



7000: EMERGENCY DISASTER PROCEDURES (AP)

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ADMINISTRATIVE PROCEDURE

The Board of Education expects schools to have specific emergency plans to manage the following:

1. School Security Threat (Lockdown and Shelter in Place)
2. Earthquake
3. Tsunami (if required due to geographic location)
4. Fire
5. Hazardous Material Spill
6. Severe Weather

School plans must, at a minimum, include the following information.

1.0 School Security Threat

When a person or persons is on or near Pacific Rim School District property with the intent to harm others physically or emotionally.

Shelter in Place – occurs where a serious incident is taking place in the community which poses no immediate danger to students or staff unless they leave the school. There is minimal interruption to daily school routines, however, movement between classes may be restricted.

Lockdown – where the danger exists immediately outside or inside the school. All regular school routines are suspended. Follow procedures listed below.

Take action at the first sign of an agitated intruder who may pose a threat to the safety of staff and students.

1. Notify the office immediately if possible. If no answer, then call 911 immediately.
2. When calling 911, the person who calls, stays on the line with the dispatcher and provides the following information if possible:
 - Name and location of school
 - Location of the incident/intruder
 - The best entrance for the police to enter unobserved



Administration are to:

In preparation for a Lockdown

- Ensure adequate materials are in classrooms to create 'invisible' areas in the classroom that cannot be seen from the hall
- Identify an off-site gathering point for staff and students who are not in the building during a lockdown
- Ensure that all staff outside the building have a method of communication with the office (cell phone or walkie talkie).
- Arrange a second landing spot for busses in transit
- Communicate the School Security plan to staff, students and parents in September
- File the School Security plan with the District Emergency Planner by September 30th.

During Lockdown

- Confirm that 911 has been called
- Announce "Lock Down" over the PA system
"Lockdown – All staff and students report to the nearest classroom and secure the room until further notice."
- Contact the board office and inform them of a lockdown in process
- If safe to do so, place 'Lockdown Sign' on front door. Sign to be provided by the School District
- Wait for RCMP instructions
- Refer all media to the Superintendent

STUDENTS INSIDE BUILDING

Staff are to:

In Preparation for a Lockdown

- Always have the classroom door locked if only keyed on one side. Doors need not be closed during the school day but must be able to lock when closed. Double sided locking doors need not be locked during the day as the door can be locked from the inside.
- Ensure there is an 'invisible' space in the classroom large enough to fit all students and staff plus several extra spaces in the event a student or staff member from the hallway needs a secure place



During a Lockdown

- Gather students into closest classroom
- Check the hall for passing students and direct them in
- Lock classrooms doors (if they lock) and stay put
- Instruct students to stay away from windows, doors and outside walls
- Instruct students to duck and cover and remain quiet
- Admit no one
- Should a fire alarm sound during lockdown, staff and students should remain in their classroom unless obvious smoke and fire are visible
- Close windows and blinds
- Turn out lights
- No phone calls out
- Adult answers phone
- Write down all names of persons in room
- Follow direction from RCMP
- Classes will only exit the classroom in one of two ways:
 - An 'all clear' announcement is made from the school PA or RCMP PA
 - An RCMP member unlocks the classroom using district master keys or in the event of an urgent evacuation the RCMP may forcibly enter the classroom
- At "all clear" announcement, exit room
"Attention staff and students, this is an all clear announcement. Lockdown is over. Please return to regular school routines."
- Bring students to off-site assembly area
- Write down names again at off-site assembly area and report them to office staff
- Direct students to return to classes as advised.

STUDENTS AND STAFF OUTSIDE BUILDING

In Preparation for a Lockdown

- All staff outside the building must have a means of communication with the office (cell phone, walkie talkie or portable radio).

During a Lockdown

- Do not enter building
- Go directly to off-site assembly area
- Stay put
- Write down names of persons in staff care
- ***Wait until "all clear" announcement is given or communication via cell or walkie talkie indicates lockdown is over***



PROCEDURES FOR STUDENTS AND STAFF DURING NON-INSTRUCTIONAL TIME

- All staff and students inside the building should enter the nearest room and follow the lockdown procedures as outlined above
- All staff and students outside the building should proceed to the off-site assembly area

SCHOOL DISTRICT PROCEDURES

- When contacted by a school and informed that a lockdown is in process, the Superintendent or designate will initiate the EOC at a level deemed necessary to manage the lockdown and all board office administrators will be informed either by email or phone.
- All School District staff must wear an ID badge identifying the person as an employee of the School District. The badge must always be visible.
- Visitors to schools must wear a visitor badge
- Schools may designate certain events to be a lower threshold of security and therefore not everyone will need to wear a visitor badge (i.e. Open houses, basketball tournaments etc.).
- The Director of Operations will ensure each school has adequate 'lockdown signs' to post on exterior doors in the event of a lockdown
- The District Emergency Planner will assist schools in the creation of School Safety Plans and will collect and review plans each fall after schools have submitted plans by September 30.

2.0 Earthquake Plan

Schools should be prepared for minor and major earthquakes. A major earthquake may be followed by a Tsunami and schools should link the two in their emergency plans. Schools should follow the Emergency Management BC recommendations to 'drop', 'cover', and 'hold' during an earthquake.

Administrators should:

- Develop a set of school procedures that include preparing for an earthquake, what to do during an earthquake and how to exit and marshal safely after an earthquake
- As part of planning for an earthquake and how to manage issues after the earthquake, create teams of staff to manage:
 1. First Aid
 2. Student Release
 3. Search and Rescue
 4. Morgue
 5. Dispensing Supplies



Teachers Should:

- Discuss the earthquake procedure with students regularly
- Review the evacuation process
- Reduce the danger of falling objects by ensuring classrooms are tidy and heavy objects will not fall on occupants

3.0 Tsunami

Schools in Tsunami inundation zones must have Tsunami evacuation plans. Tsunami warnings can occur after an earthquake that is felt in the school and can also occur due to earthquakes in other regions that are not felt at the school.

Schools at risk of Tsunami flooding should have a marshaling location that is above the inundation zone as identified by the Alberni-Clayoquot Regional District.

Schools at risk should have a Tsunami evacuation plan and should practice the evacuation to high ground at least once per school year.

Administrators should:

- Review the Tsunami evacuation plan with staff during the first staff meeting
- Ensure the evacuation route is clear and plan for an alternate route if necessary

Teachers should:

- Review the Tsunami evacuation plan with students during every regularly scheduled fire drill.

3.0 Fire

All schools must have evacuation plans and specific plans in the event of fire.

Administrators are to:

- Create a fire evacuation plan which outlines evacuation routes and school routines consistent with safe and orderly evacuation in the event of a fire or fire alarm
- Ensure every room has information related to fire evacuation routes and procedures
- Ensure the fire evacuation plan identifies safe marshaling locations for staff and students and an alternate location should the prime marshaling location be unsafe
- Plan and execute **3 (three)** fire evacuations in the fall and in the spring
- Review the fire evacuation plan with staff during the first staff meeting of the year and as needed throughout the year



Staff are to:

- Review the fire evacuation plan with students regularly
- Follow all expectations outlined in the fire evacuation plan
- Ensure classrooms and workspace exits are free from obstructions

4.0 Hazardous Material Spill

A hazardous material spill near a school will result in one of two actions:

1. The school will be placed in a 'shelter in place' situation. While people can move freely within the building, no one may exit the building.
2. The school will be evacuated.

The decision to move to action 1 or 2 will be made by emergency personnel on scene. Schools are to follow the direction of emergency personnel.

Administrators should:

- Review the 'locked in' situation with staff

Teachers should:

- Review the 'locked in' situations with students

Facility specific risk assessments will be conducted by the Operations Department, and site-specific exposure control plans will be implemented and included in emergency response plans.

5.0 Severe Weather

At times the School District experiences severe weather in the form of high winds or heavy snowfall. Schools should be prepared to release students early from school and should also be prepared to retain students past the normal school end times.

Direction for early dismissal or retention of students will come from the Superintendent.

Release of Students

The release of students to parent/guardians/emergency contacts is a critical component after a major incident. Students in K-7 grades should only be released to parents/guardians/emergency contacts. Students in Grades 8-12 may be released to walk or drive home only if the administrator of the school feels it is safe to do so.

Schools must include in their emergency plans the procedures by which students are released either on their own recognizance or to a parent/guardian/emergency contact.



Student release procedures must be communicated to parents/guardians at the beginning of the school year. Parents/guardians of Grade 8-12 students should be given the option of having their child retained at school until such time as a parent/guardian/emergency contact is available to pick them up.

Schools should also have, as part of their emergency plan, a process by which parents/guardians/emergency contacts are contacted in an efficient and expedient manner.

Emergency Supplies

It is recommended that the following are maintained in emergency shelters:

- 1 blanket per person
- 1 roll toilet paper every 4 persons
- 1 tarp every 20 persons
- 1 shovel every 100 persons
- 1 garbage bag per person
- 4 litres water per person
- 10 granola bars (or equivalent) per person

All schools should ensure their base radio is functioning and should test it at least once per year.

Drill Schedule

Fire – 3 times in the Fall, 3 times in the Spring

Earthquake – 1 time in the Fall (BC Shakeout)

Tsunami – 1 time in the Fall

Lockdown – 1 time in the Fall, 1 time in the Spring

First Aid – 1 time annually

REFERENCES AND RESOURCES

WorkSafeBC

Fire Code