



Emergency Procedures updated Jan. 16/13

Rally point for whole school is the front lawn in front of the school.
Primary rally points for fire drills is at the four corners. See map.

There are 3 types of emergencies:

Type A page 2.
Specific to school but
may prohibit re-entry:
Level 1 and 2 is
Evacuation
Level 3 is Lockdown

Type B. page 9
Evacuation- general
emergency that
includes community:
Tsunami

Type C. page 10
Earthquake

General Notes:

First Aid: Ambulance: 1-800-461-9911
Masset Hospital: 250-626-4700

Minor: handle minor cuts and abrasions with bandaids (teachers get a small supply from the office)

All else: Call the office and/or nearest first aid attendant: Confirm breathing; stop bleeding, call ambulance if necessary. Ensure victim is kept warm and that someone stays with the victim.

First Aid Attendants: Johanne Young, Paul Cagna, in addition: Vern Byberg, Colleen Williams

First Aid Kits: Home Ec, Gym office, Science labs, Art room, Shop, School office.

Eye Wash Stations: Science Lab Rooms 22 and 24, Shop, Home Ec Room and Art room.

Overview of Emergency Preparedness

Procedural:

1. Whole school drills in fire, lockdown, earthquake and building evacuation.
2. Whole school announcement follow-ups after events.
3. Each teacher/room has an emergency binder with a list of items noted on the front.
4. At the beginning of each year, each binder is updated with new contact lists.

Training:

1. Designated trained first aid staff. Two minimum.
2. Whole staff emergency training/review of procedures twice annually.
3. Students in grade 10-12 have been offered First Aid training annually for the last 3 years.

Inventory of Tools and Supplies:

1. Principal/Office: first aid kit, blowhorn, two-way radios, emergency vests, emergency packs. flashlights
2. First Aid kits in gym, home-ec, shop classes
3. Various camping, first aid, survival supplies in outdoor education supply.
4. Various tools in wood shop
5. Quick access to water containers, food, garbage bags, toilet paper, paper towels close to office and designated personnel to collect.

Type A: specific to the school that may prohibit re-entry but will have the support of other community services.

1 & 2= Evacuation, 3= Lockdown

1. Bomb threats-evacuation

1. Call police and fire department immediately.
2. Use the PA to direct staff to evacuate the school following same directions as fire drill. Take roll, report to flagpole, and remain with students until directed by principal to return to class or send students home.
3. Wait for further direction from the principal or police.

2. Fire evacuation

1. Unless you know it's a drill, assume that fire alarm bells going off signal a real fire.
2. In the event you detect fire or unexplained smoke and the alarm is not already activated, immediately activate the alarm by pulling a fire station.
3. When a station is pulled, the fire department is automatically called.

4. Everyone must leave the building immediately **by the nearest exit** or alternative, closing all door and windows behind him or her. **Take Emergency binder (and first aid kits) with you.**
5. Assemble at designated points for attendance. Send report to the flagpole. If the fire is significant then reassemble at the front lawn. otherwise wait to be directed that it is safe to go back in the building.
6. If an alarm sounds during a time other than class, assemble as homerooms in designated areas. Staff on unassigned time please report to the flagpole for further direction.

3. Lockdown

The purpose of this procedure is to have a comprehensive and prepared response to a major violent incident- regardless of how remote the possibility of such an incident happening.

These procedures will only be invoked by the school staff when there is strong evidence that an intruder or others who have weapons are in the building. However, the RCMP may direct the school to initiate the procedure if necessary due to an external event.

ROLES

School Staff - School staff, and in particular, administrators, have the overall responsibility for the safety and well-being of students. Administrators during a violent incident have additional responsibilities in terms of working closely with the police.

Students - Students have a responsibility to be familiar with this plan and respond quickly to the direction of staff during a crisis situation. In addition, any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. In almost every incident of a major violence act at school, it was later learned that a student(s) had prior knowledge of what was going to take place but failed to tell anyone. The "code of silence" must be broken in these types of situations.

Police - Police are responsible for responding and investigating violent incidents as defined in this plan. During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with school administration throughout the process.

Parents/Guardians - Parents and guardians must be aware of the existence of this plan and shall reinforce with their children student responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation.

P.A.C. - Members of School Councils must support the local plan and assist the school administration in promoting awareness of the plan throughout the broader school community.

VIOLENT INCIDENT Quick Response

(armed individual posing threat to life, i.e. gun, knife, explosive, etc.)

- Witness incident
- Notify office
- Principal or other verifies and initiates response
- Principal announces over the pa “lockdown” 3times
- All staff gather students from halls into classrooms and lock door if possible.
- Staff in classrooms instruct students to
 - duck and cover
 - close blinds, turn out lights
 - stay put until directed otherwise
 - no talking
 - no phone calls out, turn off electronics
 - stay away from windows & doors
 - do not call the office via the pa
- staff write down names of persons in the room
- follow direction from RCMP
- in effect until “All Clear” given

VIOLENT INCIDENT Comprehensive Policy

When is this procedure activated?

A.: When any person in the school observes a violent incident.

For the purposes of this plan, a violent incident is defined as a situation involving an armed individual posing immediate threat to life (i.e. has a gun, knife, explosive, etc.)

Although every effort is made to ensure a safe school environment, staff and students need to be aware of the possibility that a violent incident can occur at any time or in any location within a school.

Note: Bomb threats are not covered under these procedures.

What do you do if you observe a violent or potentially violent incident?

A: Tell the office immediately.

- DO NOT CONFRONT THE SUSPECT.

If it is safe to do so without danger to yourself or others, obtain the following details for your report to the office:

1. **What?** Nature of the suspected threat or incident: weapon? threat? Known injuries?
2. **Who?** Identity, location, direction of movement, appearance of person of unknown identity?

What do office staff do once notified?

A: The principal or designate will verify the incident, getting as much detail as possible and will make the decision to initiate the lockdown procedure. Office staff will keep the flow of information going and notify RCMP.

How do I activate Lockdown?

A:

1. Go over the PA and announce clearly and calmly “Lockdown, lockdown, lockdown.”
2. Call the RCMP at 250-626-3991 with the details.

Please provide the following details:

- Identify yourself, the school
- Describe the situation
- Identify whether anyone is injured and the severities of the injuries
- Explain safe approach for police and advise police where they will be met
- Begin to document times and events relating to the incident
- Keep lines open and designate an office staff member or other to stay on the line.

The following items should be at hand: emergency response clipboard, cell phone, portable blowhorn, first aid kit.

3. Inform the maintenance department.
4. Bring up the cctv cameras on the office computer.
5. Secure any areas where the pa system cannot be heard; fields, parking lots, restrooms, etc.
6. Notify the superintendent
7. Cancel bells
8. Close fire doors.
9. Meet police if possible
10. Evacuate specific rooms if appropriate
11. When condition is clear, announce over the pa "All Clear"
12. Contact superintendent with update
13. Initiate critical event response activities.

What do staff do upon hearing the lockdown announcement?

A: all staff immediately initiate lockdown procedures. This includes in-class support staff and office staff.

During lockdown procedures, occupants will disregard fire alarm system and school bells unless otherwise informed.

Inside the building

During the lockdown phase, staff will focus on taking care of students and ensuring they are directed out of harm's way.

- direct students to the closest secure area
- remain with the students
- if possible, lock doors to the area.
- Assess whether anyone is injured and the severity of injuries. Respond appropriately to assist the injured without jeopardizing the safety of yourself or others.
- The display of the **GREEN OK SIGN** on the outside windows and the inside classroom door will indicate that the staff and students inside are **SAFE AND SECURE**.
- The display of the **ORANGE “ ! “ SIGN** will indicate to the response teams that the staff and students inside are **UNSAFE AND IN NEED OF ASSISTANCE**.

Staff and students will remain in their safe environments until an ALL CLEAR signal has been communicated over the P.A. system or until further instructions have been given to staff via the P.A. system or by runners.

Outside School Building

Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building, follow the steps outlined below:

- DO NOT ENTER SCHOOL.
- Move as far away from the school as possible.
- Proceed to **Village of Masset Office**
- Staff take attendance of all persons.

What happens while the lockdown is in effect?

A.: Once the RCMP arrive, they will take command of the situation until the “all clear” is given.

COMMAND POST: First: central office
 Second choice: Staff room
 Third choice: community hall

Staging Area: A place where, when it is safe, students and staff who are removed from the building can meet with critical incident response members before being released to family.

Location: If the building is cleared and no students have left the building prior to the all clear: all students and staff will meet in the gym.

If sections of the building are cleared prior to a full clear: The possible locations based on the circumstances are: the Village of Masset Office, the community hall, or even Tahayghen.

POLICE

Once police arrive on the scene, they have ultimate command of the incident. Staff, students and other occupants must provide full co-operation and follow police direction.

Police will control access to the school and designated off-site locations. Police will assign an officer to the off-site evacuation location to communicate information to staff, students and families. Police will direct families arriving on-site to pre-designated, off-site evacuation locations where they can receive information.

Principal's Role with Police

The principal remains primarily responsible for the safety of students and staff. The principal or designate will meet police on arrival and describe the situation. Administration and staff cooperate with the police to make appropriate decisions.

What happens after a lockdown?

A.: The principal will communicate with everyone (students, staff, parents) regarding the general outcome and next steps. The principal will review the responsibility of all to assist the police as outlined below. The Board and outside agencies will work with the school to provide crisis response counselling after the lockdown if needed.

Staff/Student Responsibilities In Assisting Police

Crime Scene

Staff, students and other occupants need to be aware that any site(s) may contain crime scene evidence. Avoid unnecessarily tampering with or disturbing evidence. To the extent possible, leave all objects exactly as they are in order to protect the crime scene for law enforcement investigations. Discourage others from disturbing potential evidence. Keep the area isolated.

Media Response

Police set up a media relations centre outside incident area.

- Police representatives handle media relations regarding the incident and police response.

- Board representatives handle media relations regarding Board related concerns.

For #1-3 emergencies, you may be asked to complete a Violent Incident Report.

Type B: general emergency that may require community evacuation

Tsunami

General: Information on specific threat for our area can be found on the Provincial Emergency Program website at www.pep.bc.ca Our local PEP has the principal and school on the phone call out and has the authority to initiate the community evacuation.

There are 3 levels of threat:

1. **Warning:** imminent threat of tsunami with danger anticipated.
2. **Watch:** the threat of a dangerous tsunami is being monitored and preparations should be anticipated if the threat level rises; in any case: stay away from coastal areas but full evacuation not necessarily warranted.
3. **Advisory:** dangerous water conditions may be noted with minimal danger to coastal areas- evacuation not necessary.

Schools will remain open for levels 2 and 3 and classes will continue as scheduled. Staff are expected at work as usual.

1. Initiation of the community evacuation will be by fire department siren or over the PA by the principal.
 - i. Students who might be off campus during school hours at the start of the evacuation are encouraged to return to the school for assistance in evacuating. The rally point is the front lawn if the building cannot be re-entered.
2. The principal will organize the dismissal of students in an orderly fashion while staff are expected to assist in keeping students calm and collected. Keep students in your classroom until directed otherwise including bathroom, locker or other requests. Students may be directed to one or two classrooms nearest the main entrance to facilitate pick-up.
3. As students are collected, teachers will keep an accounting while the office will keep a master accounting. Staff should keep their emergency folders with them at all times.

4. Any student not already collected by a family member or designate will proceed across the street to the community hall parking lot. A digital record will be taken of student and license of pick-up.
5. Staff with their own families may depart after all of their students have either been picked up or have been turned over to administration at the community hall. Staff must communicate with the principal regarding their whereabouts until dismissed and are expected to assist in supervision and/or transportation of students until dismissed.
6. A community bus may pick up any remaining students at the community hall after first delivering elementary students to the community rally point at km 13 outside of town. Students not picked up by family should be transported by staff and directed to register at the local PEP tent at the Emergency Command Post at the rally point.

In the event of an evacuation, the principal may direct staff to gather such supplies as would assist in keeping staff and students safe and could include: Bottled water or jugs of water and cups; handy and easily distributed food such as fruit and granola bars; first aid kits, rain gear (from the science room and OP room); flashlights; garbage bags; toilet paper; paper towels; shovels or other tools; etc.

Type C: Earthquake

1. At sign of shaking (windows rattling) take cover away from windows, assuming the crash position. STOP DROP COVER
2. Remain in the crash position until the evacuate signal is given. (PA if it is working, airhorn if not)
3. If there are injuries:
 - i. teacher: two designated students will give instructions
 - ii. student: if minor evacuate the student first then give first aid; if student cannot be moved, evacuate all other students and inform first aid attendant immediately.
4. In science lab, if there are any fires, extinguish them before taking cover.

After the earthquake:

1. Evacuate the building if necessary and meet on the front lawn.
2. Take attendance and report to administration at the flagpole.
3. Keep the class together and await further direction from administration.