



EMERGENCY PREPAREDNESS PLAN RAY WATKINS ELEMENTARY SCHOOL 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, Ray Watkins Elementary School employees are expected to remain at the worksite for the duration of their regular shift unless dismissed by their Supervisor. Excluded staff and any other available employees may be required to stay at work, if needed, to ensure the safety and security of the employees and students of RWES. Employees who have children should have arrangements in place for the care of their children by others until they can be released from their duties.

Earthquake Kits:

The container trail is located at the Operations Yard at the south end of the school. See Appendix 1: School Map. The container contents are itemized in Appendix 2: Emergency Preparedness Supplies Inventory. All staff members have a key to the container.

There are disaster survival kits in each classroom. The inventory of the kit contents is included as Appendix 3: Classroom Disaster Survival Kits Contents. Teachers and staff members will do their best to ensure kits are with them when evacuating the building.



Drills:Earthquake:

- 1) Three earthquake drills to be conducted annually.
- 2) Teachers will discuss earthquakes and earthquake safety with their classes at least once in the fall and once in the spring

3) Fire:

Three fire drills will be conducted annually. 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.

Fire Extinguisher Inspection

Fire extinguishers will be inspected by SD 84 Operations Department annually.

Fire Safety Plan

A fire safety inspection will be conducted annually in collaboration with the Gold River Fire Department. The two organizations will jointly establish the RWES fire safety plan.

BASIC EMERGENCY PLAN

The following basic emergency plan has been developed and implemented by the Principal of Ray Watkins Elementary School with input from staff and community emergency experts.

Site and Floor Plans for Ray Watkins Elementary School

See attached

People Requiring Assistance to Evacuate Facility:

- 2016-2017, none at this time

First Aid Treatment, Qualified First Aid Attendants and Supplies:

The designated First Aid Attendants for employees are: Wayne Keil, Kathleen Keil, Colleen Robertson, Alison Pringle.

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

First Aid supplies are primarily located in the Medical Room, small First Aid kits are available in classrooms.



Procedures for Getting Emergency Supply Kits to Evacuation Area, if required:

Principal or designate will re-enter building when it is deemed safe to do so. Equipment is also stored in Portable at the Operations Yard.

Personal Care Available:

RWES site is a designated marshalling area for the Village a of Gold River and PEP. Emergency personnel and supports will be available.

Time of Day

RWES will provide initial supports to children and staff if a significant event occurs during School hours. Staff will maintain the care and control of students until they can be released into the care of their respective families.

Potential for Inclement Weather Conditions

Some equipment will be provided to provide some short-term shelter from the elements. (Tarps, blankets)

Method of Accounting for Whereabouts of Staff and Visitors

Visitors are expected to sign in at the Office on arrival. Attendance will be referenced to the sign in book.

Potential Site, Interior and Exterior Hazards

RWES employs large expanses of glass in the design of the building. There is a significant risk to people from falling and breaking glass in a seismic event.

Shut-down Procedures for Interior and Exterior Hazards

Water and electrical power shutoffs are in the school and accessible to those with a Master Key. Services will be shut off by qualified staff if and only when it is deemed safe to do so.



Inventory of Neighborhood Hazards, Resources and Temporary Shelter Sites

Temporary shelters in inclement weather are available in close proximity of the school. The School Board Office, the Operations Yard – including the former School Board Office, the Recreation Center and the Anne Fiddick center are all viable options.

Emergency Communication in the Event of a Power Failure

The school has a telephone that operates in a power failure. There is also a satellite telephone at the school.

Delegation of Tasks in the Event of an Emergency:

The primary responsibility of all staff is the safety of the children. The Principal and Administrative Assistant will coordinate attendance rosters, inventory supplies and be responsible for communicating with staff and families. School staff can be assigned other tasks if they are not required to provide primary care to students.

Evacuation Procedures re Earthquake:

Earthquake:

Three earthquake drills to be conducted annually.

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

STAFF ACTIONS:

During:

Have Students

- TAKE COVER under desks or tables
- FACE AWAY from windows
- ASSUME "CRASH" POSITION on knees, head down, hands clasped on back of neck or head covered with book or jacket
- COUNT ALOUD to 60 -- earthquakes rarely last longer than 60 seconds

After:

- After shaking stops, **EVACUATE** building. Do not return to the building. Bring attendance roster and classroom emergency kit.
- Check attendance at the assembly area beside the emergency container. Report any missing students to principal.
- Stay alert for aftershocks
- Do NOT re-enter building until instructed by the principal



Parents:

- Please do not phone the school -- they may be trying to reach you or emergency response services.
- When safe to travel, go to the school to collect your child -- your child will NOT be released otherwise.
- **Students will only be released when a designated adult comes for him/her.**

Tsunamis

A zone of extreme seismic activity circles the Pacific Basin from the southernmost reaches of Chile to Alaska in the eastern part of the basin, and from New Zealand through to Japan and the Aleutian Islands in the western part of the basin. This "Ring of Fire," as it has been named by scientists, periodically generates earthquakes that produce large ocean waves called tsunamis that may threaten island and coastal settlements.

Tsunamis are a rare but serious threat.

Three main types of tsunamis could impact B.C.'s coast:

Pacific-wide Tsunami:

A Pacific-wide tsunami originates in a location other than coastal North America. The impact to British Columbia will depend on the source distance, magnitude and direction of approach. B.C. arrival times of a Pacific-wide tsunami will be 6 hours to 18 hours, depending upon the place of origin and magnitude.

Regional Tsunami:

A regional tsunami originates off coastal North America including the area from the Aleutian Islands or to southern California, excluding the Cascadia Subduction Zone. Alaska, including the Aleutian Islands, is the principle source area for regional tsunamis affecting B.C. The time to reach the northern B.C. coast can be less than one hour or as many as 5 hours. In 1964 a regional tsunami impacted the B.C. coast, causing significant damage to several communities.

Local Tsunami:

A local tsunami will be generated from a large subduction earthquake along the Cascadia Subduction Zone. For this event, Zone C (exposed west coast) would be the most affected area in B.C. There is also potential for a local tsunami to be generated from earthquakes occurring in inner waters such as Juan de Fuca Strait, the Strait of Georgia or Puget Sound, or from submarine slides in areas such as the Strait of Georgia.

Because travel time for any local tsunami is so short, very little can be done to provide warnings for the closest B.C. coastal areas. In designated coastal areas, anyone in coastal locations who feels strong shaking from an earthquake for more than one minute should assume that a tsunami has been generated and should immediately move to high ground.



Tsunami Emergency Response

The school will be notified through the Provincial Emergency Notification System Plan. The Provincial Emergency Program (PEP) issues:

- warnings – imminent danger
- advisory – potential threat
- watch - advanced alert

Warnings:

- School will respond to PEP direction concerning time and place
- Teachers to provide supervision until parents or the designated emergency adult comes for him/her
- Students whose parents do not arrive within the period designated by the PEP will be transported to higher ground at St Joseph’s Catholic Church
- Staff will stay with students until relieved by appropriate rescue personnel



Fire:

Three fire drills will be conducted annually. 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.

Fire Extinguisher Inspection

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Attached.

Evacuation Procedures re Fire:

On hearing a fire alarm staff will evacuate students and visitors through the closest exit. In RWES each classroom has an emergency exit directly to the outdoors. Staff and students will congregate on the playing field a safe distance from the building. Students will stay with their classroom teachers, attendance is taken and reported to the Administrative Assistant.

Lock-Down Procedures re Intruders:

An intruder is an individual in the school building without authority, reason or permission to be in the school at that time.

All doors to the school are to remain locked except for the front door of the school. All visitors should be directed to the office to check in on arrival.

Staff should be alert to individuals whose behaviour conflicts with the school environment and promptly inform the principal or school office of the presence of intruders and trespassers.

Section 177, [School Act](#)

- (1) A person must not disturb or interrupt the proceedings of a school or an official school function.
- (2) A person who is directed to leave the land or premises of a school by a principal, vice principal, director of instruction or a person authorized by the board to make that direction
 - (a) must immediately leave the land and premises, and
 - (b) must not enter on the land and premises again except with prior approval from the principal, vice principal, director of instruction or a person who is authorized by the board to give that approval.
- (3) A person who contravenes subsection (1) or (2) commits an offence.



- (4) A principal, vice principal or director of instruction of a school or a person authorized by the board may, in order to restore order on school premises, require adequate assistance from a peace officer.

Lockdown Procedures:

RWES will conduct two lockdown drills each year, one in the spring and one in the fall.

- PA announcement that we are having a Lockdown
- The Principal or designate locks the front doors
- The Administrative Assistant contacts 911 and locks the office doors
- Classroom teachers close doors to classrooms, cover windows and seat students on the floor alongside the windows. Take attendance. Call The Administrative Assistant if students are outside your classroom (i.e. washroom)
- Classes in the gym will remain there.
- Staff to lock doors and cover windows of the room they are present in when lockdown activated
- Teachers shall remain with their classes until given the all clear by the principal or RCMP
- Principal or TIC checks the office area and washrooms for stranded students.

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...”

In September of each year RCMP staff will be invited to instruct students on bear safety when travelling to and from school.

1. If you see a bear on or around school property:

Go inside the school right away
Tell the first adult you see

2. If the bear 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 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



Pandemic Response

1. Planning and Coordination

Isolation Area – Sick Bay

- a. Single case illnesses will be isolated in the RWES medical room until parents can be notified and arrive to take custody of the student.
- b. Multiple case illnesses will be isolated in the gym on fitness mats and provided with blankets until parents can be notified and arrive to take custody of the student.
- c. The Principal or designate will be responsible for providing care for the students until parents arrive.
- d. The Gold River Medical Centre will be informed 250-283-2626 if multiple illnesses occur.

2. Separating Students and Staff

- a. Sick students and staff should always be required to stay home. Students and staff who appear to have an influenza-like illness at arrival or become ill during the day must be promptly separated from other students and staff and sent home.
- b. The Administrative assistant will maintain updated parent/guardian and emergency contact information to ensure quick contact when a child becomes ill at school.
- c. When possible and if the sick person can tolerate it, he or she should wear a surgical mask when near other persons.
- d. Staff members who provide care for persons with known, probable or suspected influenza or influenza-like illness will use appropriate personal protective equipment (masks, gloves).

3. Continuity of Student Learning

- a. Teachers will provide copies of lessons and assignments to students not able to attend school.

4. Infection Control Policies and Procedures

- a. Staff and students that are sick with flu like symptoms are advised to remain at home.
- b. Upon request, a local health nurse may provide an annual fall flu talk to children and staff on proper hand washing and cough/sneeze etiquette.
- c. Principal will advise the Superintendent and public health when $\geq 10\%$ of school population is away ill.

5. Communication Planning

- a. Please monitor SD84 website for information on school closures and reopening.



Personal and Family Preparedness

What can you and your family do to minimize the chance of coming into contact with the agent that causes the pandemic influenza?

1. Wash hands often. When soap and water are not available, use alcohol based disposable hand wipes or gel sanitizers.
2. Cover nose and mouth with a tissue when sneezing or coughing or cough or sneeze into your sleeve. Wash hands after you cough or sneeze.
3. Avoid touching eyes, nose or mouth. A person can become ill by touching a contaminated surface and then touching their eyes, nose or mouth.
4. If you or a family member becomes sick with flu like symptoms, stay at home, get plenty of rest and contact a health care provider as needed.
5. Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods and avoid smoking which may increase the risk of serious consequences if you do contract the flu.

| RWES EMERGENCY DRILL SCHEDULE – 2016/2017 (Drill times will be announced at the beginning of the week on the morning announcements) | |
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| FIRE DRILLS | Sept. 26-30 Oct. 11-14 (Fire Prevention Week) May 8-12 |
| EARTHQUAKE DRILLS | Oct. 20 (Great BC Shakeout) April 10-13 June 5-9 |
| LOCKDOWN DRILLS | Nov. 14-17 Feb. 14-17 |

