



EMERGENCY PREPAREDNESS PLAN GOLD RIVER SECONDARY SCHOOL 2026-2027

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.

INTRODUCTION

It is expected that all staff are completely familiar with the school's Emergency Preparedness Plan as follows. It is also imperative that staff noticing any shortcomings in the plan report them to administration so that they can be remedied.

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, Gold River Secondary 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 GRSS. 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.

Emergency Drills, Procedures, and Evacuation Routes:

Training and education about emergency procedures will take place within the first two weeks of school and be reviewed intermittently.

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, and make special provisions for the care of any student who may be physically or mentally incapable of proceeding safely to an exit.

Fire

Three fire drills will be conducted annually. Each teacher shall instruct the students of his/her class in the approved fire drill procedure, at least once in the fall and once in the spring, and make special provisions for the care of any student who may be physically or mentally incapable of proceeding safely to an exit.

Intruder Alert/ Lockdown Procedures

Two lockdown drills to be conducted annually, one in the spring and one in the fall. Each teacher shall instruct the students of his/her class in the approved lockdown procedure.

Evacuation routes and marshalling procedures shall be posted in each classroom. The Principal will ensure that each classroom has a copy of the fire, earthquake, and lockdown procedures.

Emergency Drills, Procedures, and Evacuation Routes:

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.

Earthquake Kits and Emergency Supplies:

Earthquake kits are located in the external storage room in the gym (See Appendix 1: School Map)

Update January and June to ensure they are current.

The container contents are itemized in the 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 in the 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.

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.

First Actions in Case of Emergency:

In case of fire, find the nearest fire alarm pull station, and pull the lever to engage the alarm. If doing so does not put you at risk call 911. Also, if doing so does not put you at risk and if the fire is small enough, find the nearest fire extinguisher and attempt to put out the fire. Be aware of smoke and fumes, and if you experience any symptoms (dizziness/light-headedness) evacuate immediately.

In case of earthquake or lockdown, if doing so does not put you at risk call 911.

For all emergencies, if doing so does not put you at risk call the school district office.

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:

- Nobody requiring assistance in 2026-2027

First Aid Treatment, Qualified First Aid Attendants and Supplies:

The designated First Aid Attendants for employees are **Katrina Kornylo, Carol Donaldson, Connie Chan.**

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

Items to Bring to Marshalling Station Upon Evacuation of the Building

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

Marshal Stations and Accounting for Persons:

The Marshalling Station is the upper student parking lot. 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 admin assistant will also bring any daily attendance to the meeting spot outside. The Principal will check building and washrooms before exiting the building.

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 is given

Staff and Guests: The Administrative Assistant will record the attendance of all staff, volunteers and visitors.

Attendance will be taken and recorded every three (3) hours for the duration that students are in the care of the school.

Time of Day

GRSS 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 and/or emergency services staff.

Potential for Inclement Weather Conditions

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

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

- Hazards: suspension bridge, Gold River bridge, danger trees
- Resources: community recreation centre, shopping plaza
- Shelter: Gold River Chalet, Gold River Lodge, Community Centre
- Alternative washrooms: Peppercorn Trail washrooms at entrance to school property, community playfields

Emergency Communication in the Event of a Power Failure

- Use of PEP centre communications located in Nerd Bowl
- 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.

Emergency Drills/Procedures

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.

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

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.

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 extinguishers will be inspected by SD 84 Operations Department annually, as well as monitored by the OH&S committee during inspections.
- A fire safety inspection will be conducted annually in collaboration with the Gold River Fire Department. The two organizations will jointly establish the GRSS fire safety plan.

Evacuation Procedures re: Fire

“ADVISE PERSON IN CHARGE IMMEDIATELY”

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

During Instructional Time

- 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.)
- 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.
- Teachers are to ensure that all students under their charge remain together while exiting and waiting in the student parking lot.
- Teachers are to ensure that all students under their charge are a safe distance from the school.
- 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**.

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:

- 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.
- If the PA is not available shout the same message in hallway.
 - Check all hallways and try to get to washrooms as well.
 - 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
 - Establish, if you can, whether anyone is missing.
 - If school is destroyed or partially destroyed try to establish where students/adults were last seen to provide info to rescuers.
 - 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:

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

- Two lockdown drills will be conducted annually, one in the spring and one in the fall.
- All doors to the school are to remain locked except for the front door of the school and the doors to the primary and intermediate playgrounds.
- 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.

Lock-Down Procedures re Intruders:

- A person from the office will announce twice "THE SCHOOL IS GOING INTO A LOCKDOWN SITUATION".
- The office will contact the RCMP through 911 and describe the situation.
- The office will be made secure and doors locked.
- 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.
- All other staff members are to remain in the room they are located and lock the doors.
- Principal or designate will check for any students stranded in the washrooms.
- The office staff will call and check with each teacher by intercom.
- Everyone is to remain in the secured area until they are given the "All Clear" from office staff.
- 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..."

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

If you see a bear or a cougar on or around school property:

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

If the bear or cougar sees you:

- Don't approach it, and make yourself look as big as possible
- Slowly back away toward the school or house, if it is a cougar keep eye contact at all times
- Do not turn and run
- Tell the first adult you see

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!", make lots of noise

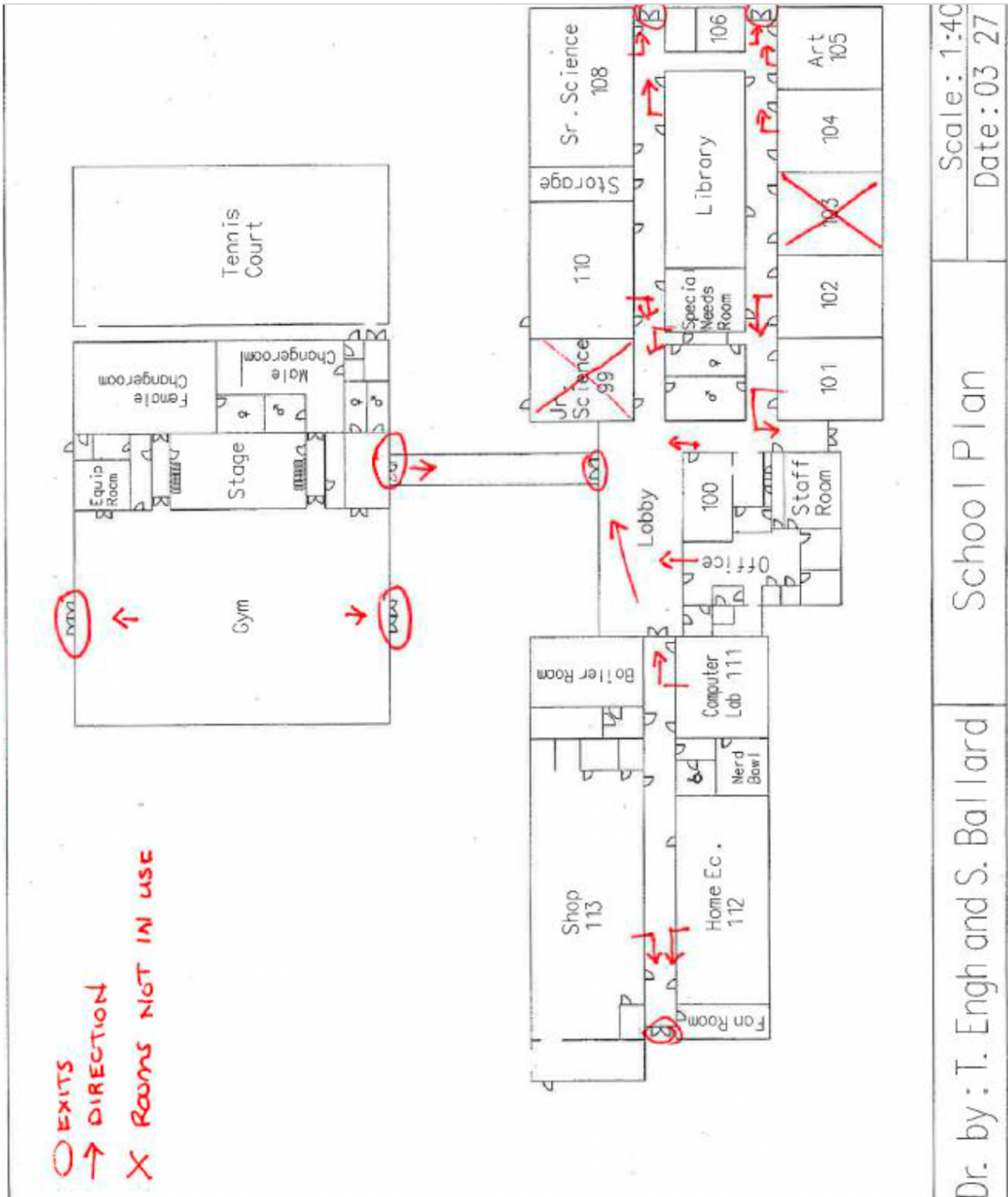
If the animal continues to move toward you:

- stop and keep shouting. Move 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

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.

Emergency Exits in Red



Appendix 2 – Emergency Preparedness Supplies Inventory

(stored in NSOP storage room)

Inventory will be completed in August 2026 by Katrina Kornylo and Jeff Rockwell

Appendix 3 – Classroom Disaster Survival Kits Contents

NONE – removed from classes and stored in Room 103

- **Appendix 4 – Emergency Drills Schedule**

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<u>Fire Drills</u>	<u>Earthquake Drills</u>	<u>Lockdown Drills</u>
September	October Great BC Shakeout	December
November	April	February
January	May --June	
March		
April		
June		

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Appendix 5 – Tsunamis

• 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

