

**GOLD RIVER
SECONDARY SCHOOL**

**EMERGENCY
PREPAREDNESS PLAN**

2016-2017

District Policy B.28, Emergency Preparedness:

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. Emergency plans and procedures will be developed, implemented and maintained for all schools, District facilities and school buses.

Emergencies:

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies affecting school facilities, school buses and/or District transport may include earthquake, fire, hazardous material accident/spills, threats to schools (i.e. bomb threats), violence, physical incident or threat, school bus accident, or weather.

In the event of an emergency, the staff members at Gold River Secondary School will be released from supervising students when:

1. the situation is stabilized in terms of care of students;
2. students are adequately cared for and supervised by the remaining staff;
3. the order of releasing staff has been determined by priority of student need and family need.

Earthquake Kits:

Earthquake kits are located in the external storage room in the gym (it faces the tennis court).
Update January and June to ensure they are current.

Drills:

Teachers will discuss earthquakes and earthquake safety with their classes at least once in the fall and once in the spring.

Earthquake drills shall be conducted during the following months:

- (1) October
- (2) February
- (3) May

Fire drills shall be conducted during the following months:

- (1) September
- (2) January
- (3) April

Lockdown drills shall be conducted during the following months:

- (1) October
- (2) March

Each employee has a copy of the fire, earthquake and lockdown drills procedures. Each teacher will instruct his/her students in the approved fire drill procedure and make special provisions for any students who are physically or mentally incapable of proceeding safely to an exit.

All drills will be reported to parents in the newsletter.

BASIC EMERGENCY PLAN

The following basic emergency plan has been developed and implemented by the Principal of Gold River Secondary School with input from staff and community emergency experts.

Site and Floor Plans for Gold River Secondary School

Emergency evacuation drawings are posted at GRSS's entrance/exit and in each room, displaying the primary and secondary evacuation route to the outside staging area (student parking lot).

People Requiring Assistance to Evacuate Facility:

There is one physically challenged person who will require assistance.

First Aid Treatment, Qualified First Aid Attendants and Supplies:

The designated First Aid Attendants for employees are Gillian McCormack, Alison Cross and Kathleen O'Reilly.

Other trained employees include the Administrative Assistant, Noon Hour Supervisor, Custodians, Special Needs Teacher Assistants, and the Youth and Child Care Worker.

Procedures for Getting Emergency Supply Kits to Evacuation Area, if Required

The Principal, Administrative Assistant and eight students will get supply kits from storage room at the back of the gym via outside door.

Personal Care Available:

1. Homeroom (or classroom) teachers will supervise their students.
2. Support staff will be assigned to Homerooms or classes.
3. Classroom kits will include 24 hours of food and water needs for each group of students.
4. Alternative washroom facilities include:
 - Peppercorn Trail washrooms at entrance to school property
 - Facilities at community playfields
5. School and classroom kits will include tarps for shelter and large garbage bags to reduce exposure to moisture and wind.

Time of Day

1. Classes in session
2. Classes out of session (before and after classes, lunch, break)

Potential for Inclement Weather Conditions

1. Rain
2. Snow

Method of Accounting for Whereabouts of Staff and Visitors

1. Students: Each supervising teacher will have a class list, and each class kit will have a medical alert list and clipboard and pencils for recording:
 - attendance at time of emergency roll-call
 - time of release of student to adult care and to whom
 - medicine given

2. Staff and Guests: The Administrative Assistant will record the attendance of all staff, volunteers and visitors.
3. Attendance will be taken and recorded every three (3) hours for the duration that students are in the care of the school.

Potential Site, Interior and Exterior Hazards

- underground electrical conduit at east end of parking lots
- trees (dead branches, danger trees)
- pressurized tanks in shop area
- suspension bridge across Heber River
- gas lines in science labs

Shut-down Procedures for Interior and Exterior Hazards

Refer to lock-out procedure posted in the electrical panel room.

Inventory of Neighbourhood Hazards, Resources and Temporary Shelter Sites

1. Hazards: suspension bridge, Gold River bridge, danger trees
2. Resources: community recreation centre, shopping plaza
3. Shelter: Gold River Chalet, Gold River Lodge, Community Centre

Emergency Communication in the Event of a Power Failure

- Use of PEP centre communications
- Posting notices at entrance to school (at the school sign)

Delegation of Tasks in the Event of an Emergency:

Principal (Teacher-in-Charge) will delegate tasks as outlined in BASIC EMERGENCY PLAN above. See attached phone tree for use during emergencies.

Evacuation Procedures re Earthquake:

CLASSROOMS

At the first sign or sensation of an earthquake, move to a protective position under your table or desk. Do not move until instructed to do so.

HALLWAYS/LOBBY

Proceed (without panic) out of the building via the nearest exit. Move well away from the building to the student parking lot. Do not return to the school building unless advised to do so by the person-in-charge.

GYM

Students should proceed (without panic) through the north side doors of the gym to the parking lots and await further instructions.

OUTSIDE SCHOOL

Students outside the school, in close proximity to the buildings, should proceed in orderly fashion to the student parking lot and await further instructions from the person-in-charge.

DO NOT RETURN TO THE SCHOOL BUILDINGS UNTIL GIVEN AN ALL CLEAR SIGNAL FROM A SCHOOL OFFICIAL.

Evacuation Procedures re Fire:

WHEN THE FIRE ALARM SOUNDS DURING INSTRUCTIONAL TIME

1. Teachers are to ensure that all lights are turned off, windows are closed, and doors are closed before leaving the classroom. (Doors should not be locked.)
2. Teachers are to ensure that students under their control exit via the doors indicated on the posted map, and in an orderly fashion. Teachers must familiarize themselves with the appropriate exit for all classrooms they are teaching in.
3. Teachers are to ensure that all students under their charge remain together while exiting and waiting in the student parking lot.
4. Teachers are to ensure that all students under their charge are a safe distance from the school.
5. Teachers are to take attendance as soon as their class has cleared the building, and are to report this attendance to the person in charge. The person in charge will be located in the **student parking lot**. **“TEACHERS NEED TO HAVE THE PERSON IN CHARGE ADVISED IMMEDIATELY”**

(PLEASE MAKE SURE YOU HAVE A MAP POSTED INDICATING WHERE YOUR EXIT IS!)

WHEN THE FIRE ALARM SOUNDS OUTSIDE OF INSTRUCTIONAL TIME

In case an alarm/earthquake happens **before or after regular classes** are in or **at the noon hour**, please use this procedure:

1. When the alarm sounds, a staff member is to use “Page All” on Office phone on the Admin. Assistant’s desk to announce “Evacuate the building immediately.” If using any other phone in the building press FEATURE and 630 to announce the evacuation. Students and staff are to meet in the student parking lot.
2. If the PA is not available shout the same message in hallway.
3. Check all hallways and try to get to washrooms as well.
4. Once outside contact appropriate authorities by
 - if school phone available use it
 - if gym safe use portable phone in gym office
 - if neither of above send 2 runners to G. R. Builders with a message
5. Establish, if you can, whether anyone is missing.
6. If school is destroyed or partially destroyed try to establish where students/adults were last seen to provide info to rescuers.
7. Person In Charge - Someone should assume the role. If no one does, then let’s assume the person that does the announcement takes over until someone with authorization arrives.

All classroom doors should be locked at noon and after school if no adult is present so students will not be caught in a classroom during an emergency outside of instructional time.

Lock-Down Procedures re Intruders:

The following procedure is to be used in the case of a violent/physical threat or act at the school:

1. A person from the office will announce twice "THE SCHOOL IS GOING INTO A LOCKDOWN SITUATION".
2. The office will contact the RCMP through 911 and describe the situation.
3. The office will be made secure and doors locked.
4. Classroom teachers are to lock their classroom doors, close any blinds and have their students sit on the floor along the wall and immediately below any windows. Check attendance of the students and call the office to report missing students who you believe should be present at that time.
5. All other staff members are to remain in the room they are located and lock the doors.
6. Principal or designate will check for any students stranded in the washrooms.
7. The office staff will call and check with each teacher by intercom.
8. Everyone is to remain in the secured area until they are given the "All Clear" from office staff.
9. Staff and students are to respond positively to any directives from the RCMP.

IF ANYONE IS NOTIFIED OF A POSSIBLE INTRUDER:

- Report the possible intrusion to the office for action.
- If you are required to deal with the situation, do not approach the intruder alone, seek assistance of another staff member.
- Ask for the intruder's name and the purpose of their visit.
- Give direction to the intruder to report to the office or to leave the premises immediately.
- Maintain a safe distance from the intruder. Appear confident, but not threatening and speak politely, but firmly.
- Be aware of the closest exit.
- If the person is not willing to report to the office or leave the premises, inform them that they are trespassing and the RCMP will be notified of their failure to comply with your request.
- Withdraw immediately and report the incident to the office immediately. Complete a Violent Incident Report form.

Procedures re Wildlife Safety:

School District Policy E.28 states that because of the location of schools in heavily forested area of Vancouver Island West School District, it is important that staff and students be aware of the local wildlife hazards. It is, therefore, District policy to "stress those aspects of the curriculum that educate children about safety in the woods..."

- 1. If you see a bear or cougar on or around school property:**
 - Go inside the school right away
 - Tell the first adult you see
- 2. If the bear or cougar sees you:**
 - Don't approach the bear
 - Slowly back away toward the school or house while watching the bear
 - Do not turn and run
 - Tell the first adult you see
- 3. If the bear or cougar moves towards you:**
 - Slowly back away toward the school while making lots of noise
 - Remove and drop your backpack if it contains food
 - Yell at the bear to Go away!
 - If the bear continues to move toward you, stop and keep shouting at the bear. Keep moving slowly toward the school whenever the bear stops
 - Do not "play dead"
 - Do not turn and run
 - Get inside the school as soon as you can, without running
 - Tell the first adult you see
- 4. Help keep bears away:**
 - Keep your lunch inside the school
 - Do not leave food, wrappings or lunch bags in the schoolyard. Take them inside the school to throw away
 - Tell your teacher if you see food or garbage left in open bins or in the schoolyard