

**EMERGENCY PREPAREDNESS PLAN  
ZEBALLOS ELEMENTARY SECONDARY SCHOOL  
2017-2018**

**As per 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.*

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**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 employees at Zeballos Elementary Secondary School 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. 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 Zeballos School. 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 is located outside the exit door of the secondary wing. 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 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.

Fire:

Revised September 2016  
Revised: September 2015  
Revised: February 2015  
Revised: October 2017

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 Zeballos Fire Department. The two organizations will jointly establish the ZESS fire safety plan.

#### **Site and Floor Plans for Zeballos Elementary Secondary School**

Emergency evacuation drawings are posted at the entrance/exit of Zeballos Elementary Secondary School and each room, displaying the primary and secondary evacuation route to the outside assembly area.

#### **People Requiring Assistance to Evacuate Facility:**

*No special cases for the 2017/2018 school year.*

#### **First Aid Treatment, Qualified First Aid Attendants and Supplies:**

*Sheila John (04/21/18), Florence John (04/21/18), Kim Johnson (01/21/19),  
Liz Hansen (04/21/18), Arlene Coburn (01/21/18), Randy Hlagy (11/02/19), Maggi Miller (01/21/19).*

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

The disaster survival backpacks in each classroom will be carried by the teacher or designate. If time permits, as decided by the Principal or person in charge, any necessary emergency supplies stored in the emergency container will be loaded into the School Bus and transported to the evacuation area.

#### **Personal Care Available:**

Most staff are trained in First Aid.

#### **Time of Day and Potential for Inclement Weather Conditions**

Drills will occur in various weather situations and at various times of the day.

#### **Method of Accounting for Whereabouts of Staff and Visitors**

All classrooms have a current class list on a clipboard. The teachers are responsible for taking the clipboard with them in the event of an emergency. The school secretary will also bring any daily attendance to the meeting spot outside. The Principal will check building and washrooms before exiting the building.

### **Potential Site, Interior and Exterior Hazards**

OH & S Staff makes semi-annual inspections of the facility. One hazard during an evacuation is that students must walk along the road between the school and the evacuation sight. Students are encouraged to walk in single file along the right-hand edge to keep out of the way of traffic.

### **Shut-down Procedures for Interior and Exterior Hazards**

#### Water

Shut off valve is in the Mechanical Room 119 at the back of the school in the fenced in area. Valve 1 is the main shut off.

#### Hydro

Main breaker is in the Electrical Room 106 at the front of the school. It is labelled MDL main breaker Sean, Cherie, Randy, and Arlene have keys to the electrical room.

### **Inventory of Neighborhood Hazards, Resources and Temporary Shelter Sites**

There is a fire hydrant at the front of the school. There is a Community Health Center next to the school. The evacuation site is at the Tsunami sign, .5 kilometer uphill from the stop sign on Parkway.

### **Emergency Communication in the Event of a Power Failure**

#### Satellite Phone:

403-799-0153

### **Delegation of Tasks in the Event of an Emergency:**

At the direction of the Principal or person in charge.

### **Evacuation Procedures re: Earthquake**

#### **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 disaster survival kit. Students bring jackets and backpacks.
- Check attendance at the assembly area in front of school. Report any missing students to principal.
- Stay alert for aftershocks.
- Do NOT re-enter building until instructed by the principal.

Revised September 2016  
 Revised: September 2015  
 Revised: February 2015  
 Revised: October 2017

**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 or meet at the evacuation Tsunami sign, .5 k uphill on the forest service road, 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 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:** Travel time from ZESS to evacuation site – 10 minutes.

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

- warnings – imminent danger
- advisory – potential treat
- 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 will be transported to the tsunami sign uphill on the Forest Service Road, .5 kilometres from the stop sign on Parkway.
  - Staff will stay with students until relieved by appropriate rescue personnel.



**Evacuation Procedures re: 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.

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### Fire Drill Procedures

1. Instruct students to line-up quietly at the classroom door when the alarm sounds. Students are to leave the building with the class they are in at the time.
2. Teachers will ensure all windows and doors are closed. Classroom Disaster Kits and attendance rosters should be in the possession of the teacher.
3. Students are to be led by a teacher in a single file to the fire exit allocated by room number and then to the parking lot at the front of the school.
4. Attendance should be taken by teachers, given to the school secretary, who will report missing persons to the Principal.
5. Staff and students are not to re-enter the building until the regular bell sounds "all-clear".

### 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 Zeballos Fire Department. The two organizations will jointly establish the ZESS fire safety plan.

### **Lock-Down Procedures re Intruders:**

#### 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; Principal will lock the front door of the school. All visitors should be directed to the office to check in on arrival to sign in.

Staff should be alerted 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.

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

**Lockdown Procedures:**

- PA announcement that a lockdown is in place (LOCKDOWN, LOCKDOWN, LOCKDOWN).
- Principal locks the front doors.
- Admin Assistant contacts 911 and locks the office doors.
- Classroom teachers close and lock doors to classrooms and seat students as out of sight as possible. Take attendance. Call the Admin Assistant if students are outside your classroom (i.e. washroom).
- Classes in the gym will remain there.
- Students in the washrooms will remain there.
- 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.
- Take direction from the RCMP.

**Procedures re: Wildlife Safety**

School District Policy E.28 states that because of the location of schools in the 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...”

Staff will discuss bear and cougar safety with students at regular intervals.

1. **If you see a bear or cougar on or around school property:**  
Slowly move away and go inside the school  
**Tell** the first adult you see
2. **If the bear or cougar sees you:**  
Don't approach the animal  
**Slowly back away** toward the school or house while watching the animal  
**Never 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 animal to **Go away!**  
If the animal continues to move toward you, stop and keep shouting. Make yourself look big. Keep moving slowly toward the school whenever the animal 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 ZESS medical room until parents can be notified and arrive to take care 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.
- c) The Principal or designate will be responsible for providing care for the students until parents arrive.
- d) The Zeballos Medical Centre will be informed 250-761-4274 if multiple illnesses occur.

##### 2) Separating Students and Staff

- a) Sick students and staff should always stay home. Students who appear to have an influenza-like illness at arrival or become ill during the day will be separated from other students and staff, and parents contacted.
- 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) If necessary, and if the sick person can tolerate it, he or she should wear a surgical mask when near other persons.
- d) Staff 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) The local health nurse will 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.

*What can you do to ensure your family is prepared?*

- 1) Food - 2-week supply minimum
  - a) No refrigeration, preparation or cooking
  - b) Formula for infants or special nutritional needs
- 2) Pets
  - a) Food, medication, water
- 3) Water - 2-4 litres/ person/day
  - a) Use clean plastic containers
  - b) No milk cartons or glass bottles
- 4) Medical
  - a) Have extra prescription and non-prescription drugs and supplies
  - b) Store health/cleaning supplies
- 5) Talk to your family about how they would be cared for if they get sick.
- 6) Find out now about your child's school/day-care emergency policies.

**Hand Washing:**

Washing your hands properly consists of the following steps:

- 1) Remove jewellery and watches from fingers and wrists.
- 2) Wet hands under warm running water.
- 3) Apply soap and rub hands together for 10 seconds to produce lather.
- 4) Wash all surfaces thoroughly, including wrists, palms, backs of hands, between fingers and thumbs, and under finger nails, for 20 seconds.
- 5) Rinse hands with fingers pointing downward.
- 6) Dry hands with a clean or disposable towel.
- 7) Turn off the water with the same towel used to dry your hands. Do not turn off the taps with solely your hands as this will only re-contaminate them.
- 8) If single use, dispose of the towel in the nearest waste basket.

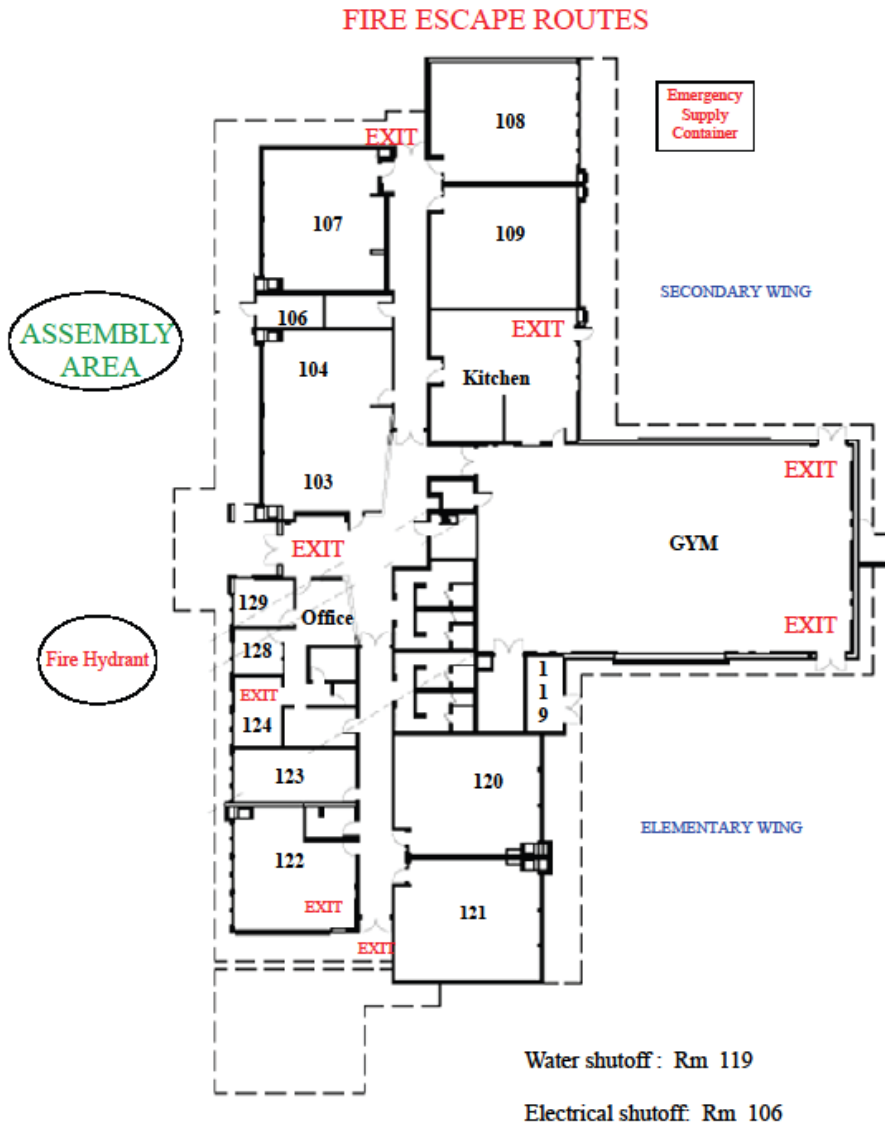
**Sanitizing your hands with an alcohol based sanitizer ( $\geq 60\%$  alcohol) consists of the following steps:**

- 1) Remove jewellery and watches from your fingers and wrists.
- 2) Apply an alcohol-based hand sanitizer to your hands.
- 3) Rub all surfaces thoroughly, including wrists, palms, backs of hands, between fingers.

*Note: You can call HealthLink BC at 8-1-1, 24 hours/day, seven days/week to speak to a nurse if you have more questions or if you are feeling ill.*

Appendix 1 – Map of School

Field Code Changed



Revised September 2016  
Revised: September 2015  
Revised: February 2015  
Revised: October 2017

## Appendix 2 - Emergency Preparedness Supplies Inventory

### **Bin #1 Contents**

- Wool blankets - 5
- Emergency blankets - 32
- Water purification tablets – 3 pkgs of 50

### **Bin #2 Contents**

- Tarps – 4
- Sleeping Bag – 1
- Safety Glasses – 4
- Garbage Bags
- Whistles – 2
- Candles – 5
- Matches- 6 pkgs
- Tape – Yellow, Pink, Orange, Caution
- Flashlights & Batteries – 4
- Safety Vests – 3
- Light Stick
- Gloves – 64
- Rope – 2 100'
- Tent pegs – 2 pkgs of 8
- Saw, Hacksaw, Hammer, axe and crowbar
- Hard Hats – 2
- Velcro – 2 rolls

### **Bin #3 Contents**

- Gloves – 5 pairs
- Scissors – 5
- Wet Wipes – 60
- Maxipads – 18, Tampons - 20
- Hand Sanitizer, Deodorant – 4, face masks – 2 pkgs
- Toothbrush and toothpaste – 5
- Toilet paper – 15 small 3 large
- First Aid Kit – Level 2, additional small First Aid kit.
- CPR Pocket kit
- Coveralls - 5

### **Bin #4 Contents**

- Food Rations – 42 pkgs of 9
- Blankets – 8

### Appendix 3: Classroom Disaster Backpack Contents

#### **Kit Contents**

- Laminated class lists and clipboard
- Small first aid kit
- Pencils and notepads
- Permanent marker
- Identity vest or neon hat for teachers
- Card listing teacher's roles and responsibilities
- Crowbar
- Leather work gloves
- Dust masks
- 20 L collapsible water container
- 10 emergency blankets
- Flashlight and batteries
- waterproof matches
- multi-purpose jack knife
- whistle
- 4 fire sticks
- 25 garbage bags
- roll of toilet paper
- package of maxi pads