Kyuquot Elementary Secondary School
General Delivery, Kyuquot, BC
V0P 1J0
T: (250) 332-5260 F: (250) 332-5332

EMERGENCY PREPAREDNESS PLAN
KYUQUOT ELEMENTARY 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 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 will be completely familiar with the school's Emergency Preparedness Plan as follows. It is also imperative that staff, noticing any shortcomings in the plan, an report them to administration so that they can be addressed promptly.

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 a child in KESS should have arrangements in place for the care of their child by others until they can be released from their duties.

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Emergency Drills, Procedures, and Evacuation Routes:
Training and education regarding emergency procedures will take place within the first two weeks of school and be reviewed at monthly staff meetings.

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
Six 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.

NOTE: If a fire threatens the school, if it's coming down the hill from the school, KCFN's evacuation site would be down at the Helicopter landing near the Center.

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.

Earthquake Kits and Emergency Supplies:
The KESS Emergency supplies are in the Emergency Supplies Room in Portable 4 – Fitness Centre. (See Appendix 1: School Map). The Emergency Supplies Room contents are itemized in Appendix 3: Emergency Preparedness Supplies Inventory. All staff members have a key to the Emergency Supplies Room. The school's outdoor program equipment shall be stored with the emergency equipment and considered part of its emergency supplies.

There are disaster survival kits in each classroom. The inventory of the kit contents is included in Appendix 2: Classroom Disaster Survival Kits Contents. Teachers and staff members will do their best to ensure kits are with them when evacuating the building.

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BASIC EMERGENCY PLAN

The following basic emergency plan has been developed and implemented by District Personnel, the Principal of Kyuquot Elementary 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 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:

- No one, as of September, 2026.

First Aid Treatment, Qualified First Aid Attendants and Supplies:

The designated First Aid Attendants for employees are: **Jim Baron and Nicalena Chidley**
Other trained employees include the Noon Hour Supervisors, Custodians, Special Needs Teacher Assistants, Administrative Assistant and the Youth and Child Care Worker.

First Aid supplies are primarily located in the school office, small First Aid kits are available in classrooms.

Items to Bring to Marshalling Station upon Evacuation of the Building

Classroom Emergency Kit:	Classroom Teacher
Class List:	Classroom Teacher
Class Comfort Kit:	Classroom Teacher
Primary First Aid Kit:	Principal, Designate, or Administrative Assistant
Injury Report Binder:	Principal, Designate, or Administrative Assistant
2 VHF Radios	Principal, Designate, or Administrative Assistant

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SPOT Satellite Signal Device Principal, Designate, or Administrative Assistant

Marshal Stations and Accounting for Persons:
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 the building and washrooms before exiting the building.

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

Unless otherwise directed, students and staff report to the school field. The admin assistant and principal shall also marshal there to take attendance and take command and control of the emergency.

It is important for all students and staff to realize that in an emergency we need to account for all people known to have been present at the time of the emergency, so simply going home is not an acceptable option for students. It could result in responders endangering themselves if they believe a rescue search is necessary.

Time of Day
KESS 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
In the event of a major earthquake, the VHF antenna on the school roof could fall down. There is one propane tank just outside the north wall of the main building which supplies the school's kitchen via a 20-meter line. The propane tank must be turned off. The area under the VHF antenna should be cordoned off.

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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 (Custodial staff, Maintenance staff, Administrative Assistant and the Principal or designate). Services will be shut off by qualified staff only when it is deemed safe.

Inventory of Neighborhood Hazards, Resources and Temporary Shelter Sites
If an emergency requires that staff and students move from the school site one of the approved marshalling/shelter sites shall be used. These are as follows:

- Kyuquot First Nations Community Centre
- The district Administration Trailer

If directed to do so staff and visitors should go to one of these sites. If circumstances dictate that one should flee from the school or its grounds, even in the absence of direction to do so, these sites should be the first choice as a point of refuge.

Emergency Communication in the Event of a Power Failure
The KESS Facebook Page, VHF radio, telephone, or SPOT Device shall be used for communication between the school and parents and the community.

Delegation of Tasks in the Event of an Emergency:
The primary responsibility of all staff is the safety of the children.

During most emergencies occurring while school is in session the principal or designate shall be in command of the school site and the emergency response. One notable exception is that the RCMP assumes all command-and-control functions in the event of a Lockdown.

When the school is used by the community as a shelter for a community emergency, the principal shall cede operational command and control to the community command and control team but will retain authority regarding the use of school resources or changes or alterations to the physical plant. The principal shall, to the maximum extent possible, support the community command and control personnel.

Emergency Drills/Procedures
There are many kinds of emergencies, and each one is different. For each of those listed in this section guidelines are provided. These have been developed by experts and should be followed carefully. Occasionally circumstances require thinking on one's feet under pressure. Adjust only as necessary.

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Most emergencies unfold in a manner that allows the principal to be in charge. However, if circumstances dictate that you are in charge, in addition to the procedures described in this section keep in mind and address the following questions.

Questions to be Considered when Responsible for Responding to an Emergency:

- Has the principal and office been notified?
- If possible, should I look for a way to shift the responsibility for responding to this emergency to him/her?
- Does a classroom door need to be closed and/or locked?
- Do the main school doors need to be locked?
- Has 911 been called?
- Has the School District Senior Management been notified?
- Do students and staff know where they should be?
- Is a consistent message for public inquiries and media necessary? (Ordinarily **only** the principal should be the only media contact).
- Have parents been notified (using VHF and Facebook, School Messenger System)?
- Should signage be placed on doors?
- Does all staff need to be notified?

<u>Earthquake:</u>

- 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 Procedure re: Earthquake

During:

- 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

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After:

- After shaking stops and the class has counted to 60, EVACUATE the building and move to the assembly area. Do not return to the building. Bring attendance roster and classroom emergency kit. Be sure to walk the class outside of the potential collapse zone as you approach the evacuation area.
- Check attendance. Report missing students/ staff/visitors 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 and a school official officially notices the release.**

Fire:

- Six 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, as well as monitored by the OH&S committee during inspections.

Evacuation Procedures re Fire:

- Classes are to evacuate in an orderly fashion to the school field following the established evacuation route posted on the emergency exit door.
- Teachers are to ensure that all doors and windows are closed upon leaving.
- Teachers must take the class list and daily attendance book with them to the field.
- 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.
- Once on the field, teachers will take attendance. All students MUST be accounted for as either present or missing.

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- The classroom teacher will appoint a runner to deliver attendance ASAP to principal or designate on the school field near the entrance.
- Teachers are to stay on the field unless explicitly directed otherwise by the principal or designated person.
- The principal will inform teachers as to further steps and when it is safe to return to classes.

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 behavior conflicts with the school environment and promptly inform the principal or school office of the presence of intruders and trespassers.

Lockdown Procedures for Students:

- Immediately stop what you are doing and wait for your teacher's instructions. There should be no talking.
- If you are in the washroom or outside of class, you should immediately report to the nearest classroom, even if it is not your own.
- Your teachers will be locking the door to your classroom and once the door is locked, they are not allowed to open it for you. You must move quickly if you hear the message announcing a lockdown.
- Immediately turn off your cell phone and hand it to your teacher. DO NOT CALL ANYONE. Calling out will make it more difficult for the RCMP to deal with the emergency.
- If you have not been able to get to a locked classroom you must try to hide yourself and stay quiet. This might mean staying in the washroom.
- Whether in your classroom or wherever you are hiding, stay very quiet.
- The lockdown does not end until an RCMP officer enters your room to tell you it is over. Do not respond to PA announcements telling you it is over.
-



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Lockdown Procedures for Staff:

If you hear that lockdown procedures have been initiated, please do and understand the following:

- The classroom teacher or designate is in command of the classroom.
- Quickly move towards your classroom door, open it and scan for any students in the hallway. Get them into your class quickly. Lock and close your door. **As soon as possible, communicate to the principal WHO IS IN YOUR ROOM**
- **Note:** You may wish to keep your classroom locked at all times so that you don't need to enter the hallway, potentially exposing yourself to the intruder.

- Close all blinds and slides.
- Turn off the classroom lights.
- Determine the most protected part of the classroom and gather your students together in that location or, alternatively you may wish to have your students spread out throughout the classroom. There are advantages and disadvantages to the "cluster" and "spread out" approaches to hiding in the classroom. Consult the principal for details.
- Ask all students to power down their phones and hand them to you for safekeeping.
- Experts have found out that cell phone calls make things worse in a lockdown by creating unnecessary worry and making it harder for the police to do their job.
- Additionally, something as benign as an alert light going on a phone could attract the intruder to your class.
- Try to re-assure students.
- Ensure that all talking should be done in whispering voices, and that students understand that they me asked to stop all talking immediately on command.
- Monitor your district email account for communication.

Lockdown Procedures for Administration or Teacher-in-Charge

- Initiate the lockdown with the announcement, "Attention All Staff — for security reasons, please initiate lockdown procedures."
- After 30 seconds repeat the same message with the following words added: "Refer to your Lockdown Procedures Clipboard for further instructions."
- Lock all exterior doors if safe to do so.
- Call 911.
- Call the school board office.

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- Develop a consistent message for use if there are phone inquiries.
- Develop a consistent message for use with the KESS Facebook Message to parents, informing them that the school has initiated a lockdown for Safety Reasons and ask them to stay away from the school until further notice.
- Secure the VHF radio.
- Communicate to staff district email.

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..."
The three main concerns in Kyuquot are cougars, black bears and wolves. The local community and village have a well-established and well-known procedure regarding dangerous wildlife siting's based on cooperation and communication.

- Every cougar siting within five kilometers of the school is announced by VHF and on the community Facebook page. A siting initiates a three-day caution period. During this period 1) Students must be accompanied by adults on their way to and from school and 2) While at school outside time is limited; students may play in the new playground and only with direct supervision. Without direct close supervision students must be kept inside.
- Wolf and bear sightings initiate a one-day caution period with the same restriction.
- If dangerous wildlife is seen regularly the principal or designate will contact a Conservation Officer.
- Throughout all caution periods and with all sightings the principal or designate will provide regular reminders and updates using the school's Facebook page.

<u>If you see a bear or a cougar on or around school property:</u>

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

<u>If the bear or cougar sees you:</u>

- 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 always keep eye contact

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- 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 **sc**hool 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.

Procedures re Dangerous Situations and Events:

Student Fight:

Staff members approaching a student fight should only do so with a partner and only after notifying the school office. When approaching the altercation, the staff member should scan for weapons and assess his/her ability to intervene. Issue a room clear (or area clear) to all bystanders. Identify yourself. Maintain casual eye contact, keep your hands free, watch the periphery of the area and ensure you have a clear exit. Attempt to break up the fight with words first. Listen. Let them talk. Let them save face.

Spilled Body Fluid:

Always use gloves when cleaning or tending to injuries involving spilled body fluids. Wear a mask if there any possibility of being sprayed by the fluid. Clean up using Stabilized Chlorine as found in the Bodily Fluid Kits. Clean up and dispose by placing contaminated fluids and items in

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plastic bags (double bag). Consult the Bloodborne Pathogen Program Guide located in the first aid cupboard in the school office, for other details.

Death, Serious Injury or Medical Situation:

The cause of a serious injury and the circumstances surrounding the incident will affect your behavior during the event and afterwards if you have experienced psychological trauma. If the injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the event is handled. Never assume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time. If you encounter someone with a serious injury or medical situation or who may have died, call 911 and send for one of the school's FAA's. Find an assistant to stay with you. Send someone to report the situation to the office. Issue a room clear to all others. Try to stay calm and help others do the same. Wait for the principal, police, and/or medical personnel and then rejoin your students.

Suicide, Suicide Attempt or Threat:

Make every effort to protect students from witnessing what is happening or has happened. Call 911 and send it to one of the school's FAA's. Find an assistant to stay with you. Send someone to report the situation to the office. Issue a room clear to all others. Try to stay calm and help others do the same. Wait for the principal, police, and/or medical personnel and then rejoin your students.

Emergency Contact Names and Phone Numbers:

KCFN Nurse:
Available 7 days a week
250-332-5289 (Okime) or 250-332-5368 (Kyuquot Clinic) or VHF channel 06

Emergency management:
Director of Safety & emergency management: Colin Mathie
250-332-5002 (Direct line)

Emergency management services coordinator
Elizabeth Jack
250-332-5006 (Direct line)

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VHF Channels

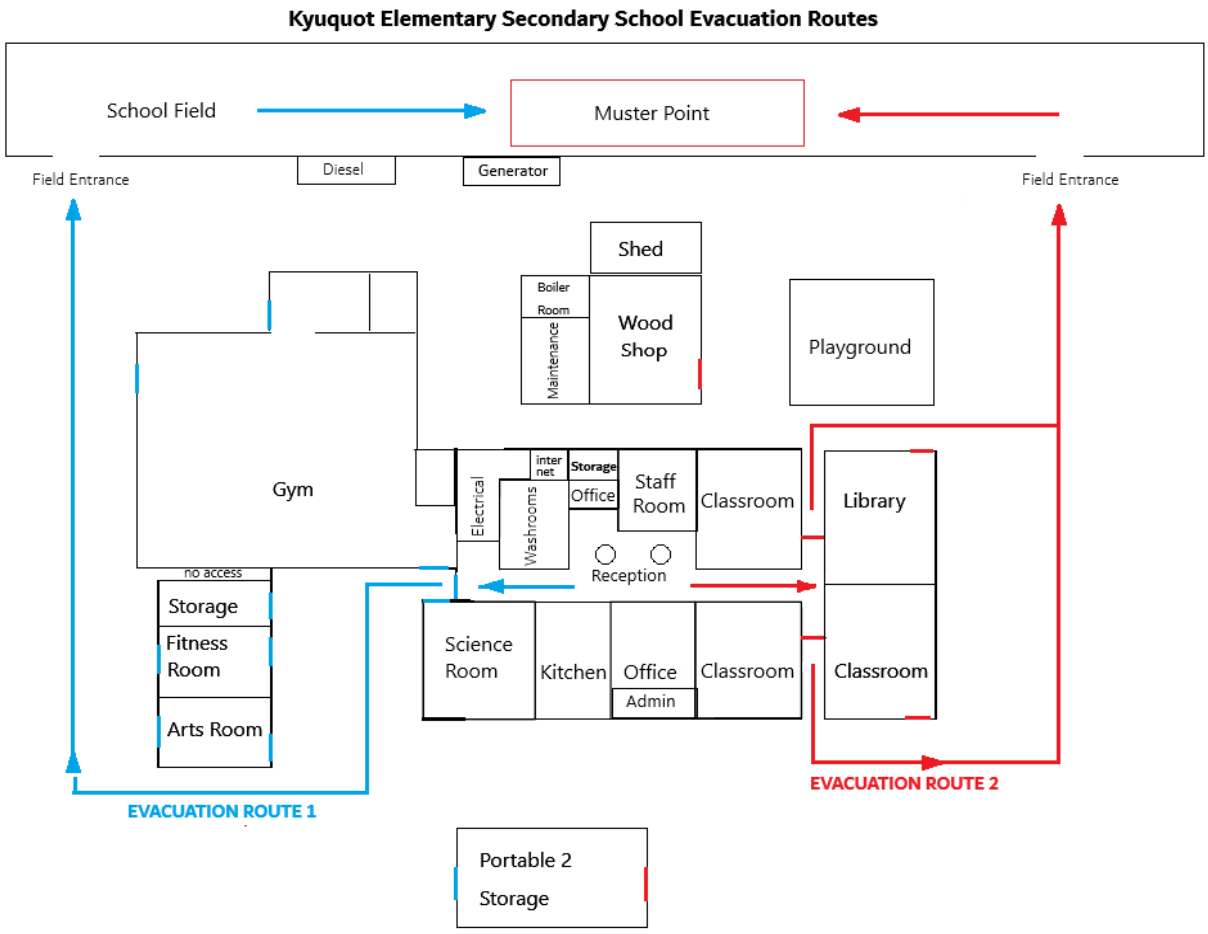
- KCFN First Responders are always on standby by on VHF channel 10 for emergencies
- Local channel 14
- Coast guard VHF channel 16

Alertable:

We encourage residents and visitors to use Alertable to stay aware. Check for closures, restrictions and hazards in advance. Know before you go. Keep yourself and others informed and up to date with Alertable. For more information on how to sign up, visit [https://www.srd.ca/alerts-notifications] (https://www.srd.ca/alerts-notification

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Appendix 1 – School Emergency Exit Map



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Appendix 2 – Classroom Disaster Survival Kits Contents

Each classroom will be equipped with an emergency kit which will be inspected annually. Teachers (or designates) shall take emergency kits with them during evacuations. Emergency kits shall include the following items:

- 10 large Safety Pins
- Basic First Aid Kit
- 10 Rain Ponchos (or plastic garbage bags)
- 1 Bottle Chewable Tylenol Tablets
- 1 High Visibility Vest (for the teacher)
- 2 rolls toilet paper
- 1 box small sealable (zip lock) cellophane bags
- 1 box Feminine Sanitary Pads
- 1 Flashlight with batteries (check batteries annually for expiration and strength)
- 1 extra set batteries (checked annually for expiration and strength)
- 1 Multipurpose Utility Knife
- 1 Water Container (collapsible bladder)
- 1 Bottle waterless/self-rinsing hand soap
- 1 Whistle
- 1 Lighter and 1 set Matches
- 1 roll Duct Tape
- 1 package of Fire Starter
- 1 box (minimum 12) Granola Bars (replaced/swapped out, annually)

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Appendix 3 – Emergency Preparedness Supplies Inventory

- 5 High Visibility Hard hats
- 5 High Visibility Vests
- 5 Gallon Pails with Lids
- Tents
- 5 Tarps (approximately 16 by 20 feet)
- 200 feet of Nylon Rope
- Climbing Equipment
- Paddles
- 10 Emergency Blankets
- Tarps
- Shovel
- Axe
- Food Provisions
- Heavy Duty Pry Bar
- Fire Extinguisher
- Sledgehammer
- 6 – Ton Hydraulic Jack
- Water Purification Tablets

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Appendix 4 – Emergency Drills Schedule

Fire Drills	Earthquake Drills	Lock Down Drills
Sept 23 - Fire Drill	Dec 9 - Earthquake Drill	Nov 17 - Lock Down Drill
Oct 15 - Fire Drill	Jan 21 - Earthquake Drill	Feb 17 - Lock Down Drill
Nov 27 – Fire Drill	April 13 - Earthquake Drill	
Dec 14 – Fire Drill		
May 13 - Fire Drill		
June 7 - Fire Drill		

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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.

Two 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 3-6 hours, depending upon the place of origin and magnitude.

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.

Arrival times - Local tsunami could be 15-20 minutes to less than an hour for the arrival time of the first tsunami wave. 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.

Depending on the location of the earthquake and magnitude, Earthquakes could last 3-5 minutes. Distant tsunamis will take 3+ hours for the arrival of the first tsunami wave, depending on location on the earthquake.

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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 remain on the school field
- Staff will stay with students until relieved by appropriate rescue personnel
- KCFN does have a Tsunami siren that will be activated in the event of a tsunami warning.

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