

EMERGENCY PREPAREDNESS PLAN SCHOOL BOARD OFFICE AND MAINTENANCE SHOP 2017-2018

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, SBO and Maintenance (CUPE) employees are expected to remain at their 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 the Gold River worksite. Employees who have child(ren) should have arrangements in place for the care of their child(ren) by others until they can be released from their duties.

Earthquake Kits:

Emergency preparedness (earthquake) supplies for 24 hours are located in (1) the large cupboard in the hallway next to the Board Room's main entrance door and across from the alternate SBO entrance door; and, (2) next to the main front entrance door of the SBO, in the corner below the front window, next to the coat rack. Two generators (with four five-gallon jugs of gas), trouble lights, vests, etc., are located in the Atco trailer in the Maintenance Yard – and a back board and shovel are located in the School Board Office.

Drills:

An earthquake drill will be held annually.

BASIC EMERGENCY PLAN

The following basic emergency plan has been developed and implemented by the Supervisors of the School Board Office and Maintenance Shop with input from staff and community emergency experts.

Site and Floor Plans for the School Board Office and Maintenance Shop

Emergency Preparedness floor plans for the School Board Office are posted at doorways throughout the building (yellow), showing the primary and secondary routes of egress. Employees will evacuate using the closest and safest exit. The floor plans with emergency routes for the SBO and for the Maintenance Shop are attached.

People Requiring Assistance to Evacuate Facility:

There are currently no physically challenged employees requiring assistance to evacuate. In the event of injury, injured employees who can walk will be assisted out the building by the employee(s) closest in proximity. If an employee is injured and cannot walk, he/she will be left behind and immediately reported to Gold River emergency evacuation personnel for rescue.

First Aid Treatment, Qualified First Aid Attendants and Supplies:

The designated First Aid Attendant(s) will attend to injuries: Lynne, Romeo, Steve. The first aid kits are located (1) in the credenza in the SBO Staff Room; (2) on the wall mounted above the sink in the Maintenance Shop; (3) in each school bus; (4) in each District vehicle; and, (4) in the upper right cupboard in the server room downstairs in the SBO.

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

Once all employees are in the SBO upper parking lot and/or accounted for, it will then be determined who will get the emergency supply kits to the evacuation area, if required, and any other delegation of tasks.

Personal Care Available:

There are emergency food and water supplies in the emergency storage cupboard located by the Board Room door in the School Board Office. Alternate washroom facilities outside will be established by the employees, if needed. Employees will provide support and care for each other, as needed.

Time of Day / Potential for Inclement Weather Conditions:

If dark, there are two generators located in the ATCO building if lighting is needed. Wind-up flashlights are available in the emergency supply cupboards. Tarps, garbage bags and blankets are available if there is snow or rain – as well as supplies for building temporary shelters, if needed.

Method of Accounting for Whereabouts of Staff and Visitors

A roll call will be taken in the marshalling area (upper parking lot). It is important for all employees to communicate with reception when they are going to be out of the building so that their whereabouts are known in the event of an emergency.

Potential Site, Interior and Exterior Hazards

- Falling trees
- Broken glass (windows)
- Furniture, blocking walkways
- Falling ceiling components (tiles, etc.) or articles projecting from tops of shelves (hopefully not!)
- Jammed doors preventing egress

Shut-down Procedures for Interior and Exterior Hazards

The lock-out procedures for water and electricity are posted in the mechanical room. No person is to re-enter any unsafe building.

Inventory of Neighbourhood Hazards, Resources and Temporary Shelter Sites

- Payless Gas Station (explosion)
- Powerlines – *Note: Stay a minimum of 10 meters or 35 feet away from downed powerlines*
- Falling trees
- Large rocks rolling down the hill towards the SBO
- Propane tank behind Maintenance Shop
- PEP/Gold River Emergency Plan in place
- Ray Watkins Elementary will be the Gold River Social Service Headquarters in the event of an earthquake, and the School Board Office will be the alternate Emergency Operations Centre if the Village Office is compromised.

Emergency Communication in the Event of a Power Failure:

Every employee in the SBO and Maintenance Department will be trained on how to use the satellite phone (located in front office), and this will be reviewed on an annual basis. Satellite phones will be assigned to specific employees at the time of the emergency, and they will be responsible for them. The emergency phone is located in the front office on the shelf below the spare desk. All District vehicles have radios.

Delegation of Tasks in the Event of an Emergency:

Most of the employees who work in the SBO/Maintenance Department are travelling on a regular basis so it is not possible to plan ahead in terms of delegation of tasks. Once everybody who is present in the building, gathers in the marshalling area, tasks will be delegated as necessary.

EARTHQUAKE RESPONSE FOR SCHOOL BOARD OFFICE AND MAINTENANCE SHOP

Attention Employees:

- **Once shaking starts**, you are to immediately take shelter under desks or work tables, grasping legs firmly. Alternately, you can stand in a corner or against an inside wall, covering your head and neck with your arms and hands, facing away from glass.
 - **If outdoors**, get into an open area away from trees and buildings. If close to downed powerlines, keep feet together and shuffle. Do not break contact with feet and ground! Stay a minimum of 10 meters away from any compromised outdoor electrical boxes (such as at RWES).
 - **If driving**, pull the vehicle to the side of the road and stop. Avoid power lines and overpasses. Remain inside until the shaking stops. Stay in car if powerlines have come down – don't step out!
 - **If in a crowded public place**, do not rush for the doors. Move away from display shelves containing objects that may fall.
 - **In all instances, drop, cover and hold; protect your head as much as possible.**
- **Count seconds out loud for the duration of the quake**, which will help to calm you and to identify how long the earthquake lasts. The longer it lasts, the more cautious you must be.
- **When the shaking stops, stay where you are.** Count to 60 to give things a chance to settle.
- **Before getting up**, check above and around you to make sure there is nothing that is going to fall on you.
- **Leave the building and report to the marshalling area**, which is the SBO parking lot.
- **First Aid Attendants will attend to any injuries.**
- **Do not leave the property.** Wait for signal to return to the building and/or further direction from your Supervisor or designate.
- **Stay calm and lend a hand to others in need.**

FIRE RESPONSE FOR SCHOOL BOARD OFFICE AND MAINTENANCE SHOP

Location of Fire Alarms

- School Board Office, top floor: at front door, at side door, and at top of stairs
- School Board Office, bottom floor: at door at the bottom of the stairs by shredder

Location of Fire Extinguishers

- School Board Office, top floor: at front door and in staff room in credenza
- School Board Office, bottom floor: at both exterior doors plus in the Mechanical Room by the door
- Maintenance Shop: three located in Shop, plus all the spares are stored there

Attention Employees:

- **If you are alerted to a fire in the building** and it is a small fire (e.g. fire in the waste paper basket), extinguish it immediately using the fire extinguisher. **However, if there is any doubt that you will be able to extinguish the fire, immediately pull the fire alarm.**
- **Leave the building and report to the marshalling area**, which is the SBO parking lot.
- **The Supervisor or designate will take attendance.**
- **First Aid Attendants will attend to any injuries.**
- **Do not leave the property.** Wait for signal to return to the building and/or further direction from your Supervisor or designate.
- **Stay calm and lend a hand to others in need.**

LOCK-DOWN FOR SCHOOL BOARD OFFICE AND MAINTENANCE SHOP

Attention Employees:

In the event of a potential intrusion

- **The employee who has been notified will immediately make an announcement throughout the School Board Office and Maintenance Shop, and call the RCMP.**
- **Lock the doors, pull the blinds and shut off the lights** in your work area.
- **Stay away from the windows** until notified by Supervisor or designate.
- **Stay calm and lend a hand to others in need.**

WILDLIFE SAFETY FOR SCHOOL BOARD OFFICE AND MAINTENANCE SHOP

Attention Employees:

If you see a bear on or around the School Board Office or Maintenance Shop, go inside the building and alert all SBO/Maintenance employees and also notify Ray Watkins Elementary School.

If the bear sees you, do not approach the bear. Slowly back away towards the building while watching the bear. Do not turn and run. Once inside, notify all other employees and notify Ray Watkins Elementary School.

If the bear moves towards you, slowly back away towards the building while making loud noise; i.e. yell "Go away!" If the bear continues to move towards you, stop and keep shouting at the bear. Keep moving slowly towards the building whenever the bear stops. Do not turn and run and do not "play dead". Once inside, notify all other employees and Ray Watkins Elementary School.

Report all bear sightings on School District property to the Conservation Officer at 250-286-7630.

If you see a cougar, remember that cougars are very different than bears. Cougars do not bluff charge and playing dead is never recommended in a cougar attack.

Don't run. Cougars are a powerful predator and running may trigger an attack.

Face the cougar and retreat slowly. Keep direct eye contact with the cougar while you slowly retreat towards safety.

Look larger than life. Raise your arms above your head to make yourself look larger than normal. This may help to intimidate the cougar. You may also want to throw rocks and yell at it. Aggression will often scare it off.

Report the sighting immediately, to the SBO and Maintenance employees, to Ray Watkins Elementary, and to the Conservation Officer at 250-286-7630.

If working at another school, follow these same procedures (with the exception of reporting to RWES).