

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: EMERGENCY RESPONSE PLAN

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Policy No. 6420

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PREAMBLE

The Board of School Trustees recognizes the importance of students, parents and staff being prepared in the event of an emergency. To this end it has developed a generic plan in regulation; each school is required to adapt this plan to its own situation. The basic premise of such a plan is the safety of students and staff and the orderly reuniting of these people with their families as safety permits.

PROCEDURE

1. In order to prepare students, parents and staff for emergencies, a program of emergency procedure drills will be developed and implemented by each school, including annexes, the administration office and the continuing education office.
2. Community services that may have a role to play in emergency situations shall be involved in development of school plans. These include but are not restricted to: bus contractor, fire department, ambulance service, medical service, hospital and police.
3. School plans will be filed with the Superintendent of Schools by 89-09-30 and subsequently as changes are made to plans. Copies of such plans will be provided for the Superintendent of Maintenance and all community services that are involved in emergency situations.

4. At the beginning of each school year all staff will be inserviced in emergency procedures with follow up inservice throughout the year.
5. Practice drills will be practiced often enough for students and staff to implement the plan routinely. Drills will occur at least once each term. A record of such drills will be kept.
6. Parents must be made aware of school plans and procedures carried out during emergencies.
7. Emergencies will be categorized as:

General Emergencies

These emergencies are specific to a school that may prohibit re-entry to the building (fire, bomb threat, violent physical threat, etc.) but will have the support of other community services (fire department, police, etc.).

Tsunamis

Earthquakes

8. Plan Guidelines

- a. It is mandatory to evacuate by orders of the Area Co-ordinator - Provincial Emergency Program, the police or the mayor (civil authorities).
- b. School plans will clearly identify persons in order of authority.
- c. All schools will have a designated person in charge of first aid to the injured.
- d. This person will co-ordinate the transfer of the seriously injured to the care of medical service or ambulance service.
- e. In all types of emergencies student accounting is essential.
- f. In all emergencies, the person in authority shall inform the Superintendent of

Schools or another executive office as soon as practical.

9. General Emergencies

Fire

- sound alarm
- evacuate by designated routes
- call fire department and police
- complete roll call
- report to control point
- the fire chief will provide direction for re-entry
- re-enter building only on positive signal
- put into action a dispersal plan when re-entry is not possible

Bomb Threat

- remain calm
- call police and fire department
- look for items out of the ordinary
- do not touch or move a suspicious article
- clear access routes
- evacuate as for a fire emergency to a safe distance, not less than 100 metres, from the building
- the police will provide direction for re-entry
- re-enter building only on positive signal
- put into action a dispersal plan when re-entry is not possible

Violent Physical Threat

- remain calm
- quietly evacuate by designated routes
- complete roll call and report to control point
- call police
- person in authority in consultation with police will give direction for re-entry

- re-enter building only on positive signal
- put into action a dispersal plan when re-entry is not possible

10. Tsunami

Tsunamis are a real threat and if advised, evacuation is mandatory. The person in authority is governed by instructions of civil authorities.

The person in authority is to put the tsunami plan into effect. The plan must include:

- designated assembly point
- sufficient transportation from the school to the assembly point
- assignment of students/staff to transport vehicles and accounting of same
- all students shall be accounted for prior to the person in authority leaving the school
- dispersal of students to their families as safety permits

11. Earthquake

- follow earthquake safety procedure
- evacuate by designated routes
- complete roll call and report to control point
- schools will not be re-entered until approval is provided by maintenance personnel
- put into action a dispersal plan to reunite students with their families where re-entry is not possible

12. Reference Guides:

- School Earthquake Safety Guidebook - Ministry of Education, September 1987
- Tsunami's - B.C. Provincial Emergency Program
- Help Yourself Survive a Tsunami - B.C. Provincial Emergency Program
- Help Yourself Survive an Earthquake - B.C. Provincial Emergency Program
- Safety Program - School District No. 61 (Greater Vancouver)
- Guidebook for Developing a School Emergency

