



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy H.9 (Formerly 6420)

Emergency Response Plan

Date Passed: October 1999

Date Approved: November 1999

Date Updated: January 2017

Policy: EMERGENCY RESPONSE PLAN

Preamble

The Haida Gwaii Board of Education of School District No. 50 recognizes the importance of students, parents and staff being prepared in the event of an emergency. To this end it has developed a generic plan in regulation; each school is required to adapt this plan to its own situation. The basic premise of such a plan is the safety of students and staff and the orderly reuniting of these people with their families as safety permits.

Definition:

Emergencies will be categorized as:

A. General Emergencies

These emergencies are specific to a school that may prohibit re-entry to the building (fire, bomb threat, violent physical threat, etc.) but will have the support of other community services (fire department, police, etc.).

B. Tsunamis

C. Earthquakes

PROCEDURE

1.0 Plans

- i. School plans will be filed with the Superintendent of Schools by 09-30 and subsequently as changes are made to plans.
- ii. Copies of such plans will be provided for the Superintendent of Maintenance and all community services that are involved in emergency situations.
- iii. At the beginning of each school year all staff will be serviced in emergency procedures with follow up in service throughout the year.
- iv. Parents must be made aware of school plans and procedures carried out during emergencies.
- v. Community services that may have a role to play in emergency situations shall be involved in development of school plans. These include but are not restricted to: bus contractor, fire department, ambulance service, medical service, hospital and police.
- vi. School plans will clearly identify persons in order of authority.
- vii. In all types of emergencies student accounting is essential.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

2.0 Drills

- i. In order to prepare students, parents and staff for emergencies, a program of emergency procedure drills will be developed and implemented by each school, including annexes, the administration office and the continuing education office.
- ii. Practice drills will be practiced often enough for students and staff to implement the plan routinely. Drills will occur at least once each term. A record of such drills will be kept.

3.0 Evacuation

It is mandatory to evacuate by orders of the Area –Coordinator – Provincial Emergency Program, the police or the mayor (civil authorities).

4.0 All schools will have a designated person in charge of first aid to the injured.

- i. This person will co-ordinate the transfer of the seriously injured to the care of medical service or ambulance service.
- ii. In all emergencies, the person in authority shall inform the Superintendent of Schools or another executive office as soon as practical.

4.0 General Emergencies

4.1 Fire

- i.-sound alarm
- ii.-evacuate by designated routes
- iii.-call fire department and police
- iv.-complete roll call
- v.-report to control point
- vi.-the fire chief will provide direction for re-entry
- vii.-re-enter building only on positive signal
- viii.-put into action a dispersal plan when re-entry is not possible

4.2 Bomb Threat

- i.-remain calm
- ii.-call police and fire department
- iii.-look for items out of the ordinary
- iv.-do not touch or move a suspicious article
- v.-clear access routes
- vi.-evacuate as for a fire emergency to a safe distance, not less than 100 metres, from the building
- vii.-the police will provide direction for re-entry
- viii.-re-enter building only on positive signal
- ix.-put into action a dispersal plan when re-entry is not possible

4.3 Violent Physical Threat- Refer to Policy 6930 Threat Assessment and Response



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

5.0 Tsunami

Tsunamis are a real threat and if advised, evacuation is mandatory. The person in authority is governed by instructions of civil authorities.

The person in authority is to put the tsunami plan into effect. The plan must include:

- i. -designated assembly point
- ii. -sufficient transportation from the school to the assembly point
- iii. -assignment of students/staff to transport vehicles and accounting of same
- iv. -all students shall be accounted for prior to the person in authority leaving the school
- v. -dispersal of students to their families as safety permits

6.0 Earthquake

- i. -follow earthquake safety procedure
- ii. -evacuate by designated routes
- iii. -complete roll call and report to control point
- iv. -schools will not be re-entered until approval is provided by maintenance personnel
- v. -put into action a dispersal plan to reunite students with their families where re-entry is not possible

7.0 Closing School for Emergencies

- i. When closure of a school seems advisable for emergency reasons every attempt should be made to determine the estimated duration of the problem.
- ii. If an estimate of long time or major break-down is established, the Principal will, when possible, contact the Chief Executive Officer to review the situation and any needed alteration in transportation schedules before a change is effected.
- iii. When prior contact as above is not feasible, the Principal may act on his own initiative and advise the Chief Executive Officer as soon as possible.
- iv. Every attempt should be made to notify a parent/guardian, particularly of young students, when a school closure is made.

Reference Guides:

-School Earthquake Safety Guidebook - Ministry of Education, September 1987

-Tsunami's - B.C. Provincial Emergency Program

- -Help Yourself Survive a Tsunami - B.C. Provincial Emergency Program
- -Help Yourself Survive an Earthquake - B.C. Provincial Emergency Program
- -Safety Program - School District No. 61 (Greater Vancouver)
- -Guidebook for Developing a School Emergency
- -Safety Program - Federal Emergency Management Agency December, 1985