



Sk'aadgaa Naay Elementary School

Gud ad hlgang.gulxa - Working Together - Travailler Ensemble

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Sk'aadgaa Naay Elementary School Emergency Response Plan

The following are the plans for the Sk'aadgaa Naay Elementary School to react to major emergencies. The plan addresses:

- 1. School Evacuation** - fire, bomb, poisonous substance leaks, etc.
- 2. Earthquake**
- 3. Tsunami**

In making these emergency plans, the following points have been considered:

- A quick, orderly evacuation plan to a place of safety for all students.
- The school at all times must know the location and dispensation of each student.
- Students will be dispersed directly to a parent or guardian from a pre-arranged assembly area. No students will be released without direct parent consent. Those not claimed will remain in our care.
- Priority will be to move the younger students first as they are least able to understand and handle the disruption.
- Staff, students and the public are well informed of all procedures.
- Rehearsals and practise drills of the procedures are regularly carried out throughout the year.

When evacuation from the school is necessary the school personnel will follow the guidelines below:

SCHOOL EVACUATION – FIRE, BOMB, POISONOUS LEAK, ETC.

1. In a school evacuation, some classes evacuate to the school field while others evacuate to the grassy area adjacent the driveway to the school. The reason for two holding areas is to prevent students from walking in front of the propane tanks, which are located near the staff parking area.
2. There is an evacuation map located in every classroom, as well as emergency backpacks for every classroom teacher to take with them when they leave the classroom. Backpacks are filled with all the necessary items for an emergency except for food and water.
3. If we are not able to return to the building, parents will be contacted to pick up their children from the field. If there is poor weather or there are students who are not picked up, we will walk to the Skidegate Daycare to take shelter there and continue to try and contact parents.
4. **All parents must sign their child out before leaving the school grounds or daycare. Each teacher is responsible for making sure that his or her students are signed out.**
5. Notification of when the school will be reopened will be put on the school district website (www.sd50.bc.ca) and on C.B.C. Radio.

EARTHQUAKE

1. In an earthquake situation, we will follow the “Drop, Cover, and Hold On” procedure. This procedure is designed to protect lives and prevent injuries from falling furniture and flying objects that can become projectiles during ground shaking. Assume crash position:
 - a. Drop to the ground
 - b. Take cover under a sturdy desk or table
 - c. Hold on until shaking stop
2. All heavy furniture has been secured to the walls of the school and large heavy objects have been removed from high shelves.
3. Once the shaking stops, students will be evacuated from the school.
4. There is an evacuation map located in every classroom, as well as emergency backpacks for every classroom teacher to take with them when they leave the classroom. Backpacks are filled with all the necessary items for an emergency except for food and water.
5. If we are not able to return to the building, parents will be contacted to pick up their children from the field.
6. **All parents must sign their child out before leaving the school grounds or daycare. Each teacher is responsible for making sure that his or her students are signed out.**

TSUNAMI

In a tsunami situation, we stay at the school. Sk'aadgaa Naay Elementary School is the evacuation site for Skidegate. It is advised that parents living or working in Queen Charlotte do not drive along the waterfront to pick up your children. Parents living or working in Skidegate may want to join us at the school site. Please use your own judgment, or follow the orders of the officials.

If parents are picking up their children, please sign them out before leaving the school grounds. Each teacher is responsible for making sure that his or her students are signed out.