

Emergency Response Procedures For Bamfield Community School

Introduction

The safety and well-being of students at Bamfield Community School is our highest priority. In alignment with School District 70 policies and the Bamfield Community Emergency Plan, we strive to be prepared to support students and staff for up to 72 hours in the event of an emergency. This guide outlines key steps for staff, students, and families to follow, helping to maintain a safe and supportive environment during unexpected situations.

General Emergency Procedures

- **School Muster/Assembly Point:** The primary muster point for Bamfield Community School during emergencies is the soccer field.
- **Community Muster/Assembly Point:** The Bamfield Community School muster point is located at the Bamfield East Side Fire Hall.
- **Parent Information:** In the event of an emergency, parents should go to the designated muster points to locate their children. If it is deemed safe to remain inside, the school building may also be used as a muster point. Staff will ensure all students are accounted for and supervised at all times.

Communication During an Emergency

- Parents and guardians are urged to monitor district and school websites, as well as local radio, for updates during an emergency.
- Please **do not call the school or student cell phones**, as this can interfere with critical communication lines and compromise safety.
- Emergency notifications will be sent via the school district website, app, and other channels such as Bloomz, Alertable, or Voyent Alert. Parents and guardians are encouraged to subscribe to these alerts to stay informed.

Student Release Procedures

- **Updated contact information is essential for student release.**
- Release procedures are used **only if necessary** during an emergency.
- Only **authorized adults** may pick up students.
- Elementary students will not be released alone under any circumstances.
- Students who regularly travel by bus may be released only after a safety assessment has been completed.
- Adults must bring identification and sign a release form.
- Once reunited, parents/guardians are asked to leave promptly to reduce congestion and allow staff to focus on other students.

General Evacuation Procedures

During Instructional Time:

- **Initiating Evacuation:** When signalled (fire alarm, phone call, tsunami siren, or public alert), all activities stop immediately..
- **Orderly Evacuation:** Students evacuate via nearest and/or safest exit as per evacuation plan; alternate routes designated if necessary.
- **Closing Doors:** Classroom doors are closed after evacuation; the first person exiting holds the door open until all have left.
- **Students Not in Classrooms:** Students who are outside, in the bathroom, library, or other areas proceed to the nearest exit and/or assembly area.
- **Sweep and Headcount:** Vice-Principal or designate sweeps public areas and then joins the assembly after confirming evacuation.
- **Assembly and Wait:** Students and staff remain at the muster point until the all-clear is given or further instructions are provided.

Earthquake Procedures

Indoors:

- **DROP:** Immediately drop to the ground.
- **COVER:** Take cover under a sturdy desk or table. If none is available, drop to the ground in an inside corner of the building, protecting your head and neck.
- **HOLD ON:** Hold your position until shaking stops. Wait at least 60 seconds after the last tremor before moving.
- After the shaking stops, proceed with evacuation procedures as directed by staff..

Earthquake Procedures

Outdoors:

- Move to an open space away from buildings, trees, and power lines.
- Drop to the ground, take cover, and hold on until shaking stops.
- Once safe, reassemble at the designated muster point.

Tsunami Procedures

Upon Hearing the Tsunami Siren:

- **Immediate Evacuation:** Staff and students move immediately to higher ground.
- **Designated Evacuation Routes:** Use the designated tsunami evacuation routes.
- **Stay Informed:** Listen for updates and instructions from staff or emergency services.
- **Remain at Muster Point:** Stay at the muster point until the all-clear is given or further instructions are provided.

Lockdown Procedures

Full Lockdown

- Initiated in response to immediate threats inside or near the school.
- Staff and students remain silent and stay out of sight, away from doors and windows.
- Staff take attendance when it is safe to do so.
- All doors are closed and secured as feasible, and window coverings are drawn.
- Movement within the school is restricted.
- No one may enter or leave the building until authorities give the all-clear.

Hold and Secure

- Used to secure the school during external threats that do not pose an immediate risk to the building or occupants.
- Exterior doors are secured, and access is restricted to authorized personnel.
- Students continue normal indoor activities.
- The situation is monitored until it is resolved and the all-clear is given.

Shelter-in-Place

- Implemented during environmental, health, or safety emergencies such as severe weather, chemical spills, wildfire smoke, or other situations where it is safest to remain indoors.
- Staff determine the safest location inside the building for shelter.
- Outdoor classes are moved indoors immediately.
- Everyone remains in assigned shelter areas until emergency personnel declare it safe to exit.

Drills and Training

- Drills are conducted regularly and cover fire, earthquake, lockdown, and evacuation scenarios.
- The principal or designate is responsible for scheduling drills and ensuring all staff and students participate.
- Each type of emergency scenario is practiced regularly to maintain preparedness.
- After each drill, staff and administration debrief to assess procedures and identify areas for improvement.

**For further questions or concerns, please contact Bamfield Community School
at 250-728-3352.**