



ÉCOLE
ALBERNI
ELEMENTARY

PORT ALBERNI, British Columbia

Emergency Plan for Critical Incident

2024-2025

This document was last edited on March 19, 2025

SCHOOL PROFILE	
SCHOOL	École Alberni Elementary School
SCHOOL HOURS	8:45 to 2:30
SCHOOL DISTRICT	School District 70 Pacific Rim
GRADE LEVEL	K-7
SCHOOL ADDRESS	4645 Helen Street Port Alberni BC V9Y 6P6
SCHOOL PHONE	250-724-0623
SCHOOL FAX	250-724-0600

SCHOOL PROFILE	
NUMBER OF STUDENTS	389
MOBILITY CHALLENGED STUDENTS	1
STAFF	40
FLOORS	2
CLASSROOM DIVISIONS	18 (11 French / 7 English)
OTHER CLASSROOMS THAT MAY HOLD GROUPS OF STUDENTS	5 (Portable Art and Drama/ Portable Fine Arts/Music/Library/Room 9/Computer Lab)
PORTABLE (S)	1
DAYCARE (S)	1
GYMNASIUM (S)	2 (Fieldhouse / Small Gym)

AUDIO /INTERCOM	
LOCATION	In the office attached to the post
INSTRUCTIONS TO USE	Follow instructions posted

CONTACT INFORMATION				
POSITION	NAME	OFFICE PHONE	CELL PHONE	EMAIL
Principal	Rob Souther	250-724-0623		rsouther@sd70.bc.ca
Vice Principal	Pam Chandler	250-724-0623		pchandler@sd70.bc.ca
Secretary	Erika McLeod	250-724-0623		emcLeod@sd70.bc.ca
School Counselor	Dana Walter	250-724-0623 (Alberni) 250-724-0512 (Maquinna)		dwalter@sd70.bc.ca

UTILITIES		
TYPE	LOCATION	SHUTOFF INSTRUCTIONS
Natural Gas	Outside the school in the front	Call Operations at 250-723-8821 and talk to Alex Taylor (720-5478)/ Jeff Goode (735-4358) or Blaine Cyr (250-731-7548)
Sprinkler System	In the office	Same as above

Electrical	In the downstairs hallway	Call Operations at 250-723-8821 and talk to Alex Taylor / Jeff Goode or Warren Bernstein (250-735-5544)
Fire Alarm panel	In the downstairs hallway	Same as above

BOILER ROOM	
LOCATION	Outside the school in the back
ACCESS	Door from the outside

COMMUNICATION PLAN

Communication with the staff, school board and different organizations.

DISTRICT CONTACTS				
NAME	ROLE/POSITION	OFFICE PHONE	CELL PHONE	EMAIL
Dana Walter	Elementary Counselor	250-724-0623 (Alberni) 250-724-0512 (Maquinna)		dwalter@sd70.bc.ca
Paula Mason	Manager of Corporate Services	250-720-2770	250-730-2241	pmason@sd70.bc.ca
Alex Taylor	Acting Director of Operations	250-723-8821	250-720-5478	ataylor@sd70.bc.ca
Jeff Goode	Acting Assistant Director of Operations		735-4358	
Rebecca Tuck	Operations Assistant	250-723-8821		rtuck@sd70.bc.ca
DISTRICT ADMINISTRATION CONTACTS				
Peter Klaver	Superintendent	250-720-2757		pklaver@sd70.bc.ca
Michell Bennett	Director of Instruction – Inclusive Ed	250-720-2764		mbennett@sd70.bc.ca
James Messenger	Assistant Superintendent	250-720-2783		jmessenger@sd70.bc.ca
COMMUNITY CONTACTS				
RCMP		250-723-2424	911	
Fire		250-724-1351	911	mike_owens@portalberni.ca
Ambulance		250-723-2444	911	
MCFD		250-720-2650		

Mental Health		250-731-1311	
USMA		250-724-3232	
NTC		250-724-5757	
Suicide Prevention		1-800-494-3888	
VI Crisis Society		1-888-494-3888	

STAFF WORKING AT THE SCHOOL

The school app and/or the intercom will be used to communicate rapidly and effectively.

STAFF		
NAME	ROLE/POSITION	A FAMILY MEMBER IN THE SCHOOL
Souther, Rob	Principal	No
Chandler, Pam	Vice Principal	Yes
McLeod, Erika	Secretary	No
Anderson, Heidi	Teacher	Yes
Baillargeon, Josée	Teacher	No
Bauer, Cheryl	Support Teacher	Yes
Bengough, Janet	Educational Assistant	No
Bordal, Brittney	Teacher	Yes
Bordal, Jeff	Teacher	Yes
Cheal, Kristi	Education Assistant	No
Dyer, Jelena	Teacher	No
Francoeur, Rebecca	Educational Assistant	No
Gibson, Holly	Custodian	No
Gitelman, Carley	Educational Assistant	No
Gray, Maureen	Support Teacher	No
Hall, Jessica	Librarian	No
Ham, Shannon	Noon Hour Supervisor	No
Hillman, Cheryl	Teacher	Yes
Hodgson, Meghan	Teacher	No
Holm, Carlee	Teacher	Yes
Holm, Keith	Teacher	Yes
Ivezich, Lauren	Teacher	No
McColl, Mary Jane	Educational Assistant	No
McFarlane, Robin	Teacher	No
McGraw, Marian	Teacher	No
McIvor, Lindsay	Teacher	Yes
McIvor, Luke	Teacher	Yes
McLelland, Kelsey	Teacher	Yes

Miller, Maureen	Teacher	Yes
Paterson, Megan	Teacher	No
Paterson, Sean	Custodian	No
Petrone, Tammy	Teacher	No
Redman, Madison	Teacher	No
Ruel, Kathy	Teacher	No
Sexton, Nadine	Teacher	No
Spencer, Kelly	Educational Assistant	No
Taylor, Leslie	Indigenous Support	Yes
Watkins, Erin	Teacher	No
Walter, Dana	School Counselor	No
West, Nicole	EA	No

SCHOOL SITE ORGANIZATIONAL CHART

The Incident Command Structure

Command Post Team

School District: Peter Klaver, Superintendent

Site Incident Commander: Rob Souther, Principal

Site Incident Supervisor: Pam Chandler, Vice Principal

Event Incident Commander: First Responders (e.g. Police, Fire)

Communication: Erika McLeod

Duties:

- *The Principal is the final authority at the school and assumes the role of Incident Commander (IC)*
- *IC sets up emergency site location in a central area*
- *IC communicates with School District, police, fire, parents, etc...*
- *Activate emergency alarms if possible*
- *Activate and coordinate teams*
- *Report to district command post*
- *Shut off gas, water, power if necessary*
- *All information flows through the Command Post*



Student Care

Leaders: Megan Paterson, Cheryl Hillman, Heidi Anderson, Janet Bengough, Tammy Petrone, Brittney Bordal, Jeff Bordal

Duties:

- *Responsible for ensuring students are either in one secure area (in the event of school evacuation) or contained in classrooms*
- *Take attendance a second time if needed or collect attendance from classrooms and deliver to Command Post indicating any “missing students”*
- *Co-ordinate students to move to student release area as parents/guardians arrive*
- *Co-ordinate with Food/Supplies/Water team and Sanitation team to meet students needs as they arise*
- *Request and distribute food/water/blankets/from container unit as needed*

Student Release

Leaders: Kelly Spencer, Kelsey McLelland, Lindsay McIvor, Kathy Ruel

Duties:

- *Organize student lists, emergency release forms and contact information*
- *Create a secure area for students to be released to parents/guardians/emergency contacts*
- *Ensure paperwork is signed by parent/guardian/emergency contact*
- *Co-ordinate with Student Care team to locate/collect students whose parent/guardian/emergency contact has arrived*

First Aid

Leaders: Luke McIvor, Jessica Hall, Lauren Ivezich, Nicole West

Duties:

- *Set up in a visible central location*
- *Collect supplies from storage*
- *Document all injuries in a first aid log*
- *Set up triage procedures if necessary*
- *Administer first aid as necessary*
- *Communicate the numbers and severities of injuries with Command Post*
- *Inform Student care team of all names of students remaining in first aid*
- *Request Command to call 911 if external medical care is needed*

Sanitation

Leader: Erin Watkins, Nadine Sexton, Maureen Miller, Rebecca Piffer, Shannon Ham

Duties:

- *Collect materials from storage unit*
- *If school is evacuated and it is unsafe to re-enter the building, establish a latrine at a location removed from staff and students*
- *Inform Command Post and Student care when a latrine is available*
- *Support and monitor students using latrine*
- *If the school must remain outside but an inside washroom is available, co-ordinate and supervise the accessing of the facility and inform Student Care and Command*

Food/Water/Supplies

Leader: Meghan Hodgson, Mary Jane McColl, Carlee Holm, Robin McFarlane, Marian McGraw

Duties:

- *Set up at the storage container*
- *Respond to requests from Student care team and Command post to release supplies*
- *Support other teams as they gather to collect their bins and items*
- *Record where supplies are going*

Morgue Team

Leader: Jay Dyer, Maureen Gray

Duties:

- *Set up a Morgue in a discrete non-visible location*
- *Collect materials from storage unit*
- *Support other teams as they gather to collect their bins and items*
- *Record where supplies are going*

SUPPLIES

Items below should be in a bin in the storage container

TEAM	SUPPLIES
COMMAND POST	<ul style="list-style-type: none"> • All student demographic information • Key to container • Radio • Daily absentee report (X3 – One for the Student care and one for Student Release) • District contact information including cell phone list • Cell phone or SAT phone (if available) • Extra writing paper and pens • Flashlight <p style="text-align: center;"><i>Items above should be in the storage container as well as in the office area at AES.</i></p>
STUDENT CARE	<ul style="list-style-type: none"> • Class lists and student demographics (update throughout the year) • Blankets • Daily absentee report (from Command Post)
STUDENT RELEASE	<ul style="list-style-type: none"> • Class lists and student demographics (update throughout the year) • Student release forms (one for every student)
FIRST AID	<ul style="list-style-type: none"> • First Aid Bin (holding First Aid Supplies) • Enough supplies and type to manage a large scale event
SEARCH AND RESCUE/DAMAGE ASSESSMENT	<ul style="list-style-type: none"> • Folding shovel • Flashlights with extra batteries • Leather gloves • Dust masks • Screwdriver • Hazard tape • Safety glasses • Hard hats • Sledgehammer
MORGUE	<ul style="list-style-type: none"> • Tarps

	<ul style="list-style-type: none"> • Student demographics (update throughout the year) • Writing paper/pens
SANITATION	<ul style="list-style-type: none"> • Shovels • Tarps • Toilet paper • Hand sanitizer
FOOD/WATER/SUPPLIES	<ul style="list-style-type: none"> • Maintain a station at the storage unit • Release supplies as requested • Paper/pens

EVACUATION ROUTE

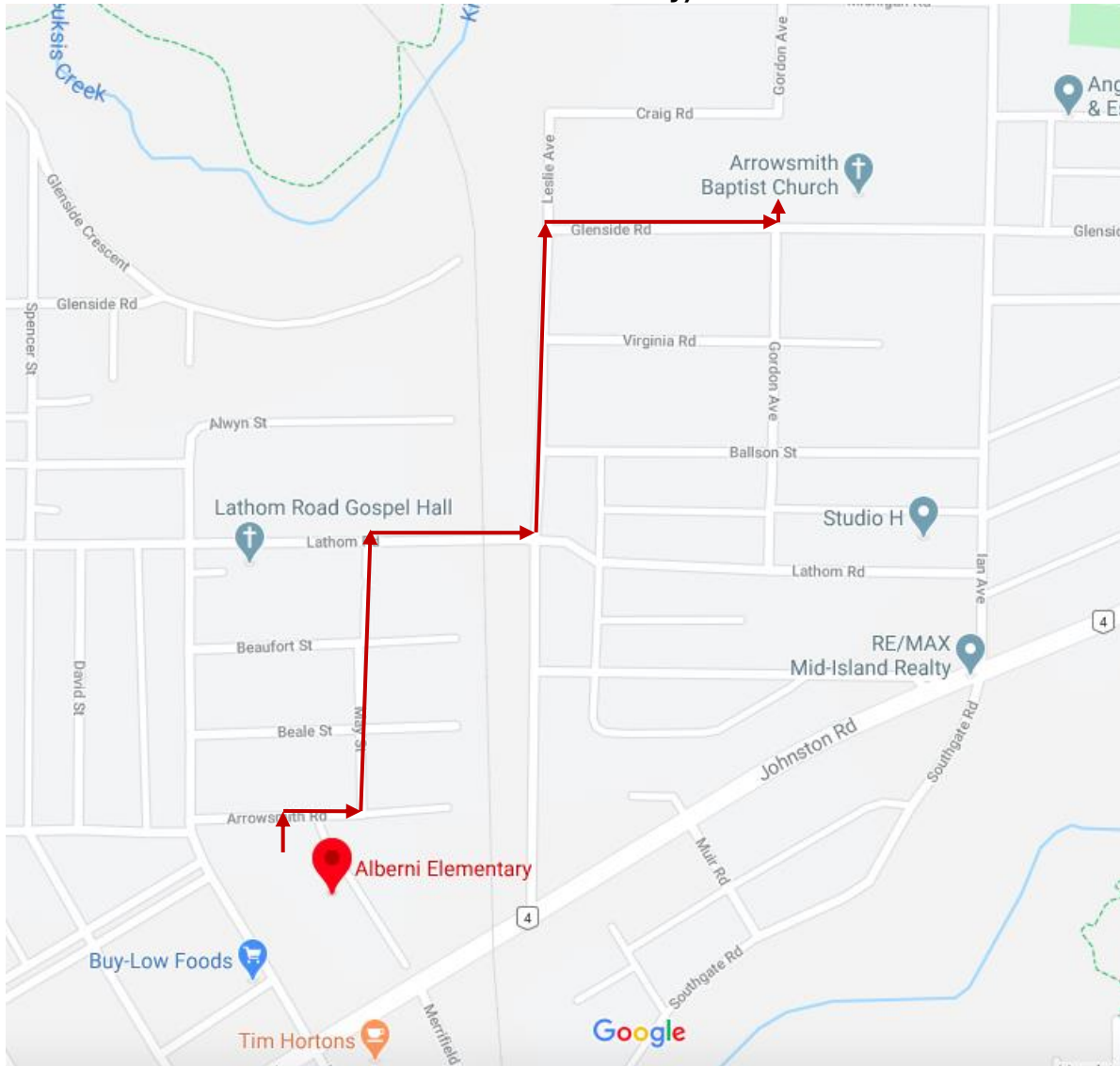
From École Alberni Elementary School to Arrowsmith Baptist Church (4283 Glenside Road)



Route 1

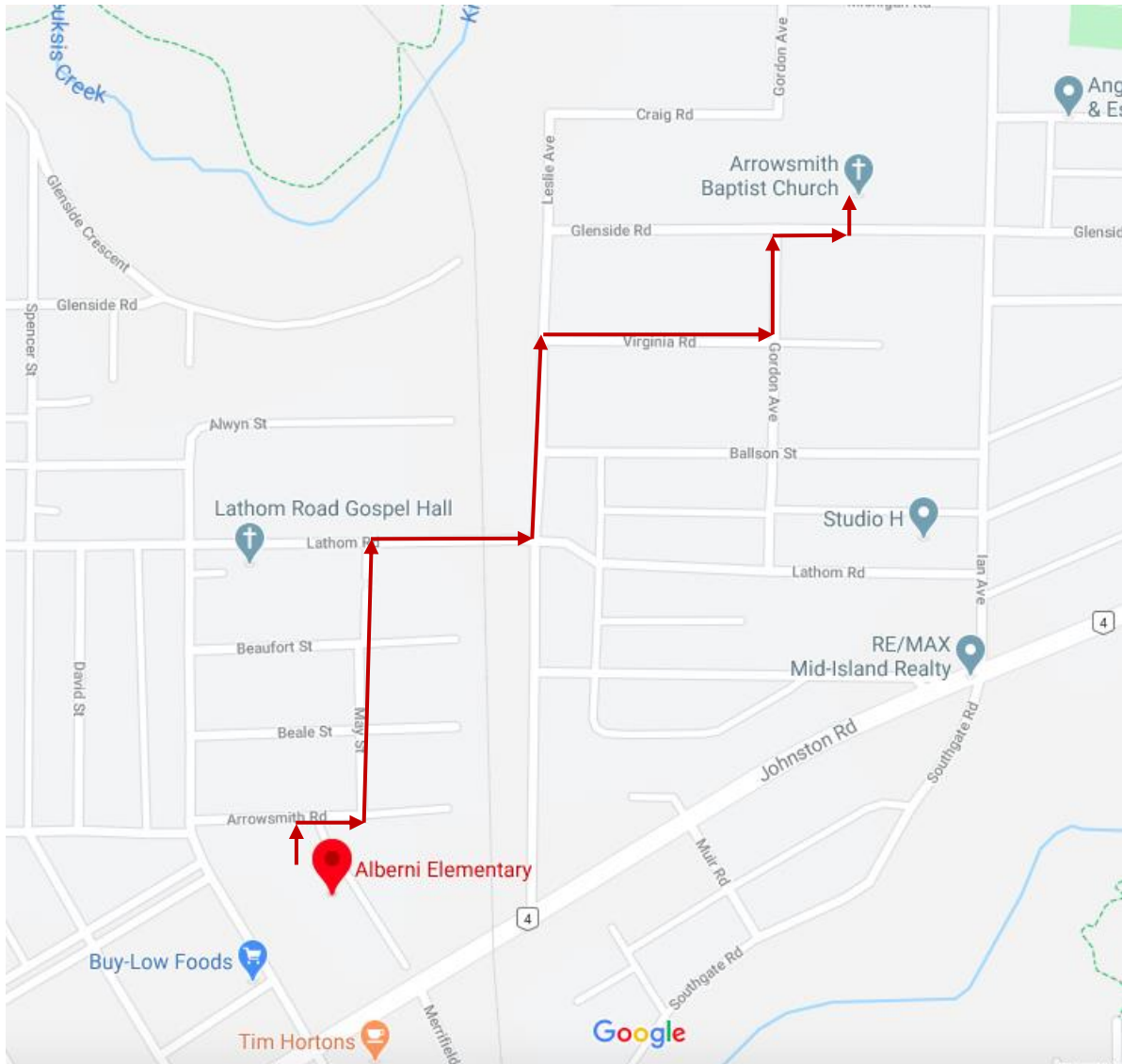
Divisions : Mrs. Hillman, Mrs. Petrone, Mme. Carlee, Mme Josée

(with support by EAs working in these classes at time of Evacuation, Rob Souther and Maureen Gray)



Route 2

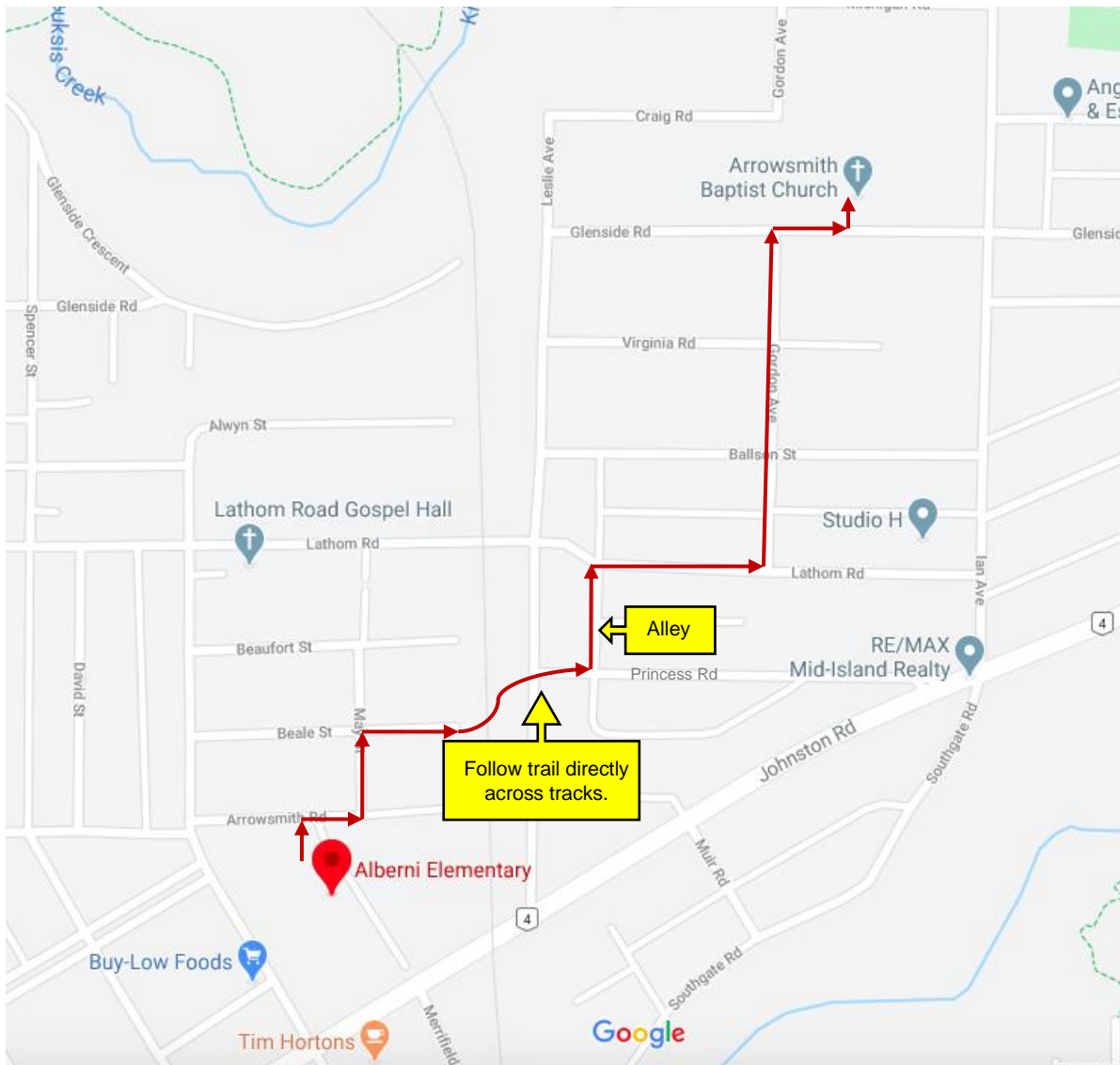
Divisions : Mrs. Ruel, Mrs. McLelland, Ms. Dyer, Occupants of Portable, Mr. Holm
(with support by Pam Chandler)



Route 3

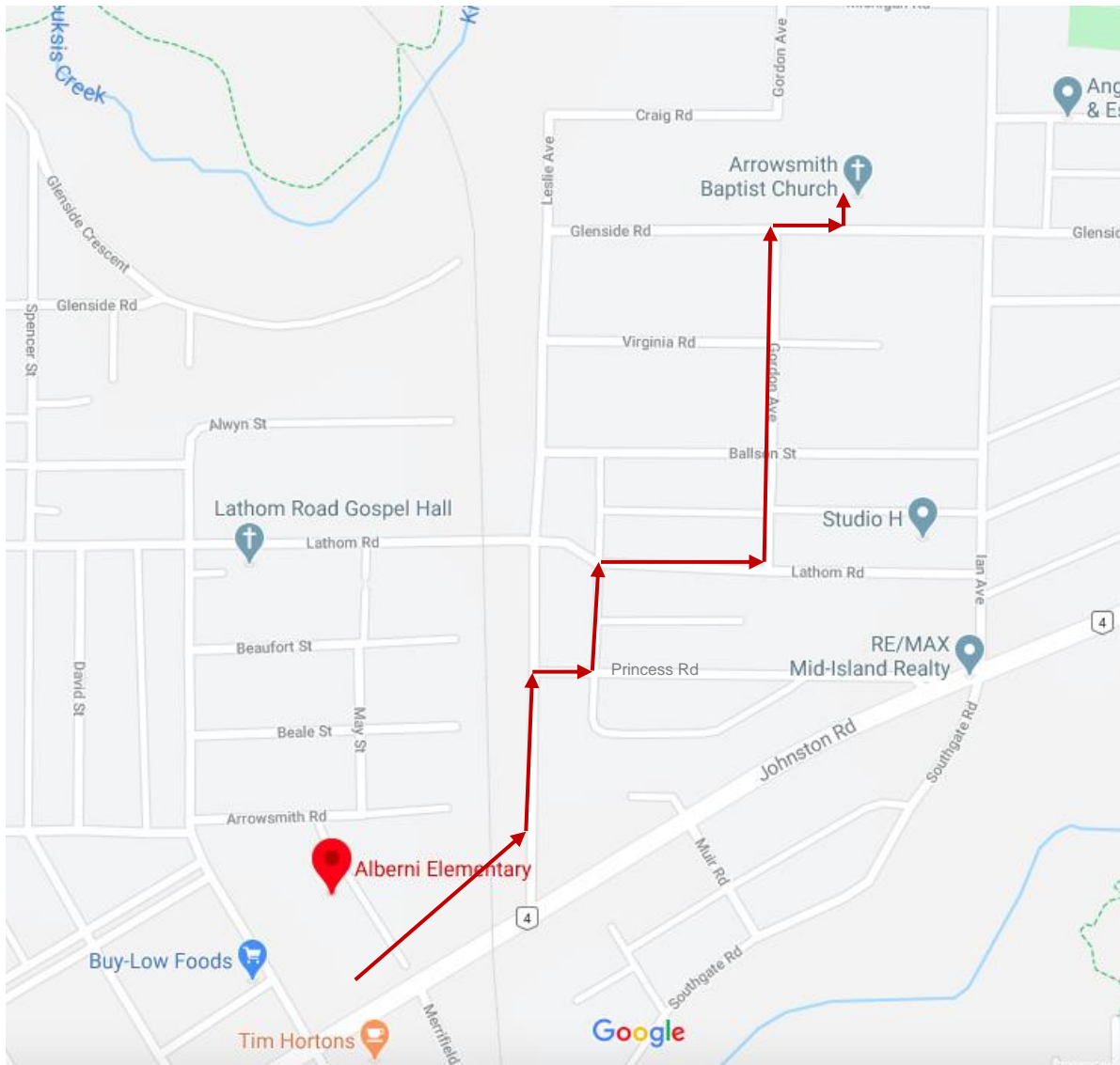
Divisions : M. McIvor, Mme Lindsay, Mrs. McFarlane

(with support by EAs in classes at time of evacuation and Cheryl Bauer)



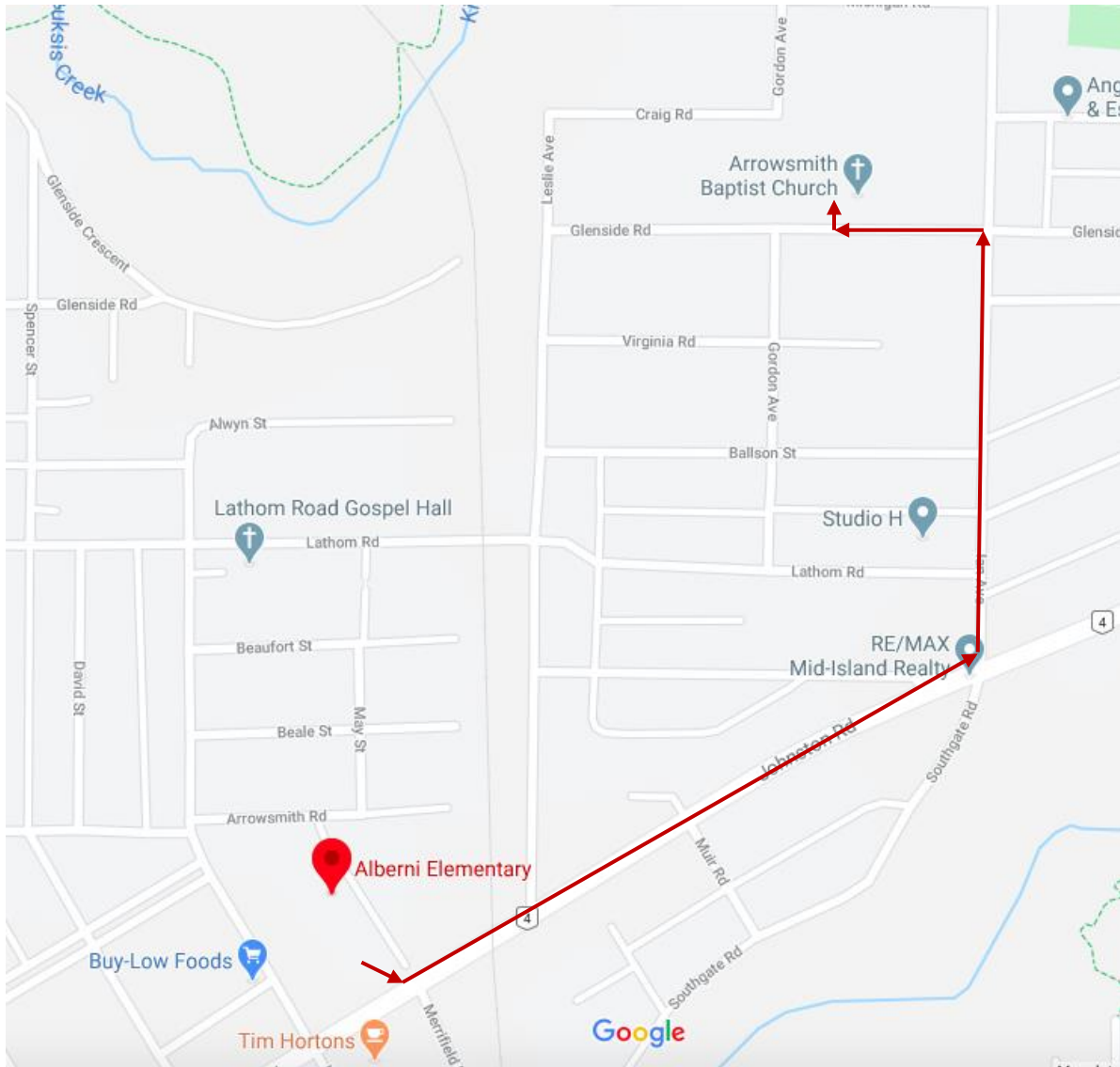
Route 4

Divisions : Mme Erin, Mme Maureen, Mme Nadine, Mme Megan, Mme Jessica
(with support by Janet B Bengough)



Route 5

Divisions: M. Bordal, Mme Pam/Mme Heidi, Mme Hodgson, Mme Ivezich



ANNEXE A

EMERGENCY PRACTICE SCHEDULE

- ⇒ **Fire Drill** - Thursday, September 19th, 10:15am **with evacuation**
- ⇒ **Fire Drill** – Tuesday, October 1st, 10:15am **with evacuation**
- ⇒ **BC ShakeOut/ Earthquake Drill**- Thursday, October 17th, 9:45am **evacuate to Arrowsmith Church directly after BC ShakeOut OR evacuate at a different time on this day. Follow your Evacuation Route.**
- ⇒ **Tsunami Drill**- Thursday, October 17th, **evacuation can occur directly after BC ShakeOut OR practice at a different time on this day. Let Pam know your decision. Follow your Evacuation Route.**
- ⇒ **Lockdown Drill**- Tuesday, November 5th, 10:15am **no evacuation**
- ⇒ **Fire Drill** – Thursday, November 28th, 10:15am **with evacuation**
- ⇒ **Lockdown Drill**- Thursday, January 23rd, 11:40am **no evacuation**
- ⇒ **Fire Drill** – Thursday, Feb 20th, 11:40am **with evacuation**
- ⇒ **Fire Drill** -Thursday, April 17th, 11:40am **with evacuation**
- ⇒ **Fire Drill** – Thursday, May 22nd, 11:40am **with evacuation**

BC ShakeOut= 1

Fire Drill= 6

Tsunami Drill = 1

Lockdown Drill = 2

ANNEXE B

EMERGENCY PROCEDURES IN THE EVENT OF A LOCKDOWN

If an intruder is identified, the staff member who sees the intruder should contact the principal/vice-principal/office who will determine if lockdown procedures should be initiated. Based on an immediate threat to school safety, school officials or local law enforcement agencies may then call a lockdown. The principal or vice-principal will then call 911 and initiate LOCKDOWN. If there is a need for a lockdown, we will signal this with a PA announcement stating:

“ATTENTION: THIS IS A LOCKDOWN. SECURE YOUR ROOMS.” (repeated three times).

During a Drill, announcement will be as follows:

“ATTENTION: THIS IS A LOCKDOWN DRILL. SECURE YOUR ROOMS.” (repeated three times).

(Press #2 on the office announcement phone).

All classroom doors should be keyed to provide teachers the opportunity to lock staff and students within the classroom. Windows in doors accessing hallways should be completely blocked, from inside of class. During in-class sessions, students will be locked within their home classroom or in the library, music or gymnasium area.

Admin walk through school – Principal (portable, big gym and upper floor), VP (office area, small gym, bottom floor and then loop around to upper floor. Plan is for VP and Principal to meet on upper floor and come downstairs together.)

Announce “All clear. Please resume your regular activities” when clear.

For Students *Inside* the Building

Staff is to:

- Gather any students in your vicinity and go into closest room, lock doors, turn off lights and **BE QUIET**
- Keep everyone away from windows, doors, and outside walls
- Admit **NO ONE**
- No phone calls or texting out (except for 911)
- **WAIT**
- If in gym, move class into equipment rooms
- Make sure that any windows in classroom/room doors are blocked from the inside



Students Outside the Building

- Get away and go somewhere together (off-site assembly area if possible)
- Call RCMP to let them know your whereabouts (If no cell phone, knock on a door to use their phone)
- Stay put and **WAIT** until you are contacted or visited by RCMP

OFFICE STAFF: Roles and Responsibilities Principal, Vice-Principal and Office Secretaries:

(Hold and Secure)

- All exterior doors are to be locked. Placards placed on exterior doors if in a “Hold and Secure” situation;
- REMAIN CALM
- Office secretaries and vice-principal are to remain in Main Office at the time of the Hold and Secure.
- Principal will liaise with emergency personnel.
- Contact Board office and Facilities notifying them of situation. Office Secretary: (Lockdown)
- Direct and supervise any students/visitors in main office
- Lock office doors;
- REMAIN CALM;
- Hide out of site, remain still and quiet until released by the NPD

- Cellphones must be turned OFF. Principal / Vice-principal: (Lockdown)
- Once it has been determined that there is an active threat within the school, notify the police via 911
- Make the announcement to move into a lockdown state;
- Liaise with emergency personnel as needed;
- The principal and / or the vice-principal will then begin assisting staff, students, and emergency personnel with all necessary emergency protocols.

**** NOTE FOR DRILL PURPOSES:**

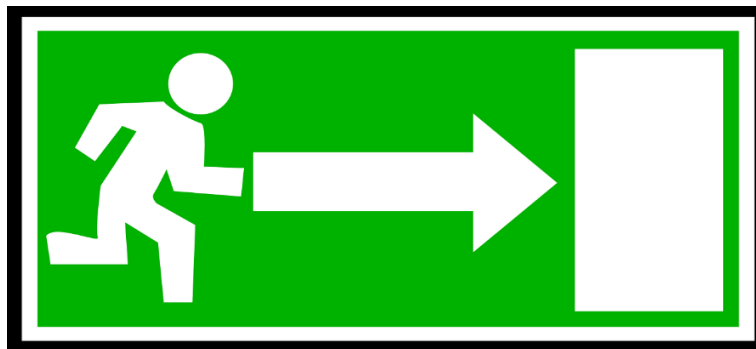
- The word DRILL will be used in addition to the words LOCKDOWN or Hold and Secure;
- Principal/Vice-Principal and police (if available) will check washrooms, gym, staff room, classrooms, and library doors;
- Principal/Vice-Principal and police (if available) will check to ensure hallways are clear;
- Principal/Vice-Principal and police (if available) will return to office area with report;
- The ALL CLEAR will be given and classes will resume;
- A follow-up email or announcement or debrief will be given on the success of the drill.

ANNEXE C

EMERGENCY PROCEDURES IN THE EVENT OF A FIRE

1. Teacher leads class out to the front field quickly, quietly and in a single file. Be sure to bring a class list and the red and green card.
2. The last student or a designated monitor closes the classroom doors. If you pass the door of an unoccupied room, close the doors as you pass.
3. Any teacher who is not with their class goes to meet class on the front field.
4. Students who are in the washroom or away from their class are to use the nearest exit and report immediately to their class' meeting area.
5. Take attendance. **Ensure your students are QUIET for this.**
6. Teacher holds up green (all present) or red (missing students) ASAP.
7. In case of a red card, a runner (adult) will come to you for the names of any missing students.
8. In the event of a real emergency if a child is reluctant to leave, direct your class to follow another teacher and get the child out by any means possible. (Let your students know that they may under a variety of circumstances be directed to follow another teacher).
9. No students are to re-enter the building until the "All Clear" (three bells) has sounded.

Note: Any teacher who leaves a class unattended must notify the person in charge of the nearest classroom, who will then become responsible for the unattended class and will be required to take charge of both classes in the event of a fire alarm.



ANNEXE D

EMERGENCY PROCEDURES IN THE EVENT OF A EARTHQUAKE/ TSUNAMI

Earthquakes happen with no warning: therefore, life-protecting actions must be taken at the first indication of ground shaking. Even in the most severe earthquakes, buildings rarely collapse completely. Injury and even death are most often caused by the shattering and falling of non-structural elements such as window glass, ceiling plaster, lighting fixtures, chimneys, roof tiles, and signs. There will be no time to think what to do; therefore, of all earthquake-preparedness measures EARTHQUAKE DRILLS ARE THE MOST IMPORTANT.

Regular earthquake evacuation drills should occur separately from, but with the same frequency as fire drills. Drills should regularly simulate emergencies such as jammed doors, blocked hallways and stairways.

Indoors or outdoors, when an earthquake occurs, take action at the first indication of ground shaking!

IF INDOORS:

The following are recommended drill procedures for a teacher and class students:

- **TAKE COVER** under desks or tables
- **FACE AWAY** from windows
- **ASSUME “CRASH” POSITION** on knees, head down, 1 hand clasped on back of neck or head covered with book or jacket and 1 hand holding the leg of the desk or table.
- **COUNT ALOUD TO 60**; earthquake rarely last longer than 60 seconds and counting is calming

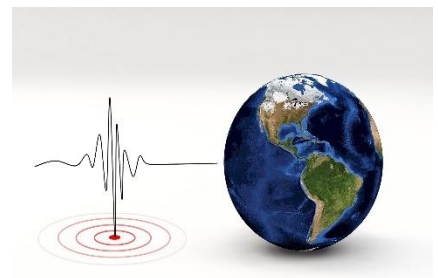
The teacher should:

- Issue the **TAKE COVER** order
- Take cover for **60 seconds**
- Review evacuation procedures

If teacher is injured, two student monitors should have designated authority to give instructions.

In areas of the school, at the first sign of an earthquake, occupants should:

- Move away from windows, shelves and heavy objects that may fall
- Take cover under a table or desk, in a corner or doorway



- In halls, stairways and other areas where no cover is available, move to an interior wall, kneel with back to wall, place head close to knees, clasp hands behind neck, cover side head with arms
- In the library, move away from where books and bookshelves may fall, take cover, and stay inside; usually the most dangerous place is just outside where building debris may fall; exit only after shaking has stopped
- In gym, students should assume safe position against walls away from any overhead equipment

After an earthquake, building evacuation should occur as soon as possible, due to the possibility of aftershocks, building collapse, fires, and explosions.

During the earthquake drill, teachers will:

- Take cover
- Talk calmly to students
- Review procedure for evacuating classroom

IF OUTDOORS:

- Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.



BUILDING EVACUATION PROCEDURES

Building evacuation following an earthquake is **IMPERATIVE** due to the possibility of secondary hazards, such as explosions and fires.

Basic evacuation procedures are as follows:

1. Classes begin evacuation after the shaking has stopped and at the instruction of the teacher. In case the teacher should become incapacitated or is missing, two alternates should be chosen beforehand.
2. Classes evacuate the building in an orderly manner through designated exits (if accessible)
3. Classes assemble in designated assembly areas as.
4. Teachers conduct headcount and report any missing student or staff members to the Principal at the Command Post

Admin Procedures for PRACTICE is as follows:

- Over the announcements, admin will play 1-28 seconds of YouTube video “Shakeout BC Drill Broadcast Video” (stop it after you hear ‘When the shaking has stopped, walk to higher ground’).
- Admin then announces over speaker “Prepare to Drop, Cover and Hold on for 60 seconds”.
- Admin then counts 1-60 out loud.

- Admin then announces “Shaking has stopped, you may now resume your regular activities”.

An aftershock may occur while students are evacuating. Occasionally practice “Drop and Cover” along evacuation routes.

ANNEXE E

EMERGENCY PROCEDURES IN THE EVENT OF A HOLD AND SECURE



A ‘hold & secure’ should be used when it is desirable to secure the school due to an ongoing situation outside the school and not related to the school (e.g., a robbery occurs near a school, a cougar has been sighted in the neighborhood). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

TEACHERS: Roles and Responsibilities (EAs – please support teachers and students as needed)

Hold and Secure: If there is a need to ensure all staff and students remain secure within the building, we will signal this with a PA announcement stating: “We are in a Hold & Secure situation. Please remain inside the building until further notice.” (Repeated three times).

- Remain in or go to your respective classrooms;
- Classes that are outside must immediately move into a classroom within the building;
- REMAIN CALM;
- Take attendance and send a runner (or text) to the office indicating who is with you and who is missing. Try your best to collect and hold all of your students in your class.

- Record any additional staff/students in the room.
- Bathroom breaks: only one student at a time, take note of when student leaves and returns to your class.
- If students change classes, attendance must be done and re-submitted to the office.
- All staff and students must remain inside the building – no exceptions!
- Listen for announcements on the PA updating the ongoing situation.

“All clear” will be announced after threat has been resolved.

SCHOOL DISTRICT 70 PACIFIC RIM

ELEMENTARY STUDENT EMERGENCY RELEASE FORM

In the event of a natural disaster such as earthquake or tsunami, children will be released to parents/guardians or other adults authorized by parents/guardians. Please complete the information below to assist the school should a controlled student release be necessary. If your child requires daily medication it will be necessary for the school to have 72 hours supply of the essential medication.

PLEASE CONTACT THE SCHOOL ADMINISTRATOR IF THIS IS THE CASE.

Parent/Guardian Information

Parent/Guardian Name	Relationship	Home #	Cell #	Work #

Additional Adults Authorized to Collect Student(s)

Parent/Guardian Name	Relationship	Home #	Cell #	Work #

We the undersigned, authorize our child(ren) to be released to the adults indicated in the information above.

Signatures of Parents/Guardians

Date

RECORD OF RELEASE (SCHOOL USE ONLY)

Student Name	Name of Adult Released to	Time/Date of Release	Expected Destination of Student	Staff Member Releasing Student

