Ucluelet Secondary School

UCLUELET, British Columbia

Emergency Plan for Critical Incident

2026-27

This document was last edited on August 31st, 2026

SCHOOL PROFILE	
SCHOOL	Ucluelet Secondary School
SCHOOL HOURS	8:35am to 3:20 M-T & 8:35-1:01 Fridays
SCHOOL DISCTRICT	School District 70 (Pacific Rim)
GRADE LEVEL	8-12
SCHOOL ADDRESS	1450 Peninsula Rd. Ucluelet, BC V0R 3A0
SCHOOL PHONE	250-726-7796
SCHOOL FAX	250-726-7710

SCHOOL PROFILE	
NUMBER OF STUDENTS	247
MOBILITY CHALLENGED STUDENTS	1
STAFF	35
FLOORS	1
CLASSROOMS	18
PORTABLE(S)	0

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

POSITION	NAME	OFFICE PHONE	EMAIL
Principal	Drew Ryan	250-726-7796	dryan@sd70.bc.ca
Vice Principal	Bryan Grigg	250-726-7796	BGrigg@sd70.bc.ca
Secretary	Corrine Corlazzoli	250-726-7796	ccorlazzoli@sd70.bc.ca

UTILITIES		
TYPE	**LOCATION**	**SHUTOFF INSTRUCTIONS**
Sprinkler System	In the hallway	
Electrical	In the hallway	
Fire Alarm panel	In the entry way outside of the office.	

BOILER ROOM	
LOCATION	Out
ACCESS	Locked doors – needs master key

COMMUNICATION PLAN

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

NAME	ROLE/POSITION	OFFICE PHONE	EMAIL
Sarah Hagar	Secondary Counselor	250-726-7796	shagar@sd70.bc.ca

Erin Kostashuk	Elementary Counselor	250-725-3254	ekostashuk@sd70.bc.ca
Dana Walter	Counselor		dwalter@sd70.bc.ca
Rachel Hryniuk	Counselor		rhryniuk@sd70.bc.ca
Dave Maher	Principal (EALC)	250-	dmaher@sd70.bc.ca
Jaslene Atwal	Superintendent	780-804-0642	jatwal@sd70.bc.ca
Michell Bennett	Director of Inclusion Support	250-206-7801	mbennett@sd70.bc.ca
Alex Taylor	Director of Operations	250-720-5478	ATaylor@sd70.bc.ca
Jeff Code	Assist. Director of Operations	250-735-4358	JGoode1@sd70.bc.ca
RCMP		250-726-7773	
Fire	Deputy Chief Markus McRurie	250-726-7744	mmcrurie@ucluelet.ca
Ambulance		911	
MCFD		250-720-2650	
USMA		250-725-3335	
NTC		250-724-5757	
TFN_Education Manager	Anna Masso	250-725-3338	languagecoordinator@tla-o-qui-aht.org
YFN Worker	Jennifer Touchie	250-726-7342 ext. 802	jennifer.touchie@ufn.ca
WCCRS	Waylon McLeod	250-726-2343	cyw@wccrs.ca
Suicide Prevention		1-800-494-3888	
VI Crisis Society		1-888-494-3888	
EFAP		1-800-268-5211	

Walkie talkies and/or the intercom will be used to communicate rapidly and effectively.

*Staff to be on channel one for emergency communication.

SCHOOL SITE ORGANIZATIONAL CHART

The Incident Command Structure

Command Post Team

School District: Jaslene Atwal, Superintendent
Site Incident Commander: Drew Ryan, Principal
Site Incident Supervisor: Bryan Grigg, 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, _____ (TBD), Monique Copeland

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, Jess Bennett, _____ (TBD)

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: _____ (TBD), Rayanna Stace-Smith

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, Michael Chapman

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: _____ (TBD), 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

Sea can

TEAM	SUPPLIES
COMMAND POST	***Items below should be in a bin in the storage container as well as in the office*** • 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 and SAT phone (if available) • Extra writing paper and pens • Flashlight
STUDENT CARE	• Class lists and student demographics (update throughout the year) • Blankets • Daily absentee report (from Command Post)
STUDENT RELEASE	***Items below should be in a bin in the storage container*** • Class lists and student demographics (update throughout the year) • Student release forms (one for every student)
FIRST AID	***Items below should be in a bin in the storage container*** • First Aid Bin (holding First Aid Supplies) • Enough supplies and type to manage a large-scale event
SEARCH AND RESCUE/DAMAGE ASSESSMENT	***Items below should be in a bin in the storage container*** • Folding shovel • Flashlights with extra batteries • Leather gloves • Dust masks • Screwdriver • Hazard tape • Safety glasses • Hard hats • Sledgehammer
MORGUE	***Items below should be in a bin in the storage container*** • Tarps • Student demographics (update throughout the year) • Writing paper/pens
SANITATION	***Items below should be in a bin in the storage container*** • Shovels • Tarps

	• Toilet paper • Hand sanitizer
FOOD/WATER/SUPPLIES	• Maintain a station at the storage unit • Release supplies as requested • Paper/pens

- **Students and staff may return to the school when command post gives permission.**

USS' Emergency Practice Schedule for 2026-2027

Fire drills
1st: Thursday, Sept. 24th @ 11:30am
2nd: Thursday, Nov. 25th @ 11:30
3rd: Monday, Dec. 14th @ 11:30am
4th: Tuesday, Feb. 9th @ 11:30am
5th: Wednesday, April 21st @ 11:30am
6th: Thursday, June 3rd @ 11:30am

Earthquake drill
Big shakeout: Thursday, October 15th @ 10:30am – with an evacuation

Lockdown drills
Thursday, September 10th @ 9:30am
Thursday, March 4th @ 11:30am

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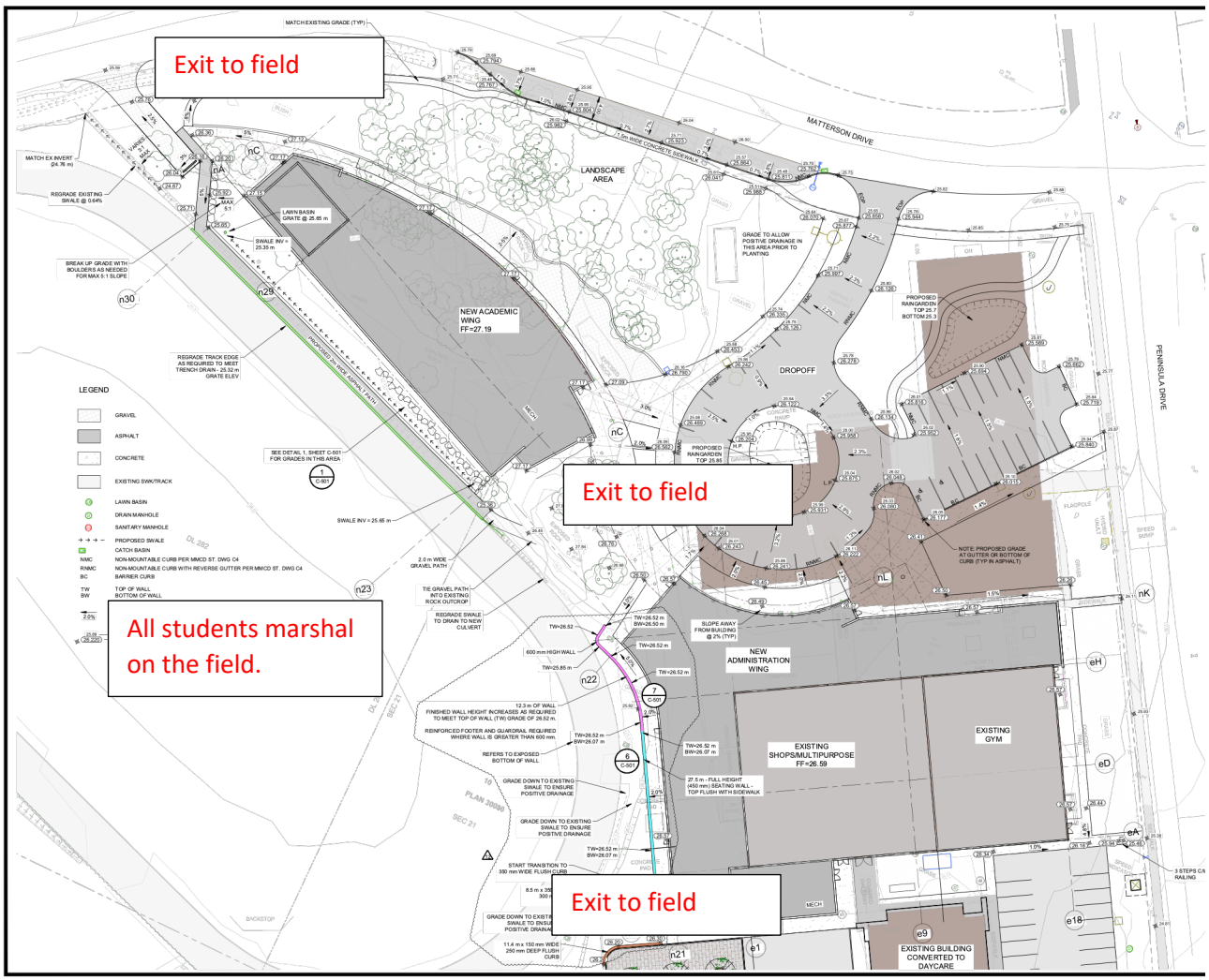
EMERGENCY MARSHALLING AREA



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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

STAFF: Roles and Responsibilities Teachers, 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.

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 proceed to the Community Hall.
- 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.

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.

***<u>**NOTE FOR DRILL PURPOSES:**</u>

- 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.

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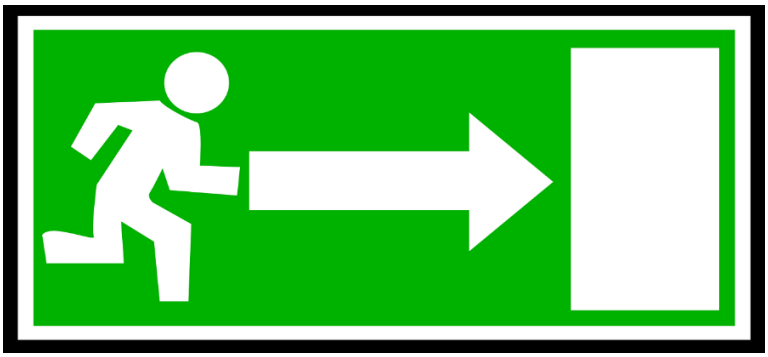
EMERGENCY PROCEDURES IN THE EVENT OF A FIRE

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.



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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!

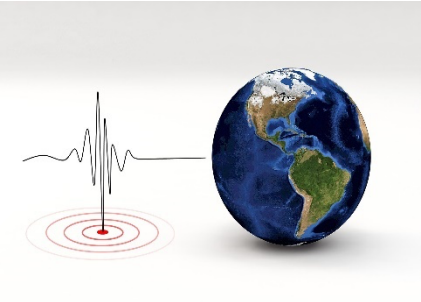
IF INDOORS:

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.

<u>During the earthquake drill, teachers will:</u>

- 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.

<u>BUILDING EVACUATION PROCEDURES</u>

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

<u>Basic evacuation procedures are as follows</u>:

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.

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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.