



Ucluelet Secondary School

**UCLUELET**, British Columbia

## **Emergency Plan for Critical Incident**

*2023-2024*

*This document was last edited on August 30, 2023*

<b>SCHOOL PROFILE</b>	
<b>SCHOOL</b>	Ucluelet Secondary School
<b>SCHOOL HOURS</b>	8:40 to 3:10 M-T & 8:40-2:00 Fridays
<b>SCHOOL DISTRICT</b>	School District 70 (Pacific Rim)
<b>GRADE LEVEL</b>	8-12
<b>SCHOOL ADDRESS</b>	1450 Peninsula Rd. Ucluelet, BC V0R 3A0
<b>SCHOOL PHONE</b>	250-726-7796
<b>SCHOOL FAX</b>	250-726-7710

<b>SCHOOL PROFILE</b>	
<b>NUMBER OF STUDENTS</b>	256

<b>MOBILITY CHALLENGED STUDENTS</b>	0
<b>STAFF</b>	31
<b>FLOORS</b>	1
<b>CLASSROOMS</b>	18
<b>PORTABLE(S)</b>	0

<b>AUDIO /INTERCOM</b>	
<b>LOCATION</b>	In the office
<b>INSTRUCTIONS TO USE</b>	Follow instructions posted

<b>CONTACT INFORMATION</b>				
<b>POSITION</b>	<b>NAME</b>	<b>OFFICE PHONE</b>	<b>CELL PHONE</b>	<b>EMAIL</b>
Principal	Drew Ryan	250-726-7796		dryan@sd70.bc.ca
Vice Principal	Nicole Thompson	250-726-7796		NThompson@sd70.bc.ca
Secretary	Corrine Corlazzoli	250-726-7796		ccorlazzoli@sd70.bc.ca
IST	Pam McKee	250-726-7796		pmckee@sd70.bc.ca

<b>UTILITIES</b>		
<b>TYPE</b>	<b>LOCATION</b>	<b>SHUTOFF INSTRUCTIONS</b>
Sprinkler System	In the hallway	
Electrical	In the hallway	
Fire Alarm panel	In the office	

<b>BOILER ROOM</b>	
<b>LOCATION</b>	
<b>ACCESS</b>	Locked doors – needs master key

## COMMUNICATION PLAN

Communication with the staff, school board, and different organizations.

<b>DISTRICT TEAM</b>				
NAME	ROLE/POSITION	OFFICE PHONE	CELL PHONE	EMAIL
Sarah Hagar	Secondary Counselor	250-726-7796		shagar@sd70.bc.ca
Erin Kostashuk	Elementary Counselor	250-725-3254		ekostashuk@sd70.bc.ca
Michell Bennett	Director of Instruction – Inclusive Education	250-720-2764		mbennett@sd70.bc.ca
Kim Smith	Counselor	250-918-8056		
Karen Campbell	Counselor	250-951-7126		kcampbell@sd70.bc.ca
Nick Seredick	Vice Principal (EALC)	250-723-3744		nseredick@sd70.bc.ca
<b>ADMINISTRATION CONTACTS</b>				
Tim Davie	Superintendent	250-720-2770		tdavie@sd70.bc.ca
Peter Klaver	Assistant Superintendent	250-720-2757		pklaver@sd70.bc.ca
James Messenger	Director of Instruction – Learning and Innovation	250-720-2783		jmessenger@sd70.bc.ca
Michell Bennett	Director of Instruction – Inclusive Education	250-720-2764		mbennett@sd70.bc.ca
<b>COMMUNITY CONTACTS</b>				
RCMP		250-726-7773	911	
Fire			911	
Ambulance			911	
MCFD		250-720-2650		

USMA		250-725-3335		
NTC		250-724-5757		
TFN_Education Manager	Iris Frank	250-726-3842		education@tlaquiaht.org
YFN Worker	Karen Severinson	250-726-7342 ext. 802		karen.severinson@ufn.ca
Mental Health	Jason LeFevre	250-720-2650		Jason.LeFevre@gov.bc.ca
WCCRS	Waylon McLeod	250-726-2343		
Suicide Prevention		1-800-494-3888		
VI Crisis Society		1-888-494-3888		
EFAP		1-800-268-5211		

## SCHOOL SITE ORGANIZATIONAL CHART

*The Incident Command Structure*

### Command Post Team

**School District:** Tim Davie, Superintendent

**Site Incident Commander:** Drew Ryan, Principal

**Site Incident Supervisor:** Nicole Thompson, Vice Principal

**Event Incident Commander:** First Responders (E.G. Police, Fire)

**Communication:** Corrine Corlazzoli

*Duties:*

- *The Principal/site manager is the final authority at the school and assumes the role of Incident Command (IC)*
- *Sets up site location in a central area*
- *Communicate with police, fire, parents, etc...*
- *Activates emergency alarms if possible*
- *Activates and coordinates teams*
- *Reports to district command post*
- *Shuts off water and power if necessary*
- *All information flows through the Command Post*



## **Student Care**

**Leaders: Sarah Hagar, Emily Collins, Nancy Woods**

*Duties:*

- *Responsible for ensuring students are either in one secure area (in the event of school evacuation) or contained in classrooms*
- *Re-take attendance 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: Corrine Corlazzoli, Pam McKee, Heather Hendry**

*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: Rory Henderson, Carla Davis**

*Duties:*

- *Located 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 with Command Post the numbers and severities of injuries*
- *Inform Student care team of all names of students remaining in first aid*
- *Request Command to call 911 if external medical care is needed*



## **Search Rescue/Rapid Damage Assessment**

**Leader: Colin Maxwell, Monique Copeland**

*Duties:*

- *Report to Command Post with equipment*
- *When requested by IC perform a light search and rescue operation if safe to do so including Rapid Damage Assessment of facilities*
- *Hazard tape areas which are unsafe to enter*
- *Transport injured people to first aid*
- *Transport lost or disoriented students to Student Care Team*
- *Transport deceased persons to Morgue Team*



## **Sanitation**

**Leader: Fijona Brinkman, Sheena Charleson**

*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 and unseable, co-ordinate the accessing of the facility and inform Student Care and Command*



## **Food/Water/Supplies**

**Leader: Kevin Nixon, Ornella Cirella**

*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: Michael Chapman, Chris Sylvester**

*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

**In room #113 in the office**

TEAM	SUPPLIES
<b>COMMAND POST</b>	<p><i>Items below should be in a bin in the storage container as well as in the office</i></p> <ul style="list-style-type: none"><li>• All student demographic information</li><li>• Key to container</li><li>• Radio</li><li>• Daily absentee report (X3 – One for the Student care and one for Student Release)</li><li>• District contact information including cell phone list</li><li>• Cell phone and SAT phone (if available)</li><li>• Extra writing paper and pens</li><li>• Flashlight</li></ul>
<b>STUDENT CARE</b>	<ul style="list-style-type: none"><li>• Class lists and student demographics (update throughout the year)</li><li>• Blankets</li><li>• Daily absentee report (from Command Post)</li></ul>

<b>STUDENT RELEASE</b>	<p><i>Items below should be in a bin in the storage container</i></p> <ul style="list-style-type: none"> <li>• Class lists and student demographics (update throughout the year)</li> <li>• Student release forms (one for every student)</li> </ul>
<b>FIRST AID</b>	<p><i>Items below should be in a bin in the storage container</i></p> <ul style="list-style-type: none"> <li>• First Aid Bin (holding First Aid Supplies)</li> <li>• Enough supplies and type to manage a large-scale event</li> </ul>
<b>SEARCH AND RESCUE/DAMAGE ASSESSMENT</b>	<p><i>Items below should be in a bin in the storage container</i></p> <ul style="list-style-type: none"> <li>• Folding shovel</li> <li>• Flashlights with extra batteries</li> <li>• Leather gloves</li> <li>• Dust masks</li> <li>• Screwdriver</li> <li>• Hazard tape</li> <li>• Safety glasses</li> <li>• Hard hats</li> <li>• Sledgehammer</li> </ul>
<b>MORGUE</b>	<p><i>Items below should be in a bin in the storage container</i></p> <ul style="list-style-type: none"> <li>• Tarps</li> <li>• Student demographics (update throughout the year)</li> <li>• Writing paper/pens</li> </ul>
<b>SANITATION</b>	<p><i>Items below should be in a bin in the storage container</i></p> <ul style="list-style-type: none"> <li>• Shovels</li> <li>• Tarps</li> <li>• Toilet paper</li> <li>• Hand sanitizer</li> </ul>
<b>FOOD/WATER/SUPPLIES</b>	<ul style="list-style-type: none"> <li>• Maintain a station at the storage unit</li> <li>• Release supplies as requested</li> <li>• Paper/pens</li> </ul>

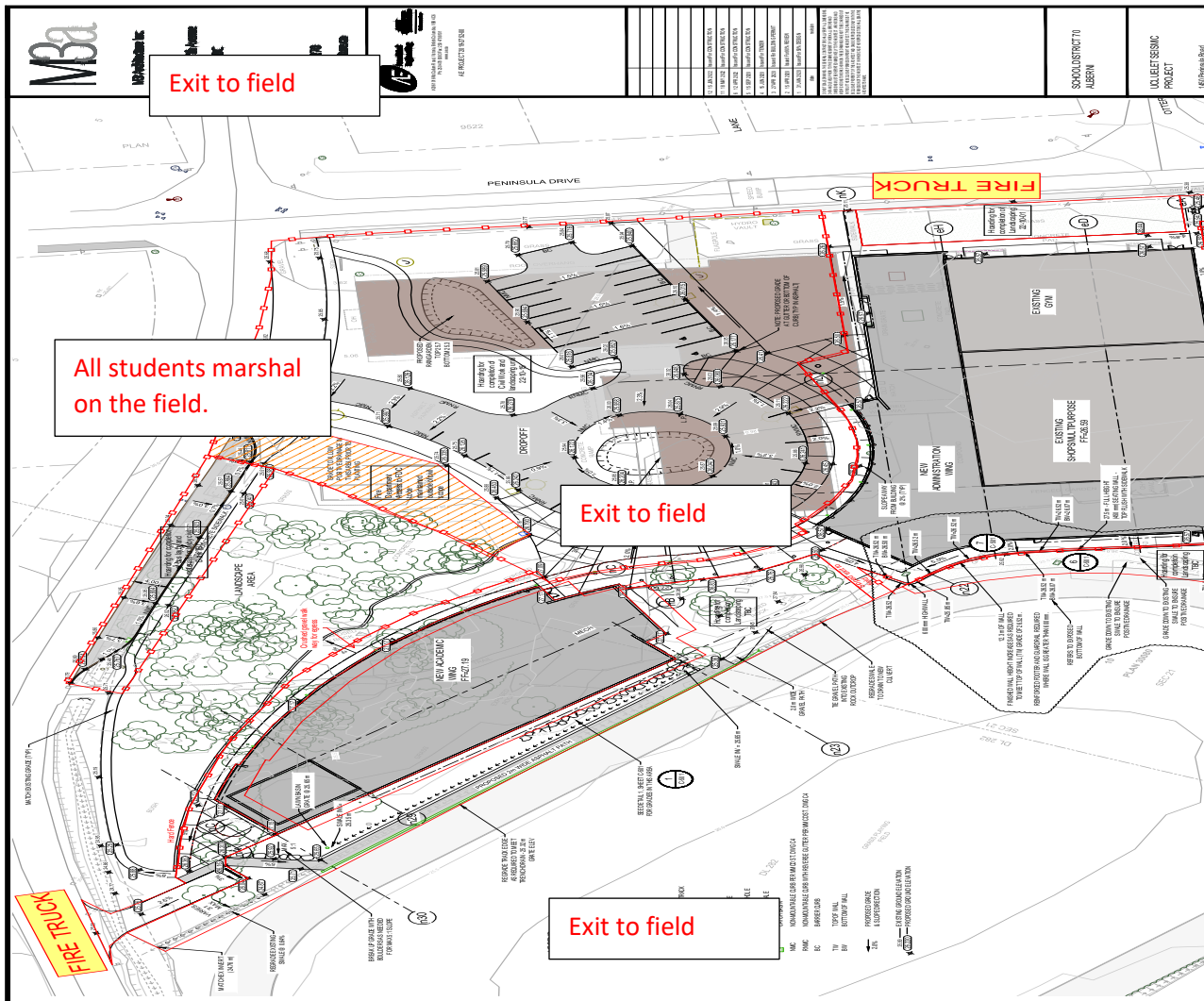
**Ucluelet Secondary School**  
**EMERGENCY PRACTICE SCHEDULE FOR THE SCHOOL, STRONGSTART,  
& DAYCARE**

- ⇒ **Fire Drill #1**: Day & Time: Monday, September 18<sup>th</sup> @ 2:15pm **With an evacuation**
- ⇒ **BC ShakeOut/Earthquake**: Day & Time: Thursday, October 19<sup>th</sup> @ 10:19am
- ⇒ **Fire Drill #2**: Day & Time: Tuesday, November 21<sup>st</sup> @ 9:10am **With an evacuation**
- ⇒ **Fire Drill #3**: Day & Time: Wednesday, December 13<sup>th</sup> @ 9:10am  
**With an evacuation**
- ⇒ **Earthquake Drill**: Date & Time: Monday, February 5<sup>th</sup> @ 2:15pm  
**No evacuation**
- ⇒ **Lockdown Drill #1**: Date & Time: Wednesday, November 3<sup>rd</sup> @ 9:10am  
**No evacuation**
- ⇒ **Fire Drill #4**: Date & Time: Tuesday, April 9<sup>th</sup> @ 2:15pm  
**With an evacuation**
- ⇒ **Lockdown Drill #2**: Date & Time: Thursday, March 14<sup>th</sup> @ 2:15pm **No evacuation**
- ⇒ **Fire Drill #5**: Date & Time: Wednesday, May 8<sup>th</sup> @ 2:15pm **With an evacuation**



⇒ Fire Drill #6: Date & Time: Monday, June 3<sup>rd</sup> @ 2:15pm **With an evacuation**

# Ucluelet Secondary School EMERGENCY MARSHALLING AREA



## Ucluelet Secondary School

### 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).

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

**"Lock Down, Lock Down, Lock Down" will be announced over the PA system**

#### **For Students Inside the Building**

Staff is to:

- Gather any students in your vicinity and go into closest room, lock doors, turn off lights, close blinds 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**



#### **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;

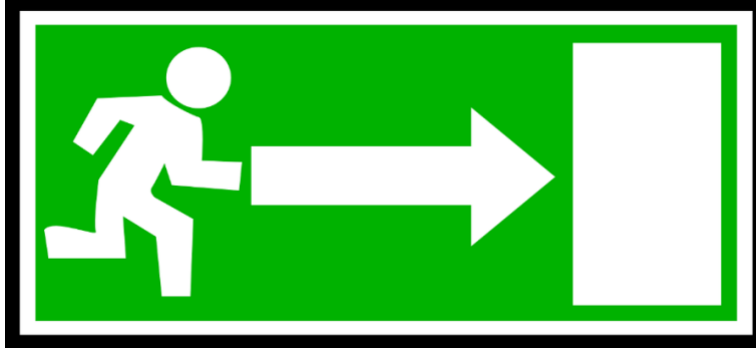
- Principal/Vice Principal and police (if available) will check washrooms, gym, staff room, classrooms, and library doors;
- Principal/Vice Principal and police (if available) will check to ensure hallways are clear;
- Principal/Vice Principal and police (if available) will return to office area with 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

## Ucluelet Secondary School

### EMERGENCY PROCEDURES IN THE EVENT OF A FIRE

1. Teacher leads class out to the back field quickly, quietly and in a single file. Be sure to bring a class list, emergency backpacks, and walkie talkie.
2. The last student or a designated monitor closes the classroom doors and turns off the lights. 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 the class on the back 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. Teachers radio in class attendance ASAP as well as the names of any additional adults with them.
7. Report the names of any missing students to Principal/Vice Principal.
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" has been given.

**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.



## Ucluelet Secondary School

### EMERGENCY PROCEDURES IN THE EVENT OF AN 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**; earthquakes rarely last longer than 60 seconds and counting is calming



The teacher should:

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

If the 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 of 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 the gym, students should assume safe positions 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 predetermined.
4. Teachers conduct headcount and report any missing students or staff members to the Principal at the Command Post

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

**Ucluelet Secondary School**

**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 neighbourhood). 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 radio to the office indicating who is with you and who is missing;

- 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**

**SECONDARY 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