

POLICY

No. B.28

EMERGENCY PREPAREDNESS

*Adopted: 04-03-08
Reviewed: 09-11-10
Reviewed: 11-11-08
Reviewed: 12-10-09
Amended: 13-03-12
Reviewed: 14-01-13
Reviewed: 15-01-12*

Preamble

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies affecting school facilities, school buses and/or District transport that may prohibit the intended use for an unspecified period of time may include:

- earthquake
- tsunami
- fire
- hazardous material accident/spills
- threats to schools (i.e. bomb threats)
- violence, physical incident or threat
- school bus accident
- weather

Policy

The Board of Education recognizes the importance of being prepared for various types of emergencies, both natural and human caused, that could occur while school is in session. To this end, it is important that appropriate plans and procedures are developed to deal with such emergencies, and it is also important that students, employees and parents be knowledgeable about the various emergency plans and procedures in order to be as prepared as possible.

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Regulation

1. Emergency plans and procedures will be developed, implemented and maintained for all schools, District facilities and school buses.
2. All employees shall be informed about the emergency plans and procedures to be followed at their worksite, to ensure their safety and the safety of others.
3. In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the Principal or person in charge. Those employees who have a child(ren) in another school should have arrangements in place for the care of their child(ren) by others until they can be released from their duties.
4.
 - a. Vancouver Island is part of an active earthquake zone in which a major earthquake could occur at any time. The Board will endeavour to ensure that staff and students are trained in fundamental earthquake safety procedures, and that District facilities are as safe as practicable from earthquake hazards.
 - b. As a component of its budget-setting process, the District shall allocate, within the limitations of financial resources, a fund to assist in the non-structural preparation for earthquakes. This expenditure shall be focused on District-wide priorities determined by management using appropriate consultative procedures.
 - c. In conjunction with the District, each worksite is responsible for ensuring that earthquake kits are current.
 - d. Teachers shall discuss earthquakes and earthquake safety with their classes at least once in the fall and once in the spring. Earthquake drills, separate from fire drills, shall be conducted a minimum of three times yearly under a variety of circumstances, and such drills shall be reported to parents in the school's newsletter.
5. Fire drills must occur a minimum of three times annually. Supervisors shall ensure that each employee has a copy of the fire drill procedure. Each teacher shall instruct the students of his/her class in the approved fire drill procedure and make special provisions for the care of any student who may be physically or mentally incapable of proceeding safely to an exit.
6. Supervisors, with input from staff and community emergency experts, shall develop and implement a basic emergency preparedness plan to include:
 - a. site and floor plans for the building(s);
 - b. method of evacuation, primary and secondary routes of egress;

REGULATION

- c. number of physically challenged people requiring assistance to evacuate the facility/school bus;
 - d. first aid treatment, including qualified first aid attendants and supplies;
 - e. personal care, including appropriate supervision, psychological counseling as required, arrangements to provide nourishment, alternate washroom facilities;
 - f. time of day (re dark or light);
 - g. potential for inclement weather conditions;
 - h. potential school site, interior and exterior hazards;
 - i. shut-down procedures for interior and exterior utilities;
 - j. method of accounting for whereabouts of students, staff and visitors;
 - k. inventory of neighbourhood hazards, resources and temporary shelter sites;
 - l. release of employees from their work responsibilities after an emergency occurs to attend to personal affairs;
 - m. emergency communication in the event of a power failure;
 - n. procedures for getting school emergency supply kits to evacuation area, if required;
 - o. delegation of tasks must be formalized, and the school plans shall be submitted to the District Office by September 30 of each school year;
 - p. fire, earthquake, tsunami, intruder, and wildlife safety procedures.
7. An emergency evacuation drawing shall be posted at the entrance/exit of each District building and room, displaying the primary evacuation route to the outside assembly area.
 8. Parents shall be informed by the Principal, by September 30 of each school year, the school's plan and its policies and procedures, including procedures for parents/guardians in the event of an emergency. This plan shall be an agenda item for the Parents' Advisory Council at its first meeting of each school year. Students registering during the year will receive the information at the time of registration.
 9. Each worksite Supervisor, in cooperation with the Operations Supervisor, shall undertake an annual earthquake hazard inspection listing potential earthquake hazards. A copy of this inspection report shall be submitted to the District Office and work orders shall be generated, when required. Any serious deficiencies shall be forwarded in writing to the Superintendent of Schools/Secretary-Treasurer.
 10. The Board will endeavour to ensure that each school has sufficient staff trained in the following:
 - a. Basic training in earthquake planning and hazard reduction;
 - b. Basic First Aid and CPR.
 11. The Operations Supervisor shall develop a plan for the safety of children riding school buses, to include appropriate training for the bus driver. The bus driver shall then conduct bi-annual earthquake drills for all passengers, and these drills shall be reported to parents via school newsletters.
 12. District approval is required for outdoor storage areas. The Operations Supervisor shall establish standards for design and construction of outdoor storage areas for emergency preparedness equipment, and shall determine the location of any outdoor storage areas. Outdoor storage shall be considered if such storage is a high priority and is the best option available in terms of access, expense, storage of material, and maintenance. If materials and supplies beyond those normally provided by the School District are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order.

REGULATION

13. All emergencies impacting on the normal operation of a school facility or school bus transporting students are to be immediately reported to the Superintendent of Schools/Secretary-Treasurer, indicating the nature and location of the emergency and people involved, including type and severity of possible injuries and if assistance of District staff is required.
14. The Superintendent of Schools/Secretary-Treasurer or delegate(s) will:
 - a. provide appropriate direction regarding the specific emergency;
 - b. liaise with local government agencies according to the type of emergency, including the RCMP, local fire departments, medical officials, social services, and if the severity of the emergency warrants, the local Emergency Program Coordinator;
 - c. appoint a media liaison to ensure prompt and accurate information is released when appropriate, rather than School District employees making isolated comments or opinions that might cause unnecessary anxiety concerning the particular incident.
15. A District Earthquake Safety Committee shall review all worksite plans on an annual basis and will assist each Supervisor in applying those plans, when necessary. The District Earthquake Safety Committee shall include one Trustee, the Superintendent of Schools/Secretary-Treasurer or designate the Human Resources Administrator, the Operations Supervisor, and one Principal.
16. Other emergency situations that may arise include: accidents within or on the grounds of the school (including vehicular accidents), serious illness, molestations, abductions, intruders and explosions. The appropriate emergency personnel should be notified, depending on the nature of the incident: RCMP, Fire Department, Ambulance Service, Health Unit. The parent of any student shall be contacted immediately.
17. It is the responsibility of all employees to implement and adhere to this regulation.
18. This policy shall be reviewed annually.