

KYUQUOT ELEMENTARY SECONDARY SCHOOL
EMERGENCY PREPAREDNESS PLAN
2016-2017

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.

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 Kyuquot Elementary Secondary School are expected to remain at KESS 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.

Employees at Kyuquot Elementary Secondary School who have child(ren) in KESS should have arrangements in place for the care of their child(ren) by others until they can be released from their duties.

Earthquake Kits:

The earthquake kits in Kyuquot School will be checked during the month of October to ensure that 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. All drills will be reported to parents in Kyuquot School's newsletters.

Earthquake drills shall be conducted during the following months:

- (1) October
- (2) Winter
- (3) Spring

Personal Care Available:

Each teacher is responsible for their designated classes, with the assistance of the support staff, until the parents arrive to take their children. Arrangements would be made with NTC to provide appropriate counselling as required; until that point, the professional staff at the school would be providing as much support as possible, as well as the VIHA Nurse from the Kyuquot Nursing Outpost. The classroom kits will include enough nourishment to keep everyone going for several hours. There are washrooms in the gym and in one of the portables not attached to the school. There are also washrooms in each of the teacherages. In the event of a catastrophic event, that would be dealt with at the time. *(Once the emergency storage container is ready for use, it will be equipped with shovels, tarps, ropes, etc., to be used to make portable emergency washroom facilities and/or emergency shelters.)*

Time of Day and Potential for Inclement Weather Conditions:

Depending on whether or not the Maintenance Worker/Custodian is available, the emergency generator will be used. *NOTE: The Principal and at least one or two people must learn how to turn on the generator, including (suggested) Archie Vincent from the community. Alternate people must be trained to turn on the generator and given access to the rooms to do that. Currently, only Derek Chidley and Rick Osenenko know how to operate the generator.* The gym by far is the most stable structure in Kyuquot that would withstand an earthquake. There are approximately six emergency blankets in the school, but no supplies of flashlights (for example) in place to deal with darkness.

Method of Accounting for Whereabouts of Staff and Visitors:

Designated individuals would determine where the visitors are and would search them out. Staff always communicates with the office prior to leaving the school site with students to do things like bush walks, harvesting cedar bark, berry picking, etc.

Potential Site, Interior and Exterior Hazards:

In the event of a major earthquake, the VHF antenna on the school roof could fall down. There is one propane tank to the left of the front door of the school with a 20' line under the school that connects to the kitchen.

Shut-down Procedures for Interior and Exterior Hazards:

The propane tank must be turned off.

Inventory of Neighbourhood Hazards, Resources and Temporary Shelter Sites:

At the present, Kyuquot School is the neighbourhood shelter in the event of an earthquake. If there was a fire in the school, staff and students would go down the hill to the community for shelter and make plans for the immediate future.

Emergency Communication in the Event of a Power Failure:

During school, the Maintenance Worker/Custodian will turn the generator on and, if in the mornings, would be within 5-10 minutes as long as he is available. If it happens when he is not available (after lunch, for example), the Custodian 3 would be contacted because there is no phone in the school that can be used without power. The Principal or designate would go to all of the classes and inform teachers and students and if power was not possible, students would be dismissed.

5. Once on the field, teachers will take attendance. All students on class list MUST be accounted for (present, absent from class, or missing).
6. The classroom teacher will appoint a runner to deliver attendance ASAP to Principal or designate on the school field near the entrance.
7. Teachers are to stay on the field unless explicitly directed otherwise by the Principal or designate.
8. The Principal will inform teachers as to further steps and when it is safe to return to classes.

Lock-Down Procedures re Intruders:

The following steps are to be taken in the event of KESS going into "Lockdown" mode. This procedure will be followed in the event of a violent physical threat to the students and staff of KESS:

1. The Principal or designate will announce "*the school is going into lockdown*" which signifies that the school is going into lockdown mode. Following this announcement, all teachers will:
 - a. Close the doors to their classrooms.
 - b. Everyone to stay as quiet as possible.
 - c. Close the windows and slide bulletin boards across the windows (or close blinds, where applicable).
 - d. Seat students on the floor alongside bookshelves or walls adjacent to the window.
 - e. Take attendance.
 - f. Wait for further instruction.
2. Teachers with students in the gym should close the doors, keep everyone as quiet as possible, and take attendance. If there is a class on the field during this time, they will be notified after which they should proceed to the gym.
3. If the lockdown occurs during lunch or recess, all students outside should proceed, with the Supervisor, to the gym which will be locked. Students inside the school should proceed, with another Supervisor, to the nearest classroom and follow above instructions.
4. Immediately following announcement, the Administrative Assistant if necessary should call for help from the RCMP. Meanwhile, the Principal will lock the front and back doors to the school while checking washrooms and other areas for stray students.
5. Periodic announcements, if appropriate, will be made to comfort people and keep them updated.
6. Once the situation has been neutralized, the Principal or designate will give classrooms the "all clear" over the PA, following which classes/activities will continue with the Principal making room-to-room visits to explain the situation and ensure that everyone is ok.

Fire drills shall be conducted during the following months:

- (1) September
- (2) Winter
- (3) Spring

The Principal will ensure that each employee has a copy of the fire drill procedure. Each teacher will instruct his/her students in the approved fire drill procedure and make special provisions for any students who is physically or mentally incapable of proceeding safely to an exit.

BASIC EMERGENCY PLAN

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

Site and Floor Plans for Kyuquot Elementary Secondary School:

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

People Requiring Assistance to Evacuate Facility:

There are currently no individuals with special mobility needs at the school. However, if there are elders present, they will be assisted as required. Also, special assistance is always provided to the primary students.

First Aid Treatment, Qualified First Aid Attendants and Supplies:

The following employees are qualified First Aid Attendants in Kyuquot Elementary Secondary School this year:

- Derek Chidley, Maintenance Worker/Custodian (expiry 04/16/17)
- Emma Joe (expiry 04/18/16)
- Janice John, YCCW (expiry 04/16/17)
- Joanne Osenenko, On-Call CUPE (expiry 04/21/18)
- Lynne Norbjerg (expiry 04/21/18)
- Natalie Jack, AA1 (expiry 04/21/18)
- Priscilla Jack, NHS/LA (expiry 04/16/17)
- Rick Osenenko, Custodian 3 (expiry 04/21/18)
- Sonya Smith, Temporary NHS (expiry 02/26/16)
- Tracey Gosselin, On-Call NHS/SNEA/POC (expiry 04/18/16)

The First Aid kit is located in the main office in the first aid cupboard. All employees are aware of its location.

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

The Principal or designate will take the first aid supplies from the office, or make arrangements for someone else to take them. The classroom teachers will take responsibility for getting the classroom kits to the evacuation site.

Delegation of Tasks in the Event of an Emergency:

This will be case specific, depending on the emergency and who is at the school at the time. It will start with the Principal or designate, who will give out tasks according to the need and who is available.

Evacuation Procedures re Earthquake:

During Shaking:

1. Students and staff take cover.
2. Ideal location is beneath desk or table (kneels down, put head down to knees, hang on to table leg with one hand, cover back of neck with other hand).
3. If no desk/table is available, the next best location is a door frame (brace yourself against it, hang on with one hand, cover face with other hand). If no desk/table is available, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
4. DO NOT EXIT THE BUILDING!
5. The primary danger is falling objects and breaking glass.

After Shaking Stops:

1. Stay under cover for 60 seconds (to wait for aftershocks)! Counting out loud will help to keep you focused!
2. After 60 seconds with no shaking, it is important to stay calm and move cautiously, checking for unstable objects and other hazards above and around you. If you are injured, treat yourself first and then assist others. If safe to do so, students and staff will exit the building carefully (follow the evacuation route).
3. If someone is unable to move (trapped, injured), do not attempt to move them unless danger is mortal and imminent. Assure them that someone will be back to assist them.
4. Each classroom teacher will take their attendance on the school field and report to the Principal or designate - all students on class list must be accounted for (present, absent, missing).
5. Teachers and support staff will stay with students on the field until explicitly directed otherwise by the Principal or designate.

Evacuation Procedures re Fire:

When the fire alarm sounds:

1. Classes are to evacuate in an orderly fashion to the school field following the established evacuation route posted on the emergency exit door.
2. Teachers are to ensure that all doors and windows are closed upon leaving.
3. Teachers must take the class list and daily attendance book with them to the field.
4. The Principal or designate must do a walkthrough of all classes, rooms and portables to assure that all students and staff have evacuated the building.

Following a Lock-down Situation:

Please Note: This will be case-specific, depending on the situation.

1. Students will be sent home with a note explaining what happened. This will aid greatly in getting a clear message out.
2. Support staff should be utilized to comfort upset students. In cases of high emotions, parents should be contacted before the student leaves the school.

Procedures re Wildlife Safety:

The three main concerns in Kyuquot are cougars, black bears and wolves. There is a well-established and well-known procedure throughout the community and school regarding wildlife. Sightings are communicated immediately and, if bears, everyone is to keep their distance. With every cougar sighting within five kilometers from Kyuquot School, it is announced by VHF and on the Community Facebook and students are not to walk alone up and down the school hill. Students must be either accompanied by adults or driven to school for the next two to three days after a cougar sighting, and are not allowed to play outside the school further than 5-10 meters from the building.

If wolves are sighted, everyone is to use common sense and respect, and keep your distance. If bears and wolves are starting to be seen regularly, the Principal or designate will contact the Conservation Office for the best advice, and everyone is kept informed.