

EMERGENCY PREPAREDNESS PLAN
ZEBALLOS ELEMENTARY SECONDARY SCHOOL
2026-2027

Administrative Procedure 150: **Emergency Preparedness:**
The School District 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.

Administrative Procedure 153: Responding to Unexpected Health Emergencies
This plan shall be implemented in conjunction with Administrative Procedure 153: Responding to Unexpected Health Emergencies. Staff shall be familiar with procedures related to Automated External Defibrillators (AEDs), naloxone kits, and emergency response to sudden medical emergencies

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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, Zeballos Elementary 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 ZESS. 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.

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Emergency Drills, Procedures, and Evacuation Routes

Annual Expectations :

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

Annual orientation shall include awareness of the location and use of AEDs and naloxone kits in accordance with AP 153

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.

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.

Refer to Appendix 4 – Emergency Drills Schedule

Earthquake Kits and Emergency Supplies:

The container is located at the Ehatis Tsunami evacuation area. (See Appendix 5 for map to evacuation area). The container contents are itemized in *Appendix 2: Emergency Preparedness Supplies Inventory*. A key to the container is kept in the office and Master Keys also open the lock. Master Keys are held by custodians, the administrative assistant, Principal, and Vice-Principal.

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.

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BASIC EMERGENCY PLAN

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

Check Head Start Room for children under the age of five.

First Aid Treatment, Qualified First Aid Attendants and Supplies:

Lourdes Manalad
First Aid supplies are primarily located in the medical room.

Unexpected Health Emergencies

In the event of a cardiac arrest, opioid overdose, anaphylaxis, severe asthma attack, or other life-threatening medical emergency, staff shall follow Administrative Procedure 153: Responding to Unexpected Health Emergencies. Staff should immediately call 911, summon trained first aid assistance, and retrieve available emergency response equipment including AEDs and naloxone kits as appropriate.

Items to Bring to Marshalling Station Upon Evacuation of the Building

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.

Where safe and practical to do so, designated staff should ensure emergency medical equipment, including AEDs and naloxone kits, remains accessible during an extended evacuation.

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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 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. Evacuation areas are across the street in the covered area or in the case of tsunami drills 1 km up the forestry access road by the warning signs.
The admin assistant and principal shall also marshal there to take attendance and take command and control of the emergency.

Time of Day and Potential for Inclement Weather Conditions

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

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
<u>Water</u>
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.
<u>Hydro</u>
Main breaker is in the Electrical Room 106 at the front of the school. It is labelled MDL main breaker
Adam, Tim, Randy, and Lourdes 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, 0.5 kilometers uphill from the stop sign on Parkway.

Emergency Communication in the Event of a Power Failure

SPOT Device

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Delegation of Tasks in the Event of an Emergency:
The primary responsibility of all staff is the safety of the children. The principal and administrative assistant will coordinate attendance rosters, inventory supplies and be responsible for communicating with staff and families. School staff can be assigned other tasks if they are not required to provide primary care to students.
Roles and responsibilities identified in this plan are supplemented by the procedures outlined in AP 153.

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Emergency Drills/Procedures

Earthquake

- Three earthquake drills to be conducted annually. (See Appendix 4 – Emergency Drills Schedule)
- Teachers will discuss earthquakes and earthquake safety with their classes at least once in the fall and once in the spring.

Earthquake Evacuation Procedure

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

After:

- After shaking stops and the class has counted to 60, EVACUATE the building. 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 at the assembly area. Report any 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 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.

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Tsunami

- Two tsunami drills will be conducted annually (See Appendix 4 – Emergency Drills Schedule).
- Each teacher shall instruct the students of his/her class in the approved tsunami 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.
- Teachers will discuss tsunamis and tsunami safety with their classes at least once in the fall and once in the spring.
- One drill will involve using the bus to evacuate the Zeballos West Side EOC location, and the other drill will be a walking drill to the same location.

Tsunami Evacuation Procedure (See Appendix 5 – Tsunamis)

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Fire

- 6 fire drills will be conducted annually (See Appendix 4 – Emergency Drills Schedule).
- 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 Zeballos Fire Department. The two organizations will jointly establish the ZESS fire safety plan.

Fire Evacuation Procedures:

- 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.
- Teachers will ensure all windows and doors are closed. Classroom Disaster Kits and attendance rosters should be in the procession of the teacher.
- 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.
- Attendance should be taken by teachers and given to the Administrative Assistant, who will report missing persons to the Principal. Do not send a student runner, students should stay with their class.
- Staff and students are not to re-enter the building until the regular bell sounds “all-clear”.

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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 (See Appendix 4 – Emergency Drills Schedule), 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.

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.

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Wildlife Safety

Procedures re Wildlife Safety:

School District Administrative Procedure 319: Student Safety in the Woods 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..."

Key Safety Messages for Students:

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:

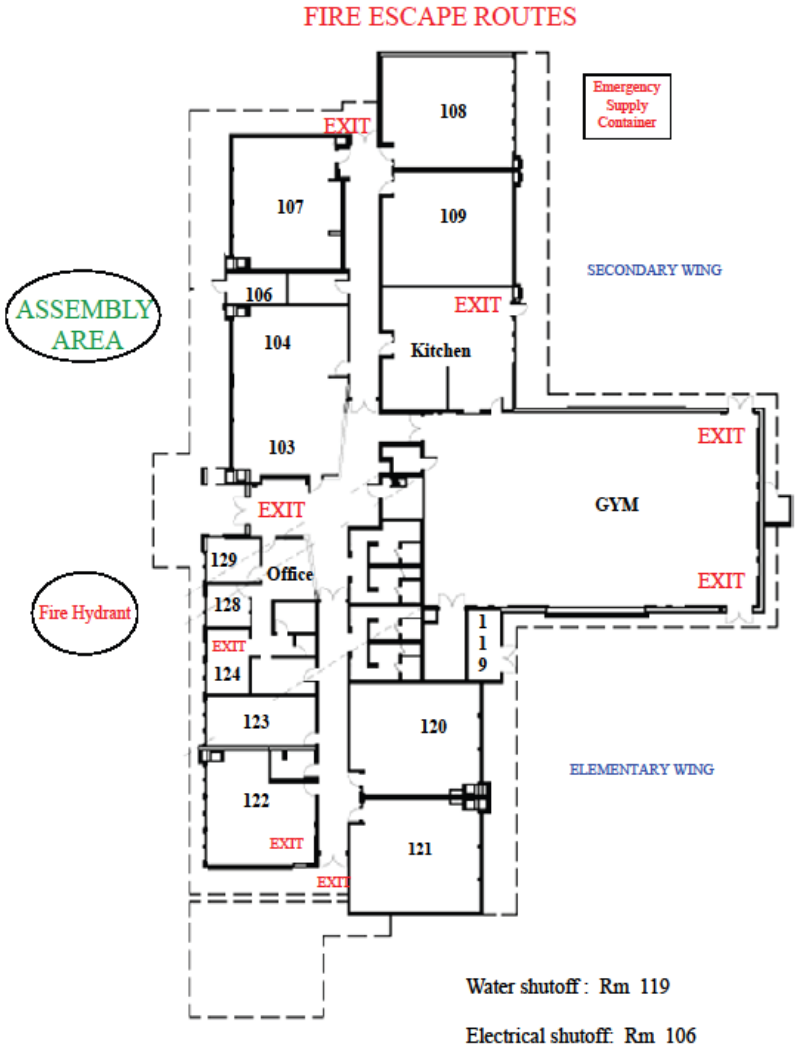
- stop and keep shouting. Move slowly toward the school whenever the animal stops
- Do not "play dead"
- Do not turn and run
- Get inside the **sc**hool as soon as you can, without running
- Tell the first adult you see

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.

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Appendix 1 – Map of School



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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

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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

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Appendix 4 – Emergency Drills Schedule

For 2026/27 School Year

Planned dates subject to change to allow coordination with Community Emergency Evacuation planning.

Fire Drills	Earthquake	Tsunami Drills	Lockdown Drills
September 24th	October 22nd	October 22nd	November 27nd
November 16th	January 14th	May 20th	February 11th
December 11th	May 20th		
February 5th			
March 11th			
June 11th			

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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 Notification in British Columbia

Alert Levels: Tsunami messages issued by National Tsunami Warning Center (NTWC), and rebroadcasted by Emergency Management and Climate Readiness (EMCR), will always use the same alert levels. They are Warning, Advisory, Watch, Information Statement and Cancellation. Each has a distinct meaning relating to recommended local emergency response activities. The following chart outlines the meaning of each alert level and recommended action. It is important to note that during a tsunami, updated information may result in a change in the alert levels.

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Alert Level	Threat	Action
WARNING	Flood wave possible	Full evacuation suggested
ADVISORY	Strong currents likely	Stay away from the shore
WATCH	Danger level not yet known	Stay alert for more information
INFORMATION STATEMENT	Minor waves at most	No action suggested
CANCELLATION	Tidal gauges show no wave activity	Confirm safety of local areas

From the highest to the lowest threat, the alert levels are:

- Warning;
- Advisory;
- Watch;
- Information Statement; and
- Cancellation.

Warning: A “Warning” is the highest level of tsunami alert. Warnings are issued when a tsunami with the potential to generate widespread inundation is either imminent, expected, or occurring. Warnings alert the public to the possibility of dangerous coastal flooding and powerful currents that can occur several hours after initial arrival. Emergency management officials are alerted to take action for the entire tsunami hazard zone. Actions may include the evacuation of low-lying coastal areas.

Advisory: An “Advisory” is the second highest level of tsunami alert. Advisories are issued due to the threat of a tsunami that has the potential to produce strong currents dangerous to those in or near the water. Significant inundation is not expected for areas under an Advisory but coastal zones may be at risk due to strong currents. Appropriate actions by local emergency management personnel may include closing beaches and evacuating harbours and marinas.

Watch: A “Watch” is the third highest level of tsunami alert. Watches are issued when a tsunami may impact the watch area at a future point in time. There is a potential threat to a zone under a tsunami Watch but communities have time to prepare. Emergency management personnel and coastal residents should prepare to take action in case the Watch is upgraded to an Advisory or Warning.

Information Statement: An “Information Statement” is issued when an earthquake or tsunami has occurred and may be of interest to the message recipients. In most cases, Information Statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations.

Cancellation: A “Cancellation” cancels any previously issued tsunami messages. It is issued when there is no longer observed evidence of tsunami waves at tide gauge stations. Local conditions may differ from those at tide gauge stations and local authorities should determine the safety of coastlines. Cancellations are the final tsunami message issued by EMCR.

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Map of Tsunami Notification Zones Northern Vancouver Island

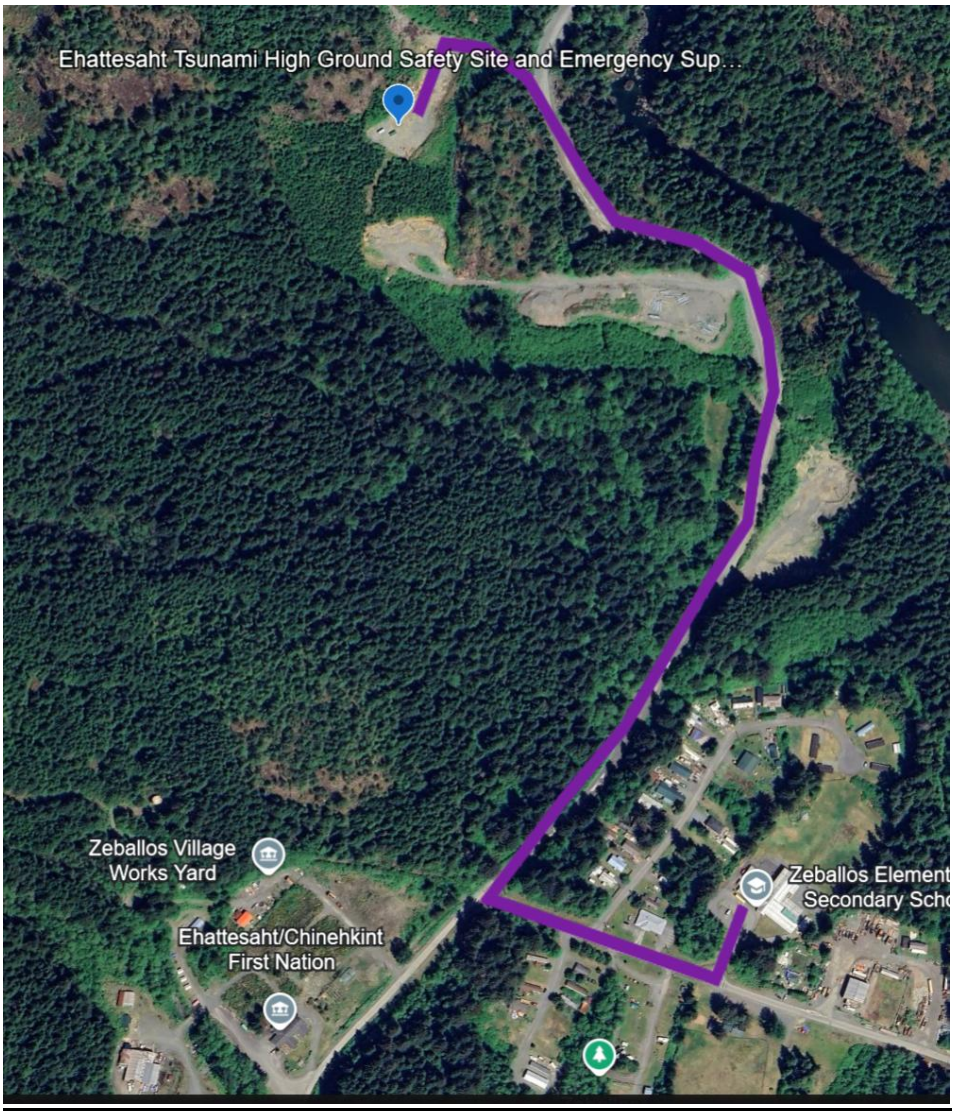


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Tsunami Emergency Response:

- School will respond to EMCR 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 EMCR will be transported to higher ground at Ehattesaht Tsunami High Ground Safety Site and Emergency Supply Cache
- Staff will stay with students until relieved by appropriate rescue personnel

Zeballos Elementary/Secondary School Tsunami Evacuation Route:



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