronto Catholic District School Board
- ✓ Pope John Paul II High School,  
Scarborough
- ✓ Lawrence Park Collegiate Institute,  
Toronto
- ✓ University of Toronto
- ✓ Toronto Fire and Police Services
- ✓ St. Francis Xavier University,  
Nova Scotia
- ✓ University of Western Ontario
- ✓ Toronto District School Board
- ✓ Security On Campus, Inc.

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Insights  
from:



Eric  
Roher,  
Partner

**Borden Ladner  
Gervais, LLP**



Ron  
Kuban,  
President

**Pegasus Emergency  
Management  
Consortium Corp.**



Alison  
Kiss, M.S.,  
Program  
Director

**Security On  
Campus, Inc.**



Patrick  
Weil,  
Principal

**Valparaiso High  
School, Indiana**



Stephen  
Clemens,  
Chief, Fire  
Prevention &  
Emergency  
Management

**University of  
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**SAVE \$200**  
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# Contingency and *4th Annual Summit* Disaster Planning for K-12 Schools, Colleges and Universities

## Pro-Active Strategies & Action Plans When a Crisis Hits

**The safety of your staff and students** is an ongoing concern. In today's world it is essential that educational institutions are on top of the latest techniques and solutions for contingency & disaster planning.

**Now is the time to understand how k-12 schools, universities and colleges are implementing effective safety measures. Take away strategies to adapt and protect your premises! This conference is the only one of its kind in Canada!**

Attend the 4th Annual Contingency & Disaster Planning Conference for K-12 Schools, Colleges & Universities across Canada and learn emergency preparedness and crisis management strategies. No other Canadian event will address issues common to all levels of education that affect your students' safety. The importance of planning for a crisis and knowing what to do pre, during and post event to reduce risk cannot be emphasized enough. Hear from industry experts and different case studies to learn firsthand the procedures that have been implemented to deal with a disaster when it occurs, and strategies to avoid crises.

**This is YOUR chance to get the information you need on important issues:**

- ✓ Conducting a lock down ✓ Deal with post-crisis trauma
- ✓ Know your obligations and responsibilities and avoid potential litigation
- ✓ How to get your message out when a crisis hits
- ✓ Deal with a potential norwalk virus breakout
- ✓ Understand ethnic & religious differences
- ✓ Work with emergency professionals
- ✓ Determine steps to contain violence in classrooms
- ✓ Learn how to train staff in times of a crisis
- ✓ Manage your message to the media

**Stimulate new ideas and improve your operating strategies through interaction with peers and experts**

If you are involved in any aspect of the education system and are concerned about the safety of your students and staff, you can't afford to miss this unique forum. Take advantage of this exciting opportunity to network and explore new ideas and successful initiatives presented by experts with hands-on experience. You will take away the latest strategies to tackle YOUR challenges with real life case studies!

**Gain solutions to your challenges at this timely event and...**

Equip yourself with the tools necessary to return to your school, college or university with the information to build an effective and productive contingency plan. This is the most important investment you will ever make in the safety and protection of ALL your resources.

**Attend this conference to hear insightful and timely interdisciplinary presentations, case studies and panel discussions from industry leaders!**

- ✓ Valparaiso High School, Indiana ✓ Virginia Tech
- ✓ Toronto Catholic District School Board
- ✓ Pope John Paul II High School, Scarborough, Ontario
- ✓ Lawrence Park Collegiate Institute, Toronto
- ✓ University of Toronto ✓ Toronto Fire and Police Services
- ✓ St. Francis Xavier University, Nova Scotia
- ✓ University of Western Ontario ✓ Security On Campus, Inc.
- ✓ Toronto District School Board

**Superintendents, Principals, VPs of Health and Safety, Deans, Head Masters, Vice Principals and Senior Administrators, Emergency Management Directors, Security Personnel, and Risk Management Directors**

The safety of Canada's youth is your responsibility. This unique conference — chaired by Eric Roher and Ron Kuban — is the ONLY one of its kind in Canada. It will equip you with the ability to tackle highly relevant issues when it comes to contingency, disaster planning and other preventive measures.

**Bring your team and benefit from special pricing: Develop strategies to build a successful cost-effective development plan**

Executive administrators will be able to take back key lessons to the rest of their staff. Special team pricing provides even greater value for your conference dollar!

**Register today! Space is limited and sure to sell out**

Don't miss your chance to participate in these critical discussions and to network with the leaders in this rapidly growing field. Register for our limited spaces by calling **1-866-298-9343** or e-mailing [registrations@strategyinstitute.com](mailto:registrations@strategyinstitute.com) today.

### **Ensure Your Leadership with a Customized Sponsorship Package**

By sponsoring this one-of-a-kind event, you can showcase your company as an industry LEADER. Ensure your presence is known by being visible at this premier event! To learn more, contact **Bill Lem** at **1-866-298-9343** extension **250**.

### **You can't miss this opportunity if you are one of the following:**

- ⇒ Principal or Vice Principal ⇒ Dean ⇒ Consultant
- ⇒ Crisis Management Officer ⇒ Campus Police
- ⇒ Superintendent of Health and Safety ⇒ Security Personnel
- ⇒ Health and Safety Officer ⇒ Public Safety Official
- ⇒ Emergency Preparedness Officer ⇒ Facilities Manager
- ⇒ Guidance Counselor ⇒ Lawyer ⇒ Technology Provider
- ⇒ Education Administrator ⇒ Parent-Council Member

# Day One: Monday October 1<sup>st</sup>, 2007

7:30 AM Registration and Continental Breakfast

8:30 AM Opening Comments from the Chair

**Eric Roher,**  
Partner,  
BORDEN LADNER GERVAIS, LLP



## 8:45 AM **Build an effective alert system and know how to best get your message out when a crisis hits**

Alerting everyone on your premises and getting your message out in the most appropriate manner when a crisis takes place is crucial in ensuring a panic and danger-free outcome. The Virginia Tech incident has brought the need to have effective alert systems in place. Learn the different methods that can be used to get a message out when an emergency occurs whether it be text messaging, direct calls, voice mail, e-mails, or other alert measures that can be employed.

*Protect your students and ensure a safe and secure learning environment.*

**Alison Kiss, M.S.**  
Program Director,  
SECURITY ON CAMPUS, INC. (Pennsylvania)



## Industry Expert

### 9:30 AM **Liability and law update: Know your obligations and responsibilities and avoid potential litigation**

Having the responsibility for contingency planning in your school, you have clearly defined obligations and responsibilities under the law to protect your students and staff.

- Find out exactly what your responsibilities and obligations are under the law
- Protect yourself from future litigation

*Do you know your legal liabilities? Take away key insight into your legal risks and liabilities – protect your students, staff, and yourself by understanding your role in ensuring the safety of anyone on your school premises.*

**Eric Roher,** Partner, BORDEN LADNER GERVAIS, LLP

10:15 AM Networking Break

## Case Study: Toronto Catholic District School Board

### 10:45 AM **Know how to contain a crisis effectively while building a safe school culture**

The importance of containing a crisis and creating a safe school culture cannot be emphasized enough. A safe school culture as well as the preparatory work that a school does before an emergency occurs is instrumental in assisting the students and administration through a crisis when it does happen.

- Introduction to a case study of a stabbing on school premises
- Events that took place during and following the stabbing incident
- Preparatory work involved before the crisis occurred
- 10 most important ways in which the school culture can be developed before a catastrophe occurs, and how a developed school culture assists in making the recovery process easier

*Gain insight into the importance of creating a safe school culture and learn the most important tools that need to be in place before and during a crisis on your school premises.*

**Peter Barrans,** Principal, Safe Schools,  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD

## Team Discount

**Send 3 delegates and the 4th delegate attends for free!**

## Case Study

### 11:30 AM **What do universities need? Business Continuity or emergency management plans?**

While some universities have prepared multi hazard or specific hazards emergency preparedness/response plans to deal with small or larger emergencies, some others have focused on business continuity plans. This presentation explores each of these directions with varieties of samples from universities in North America and argues that for universities and colleges business continuity planning is possibly a preferred direction.

**Ali Asgary Ph.D.,** Emergency Management Program, School of Administrative Studies, Atkinson Faculty of Liberal and Professional Studies, YORK UNIVERSITY

12:15 PM Networking Luncheon

Join the conference speakers and your peers for a relaxing luncheon. This is your opportunity to make new contacts and discuss the ideas presented in the morning sessions.

## Live Demonstration

### 1:15 PM **Connecting with students and staff in an emergency: Mobile text messaging and how it can work for you**

Know how you can stay in touch with your staff and students during an emergency. This insightful live demonstration will equip you with a real life strategy that could potentially save lives and mitigate your risks.

**John Sklavos,** Managing Director, i-TEXT.CA

## Joint Presentation

### 1:30 PM **Realistic and practical solutions to help ease post-crisis trauma**

Hear from a school social worker about practical solutions to assisting your students and community through difficult post-crisis times. Learn from different case studies and hear how specific crisis and disaster situations were dealt with.

- Develop skills to be a support system for students, families and staff members
- Know what to expect in a post-crisis environment
- Understand the mentality of a tragedy victim and gain victim normalization skills

*Emerge with the understanding of how to deal with victims of post-traumatic stress in an effective manner.*

**Alison Kiss, M.S.** Program Director,  
SECURITY ON CAMPUS, INC. (Pennsylvania)  
**Nicholas Sotiriou, M.S.W, R.S.W,** School Social Worker,  
TORONTO DISTRICT SCHOOL BOARD

## Case Study: Lawrence Park Collegiate Institute, Toronto

### 2:15 PM **Determining important steps to contain a crisis**

The biggest concern these days is the safety of our students when they are on school premises and the ways in which we can prevent violence from breaking out. Attend this session and explore solutions in crisis management situations that Lawrence Park C.I. has implemented.

- Employing pro-active strategies to minimize the level of crime and attacks on students in schools
- Learn techniques in handling school shootings or other forms of violence

*Determine how to contain a crisis when it breaks out and what efforts are made to reduce crime and violence in schools.*

**Bruce McGregor,** Principal, LAWRENCE PARK C.I. (Toronto)

## Day One (continued): Monday October 1<sup>st</sup>, 2007

3:00 PM Networking Break

### Case Study: St. Francis Xavier University, Nova Scotia

3:30 PM **Emergency health pandemic response plans that protect your students' health and safety**

In the event of a health emergency, schools across Canada, including your own, would be seriously disrupted. Learn from the outbreak of the Norwalk Virus that occurred at St. Francis Xavier University and how they were successful in managing it and the lessons that were learned.

- Evaluate the real threat of the Virus and how it can affect your own school
- Discuss strategies to protect students, staff and faculty
- Evaluate the costs associated with an outbreak and how you can manage them

**Mark MacAulay,**  
*Director of Health & Counseling,*  
ST. FRANCIS XAVIER UNIVERSITY (Nova Scotia)



### Case Study: University of Toronto Campus

4:15 PM **Managing ethnic & religious differences to avoid a crisis**

With schools, colleges and universities becoming more culturally diverse, there are many occasions for cultural misunderstandings. Learn how educational institutions can approach these issues to ensure that students get the best from their campus security.

- Understand the roots of ethnic and religious conflicts

**Len Paris,**  
*Manager Campus Police Special Constables,*  
UNIVERSITY OF TORONTO



**Nouman Ashraf,** *Anti-Racism and Cultural Diversity Officer, Office of the Vice President, Human Resources & Equity,* UNIVERSITY OF TORONTO



5:00 PM Conference adjourns to Day Two

## Day Two: Tuesday October 2<sup>nd</sup>, 2007

7:30 AM Registration and Continental Breakfast

8:10 AM Opening Comments from Conference Chair

**Ron Kuban,** *President,*  
PEGASUS EMERGENCY  
MANAGEMENT CONSORTIUM CORP.



### Keynote Presentation

8:15 AM **Understanding what a real crisis is, how well it can be managed, and whether or not they should occur**

When confronted by an event of significant magnitude – emergency, disaster or crisis – school administrators are pressured to rush into the response effort with little thought about the real meaning of the event on our students, the school system, all its external stakeholders, and us. The oversight is damaging on two fundamental levels:

- It restricts our view and understanding of the real operational environment
- It curtails the response we should take, further increasing our crisis exposure

**Ron Kuban,** *President,* PEGASUS EMERGENCY MANAGEMENT CONSORTIUM CORP.

9:30 AM **Reviewing the steps involved when managing a crisis and evacuating a big facility**

Evacuating big facilities at a time of crisis can be instrumental in saving lives! Learn the proper techniques and procedures to get huge numbers of students to exit a facility.

- Determining who's involved in the emergency and what protocols to follow
- Establishing the information emergency professionals are looking for when they arrive and their point of contact

*Pose questions to the fire experts in safety to ensure you're taking the right steps in a crisis.*

**Frank Lamie,**  
*Deputy Fire Chief,*  
TORONTO SERVICES AND PUBLIC EDUCATION



10:15 AM Networking Break

### Industry Expert

10:45 AM **Getting supervisors to supervise: How to train staff and faculty members to handle a crisis effectively**

In the event of a crisis, it is vital that your staff and faculty are able to work and communicate effectively with the local emergency services professionals to help minimize the effects of a crisis.

- Pre-plan and train staff on ways to act when a crisis occurs so that you instill confidence and calm in them to avoid a spiraling crisis
- Learn to prepare ready-to-use communication templates and email lists serves to reach staff members once a crisis occurs
- Manage time delays and keep track of your students

**Stephen Clemens,** *Chief, Fire Prevention and Emergency Management,*  
UNIVERSITY OF WESTERN ONTARIO



### Industry Expert

11:30 AM **Assessing the threat and preparing for the worst: What you can do to protect your students and staff in the event of an influenza pandemic**

Staying current about avian flu and the threat of an influenza pandemic is essential in ensuring a safe and healthy educational environment.

- Evaluate the threat of an influenza pandemic and how it can affect your school
- Learn to establish what you need to protect your students in terms of supplies, shortage of staff, and maintaining a curriculum

**Susan Poutanen,** *Microbiologist & Infectious Disease Consultant,* TORONTO MEDICAL LABORATORIES

12:15 PM Networking Luncheon

**Agenda Continues (see over)** 

## Day Two (continued): Tuesday October 2<sup>nd</sup>, 2007

### Industry Expert

1:30 PM **Presentation: In the Blink of an Eye; The transition from normal to crisis**

The transition into emergency, disaster or crisis is often shocking, disabling, and disturbing. It need not be. Moreover, the sooner an organization regains control over its chaotic and destructive environment, the greater its success at reducing further injury, damage, or the destruction of its reputation.

**Ron Kuban**, *President*, PEGASUS EMERGENCY MANAGEMENT CONSORTIUM CORP.

### Case Study: Pope John Paul II High School, Scarborough

2:15 PM **Identifying offenders to minimize risk during a crisis**

The growing phenomenon of bullying and student offenders is a serious concern for parents, staff, and faculty members across the nation. With this growing phenomenon, the potential for on-site incidents can increase dramatically.

**Ugo Rossi**,  
*Vice Principal*,  
POPE JOHN PAUL II HIGH SCHOOL



3:00 PM **Networking Break**

### Case Study: Valparaiso High School, Indiana

3:30 PM **Integrating effective violence prevention tools as part of your contingency and disaster plan**  
Be able to respond effectively and keep your school halls and classroom safe. Attend this session and explore solutions in crisis management situations that VHS has implemented.

**Patrick Weil**,  
*Principal*,  
VALPARAISO HIGH SCHOOL, INDIANA



### Industry Expert

4:15 PM **Crime Stoppers, using the internet, and other tools to prevent a crisis from occurring**

The Internet is the most actively used information gathering resource by our youth today. As educators, it is important to understand and be able to use the Internet as a crisis and violence prevention tool.

- Tips on how to use the Internet to your advantage pre, during and post-crisis

**Constable Scott Mills**,  
*Officer*,  
CRIME STOPPERS (Toronto)



5:00 PM **Conference Adjourns**

## Essential Post-Conference Interactive Workshops

Wednesday October 3<sup>rd</sup>, 2007

**WORKSHOP A** 9:00 AM – 12:00 PM

### Risk reduction activities of Canadian universities: Gain a national perspective & benchmark your plan against other institutions

With millions, perhaps billions, of research funding invested into Canadian universities, this project attempts to summarize the risk reduction and emergency preparedness activities of the University of Western Ontario.

- Learn how the University of Western Ontario has developed emergency preparedness measures
- Hear how limited resources, operational planning, and training can be used to invest in the right forms of emergency procedures

*Benchmark your emergency planning initiatives against the University of Western Ontario and move forward by identifying the areas where your safety measures can improve.*

**Stephen Clemens**, *Chief, Fire Prevention and Emergency Management*,  
UNIVERSITY OF WESTERN ONTARIO



**WORKSHOP B** 1:00 PM – 4:00 PM

### Fire Code 2.8 Rules & Regulations for K-12 Schools, Colleges & Universities

Understanding the expectations fire officials have from us as schools, colleges and universities in times of a fire crisis. Attend this conference and speak firsthand with experts involved in a fire crisis response.

- Gain current knowledge about the crucial supplies and safety tools your institution should carry in case of a fire
- Hear firsthand what fire officials in the city require from us in times of a crisis in terms of emergency numbers, floor plans, exit routes
- Learn who to contact in regards to a fire and what the best form of contact would be

*Pose questions to experts in times of a fire emergency and ensure that you're taking the right steps for the safety of your students and staff members.*

**Mike Gerrard**,  
*Division Chief of Fire Prevention*,  
TORONTO FIRE SERVICES



## Our Conference Venue: Park Plaza Toronto Airport

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Two-Day Conference: Monday October 1<sup>st</sup> and Tuesday October 2<sup>nd</sup>, 2007  
 Park Plaza Toronto Airport • Toronto, Ontario, Canada

Register Early and  
**SAVE \$200**  
 See Registration Form for details

# Contingency and Disaster Planning

4<sup>th</sup> Annual Summit

for K-12 Schools, Colleges and Universities

## Pro-Active Strategies & Action Plans When a Crisis Hits

Strategy Institute  
 401 Richmond St. West, Suite 401  
 Toronto, Ontario, M5V 3A8



**How to register**

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4<sup>th</sup> Annual Summit on Oct. 1<sup>st</sup> & 2<sup>nd</sup>, 2007 • Toronto

# Contingency and Disaster Planning for K-12 Schools, Colleges and Universities

### CONFERENCE REGISTRATION FORM

**CONTINGENCY AND DISASTER PLANNING FOR SCHOOLS**

Delegate name (print name in full) \_\_\_\_\_ Title \_\_\_\_\_

Delegate name (print name in full) \_\_\_\_\_ Title \_\_\_\_\_

Delegate name (print name in full) \_\_\_\_\_ Title \_\_\_\_\_

4th Delegate name (print name in full) **\*\*FREE** \_\_\_\_\_ Title \_\_\_\_\_

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MONDAY OCTOBER 1 <sup>ST</sup> AND TUESDAY OCTOBER 2 <sup>ND</sup> , 2007			
Regular Conference Pricing	Early Bird Rate <i>If you register by June 30th</i>	Early Bird Rate <i>If you register by July 30th</i>	Regular Investment
<b>BEST VALUE PACKAGE:</b> Conference + 2 Workshops			
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Conference + 1 Workshop <i>(select below)</i>			
	<input type="checkbox"/> \$1290	<input type="checkbox"/> \$1390	<input type="checkbox"/> \$1490
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<input type="checkbox"/> <b>WORKSHOP B:</b> Fire Code 2.8 Rules & Regs.		<input type="checkbox"/> \$345	<input type="checkbox"/> \$395

The registration fee includes luncheon, receptions, refreshments, networking breaks, continental breakfast and original course materials. Payment is required in advance and can be made by company cheque, VISA, MasterCard or American Express. Please make cheques payable to the Strategy Institute Inc. and write the registrant's name on the face of the cheque. **PLEASE NOTE: All prices quoted are subject to 6% GST.**

**CANCELLATIONS:** Cancellations must be received in writing by September 5th, 2007. You will be eligible for a prompt refund less a \$495.00 administrative fee. If you register for the program and do not attend, you are liable for the full registration fee unless you cancel according to the terms stated above. If you are unable to attend, delegate substitution is permitted up to, and including, the day of the conference.

**A Group Discount is offered for this conference (not in combination with any other offer). To be eligible for the Group Discount, delegates MUST register at the same time. The total discount per delegate (including applicable group discounts, etc.) MUST not exceed 25% of the Regular conference cost. Offer not available in combination with Early-bird offers.**

**PAYMENT:** Please make cheque(s) payable to Strategy Institute Inc. and write the registrant's name on the face of the cheque. Registration can be faxed to (866)298-9344/(416) 944-0403 GST#R138790662

**EARLY BIRD SPECIALS:** If you don't have a group discount, you may qualify for an early-bird special. Don't miss this opportunity.

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