



# Okanagan Falls Elementary School

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V0H 1R0

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# Emergency Preparedness Plan 2011 – 2012

**OK Falls Elementary**  
**Emergency Preparedness**  
**Schedule**  
**2011/2012**

<b>Monday, Sept. 12</b>	<b>Fire Drill 11:40 am</b>
<b>Friday, Sept. 23</b>	<b>Fire Drill 8:50 am</b>
<b>Tuesday, Sept. 27</b>	<b>Fire Drill unannounced</b>
<b>Friday, Sept. 30</b>	<b>Lockdown Drill 10:10 am</b>
<b>Wednesday, Oct. 12</b>	<b>Earthquake Drill 8:50 am</b>
<b>Week of Jan. 9-13</b>	<b>Fire Drill unannounced</b>
<b>Week of Jan. 16-20</b>	<b>Lockdown Drill unannounced</b>
<b>Week of Feb. 13-17</b>	<b>Fire Drill unannounced</b>
<b>Week of Mar. 5-9</b>	<b>Earthquake Drill unannounced</b>
<b>Week of Apr. 16-20</b>	<b>Fire Drill unannounced</b>

# **EMERGENCY PREPAREDNESS PROCEDURES**

Appropriate procedures have been established for the safety of all students and staff in the event of an emergency. Practice drills for fires, earthquakes and intruders are held on a regular basis.

Fire practice drills are held each fall and each spring term (6 drills per year) Earthquake and intruder drills are each practiced at least once in both terms

Parents are requested to sign a student emergency release form in the event a serious occurrence results in school closure. The form provides authorization (if the parent / guardian is unable to collect their child(ren)), for the release of the child(ren) into the custody of another adult.

## **Student Release Procedures**

1. Evacuation of Okanagan Falls Elementary may occur in the event of a fire, a threat to school occupants or facilities, violent incidents/threats, severe weather, earthquake, or hazardous material spills, accidents, or explosions.
2. In the event of an evacuation
  - a) the teachers will maintain the students in an orderly manner on the assembly areas
  - b) on the direction of an Administrator, staff will lead their class to the Royal Canadian Legion, Branch 227 which has been designated as our emergency disaster release site  
  
The Seniors Drop-in Center will be used as a second/alternate release site.
  - c) staff will organize their class (seated and quiet) in a specified area at the Legion
  - d) using the School/Class Phone Tree, parents/guardians or emergency release contacts will be notified of the school evacuation and the pick-up location for their child(ren).
  - e) an Administrator and the school secretary will be responsible for manning a check-in desk for parents/guardians or emergency release contacts
  - f) parents/guardians or emergency release contacts will report to the check-in desk where a Student Emergency Release Binder will be located (taken from school office)
  - g) a release slip will be sent from the check-in desk to the appropriate teacher/class via a runner and the designated child(ren) will be brought to the desk for release to the adult
  - h) a master list of students released to the custody of parents/guardians or emergency release contacts will be kept at the check-in desk
  - i) students will remain in the care of the school/staff until they can be released

**SCHOOL DISTRICT NO. 53  
(OKANAGAN SIMILKAMEEN)**

**OKANAGAN FALLS ELEMENTARY SCHOOL EMERGENCY PREPAREDNESS**

LETTER TO PARENTS – re SCHOOL EMERGENCIES

***Dear Parents/Guardians:***

Our school has an emergency preparedness plan to help ensure the safety and well-being of your child(ren) and staff in the event of an emergency affecting the normal operation of the school. This plan includes procedures relating to fire, threats to the school, school evacuation, violent incidents, severe weather and school bus accidents.

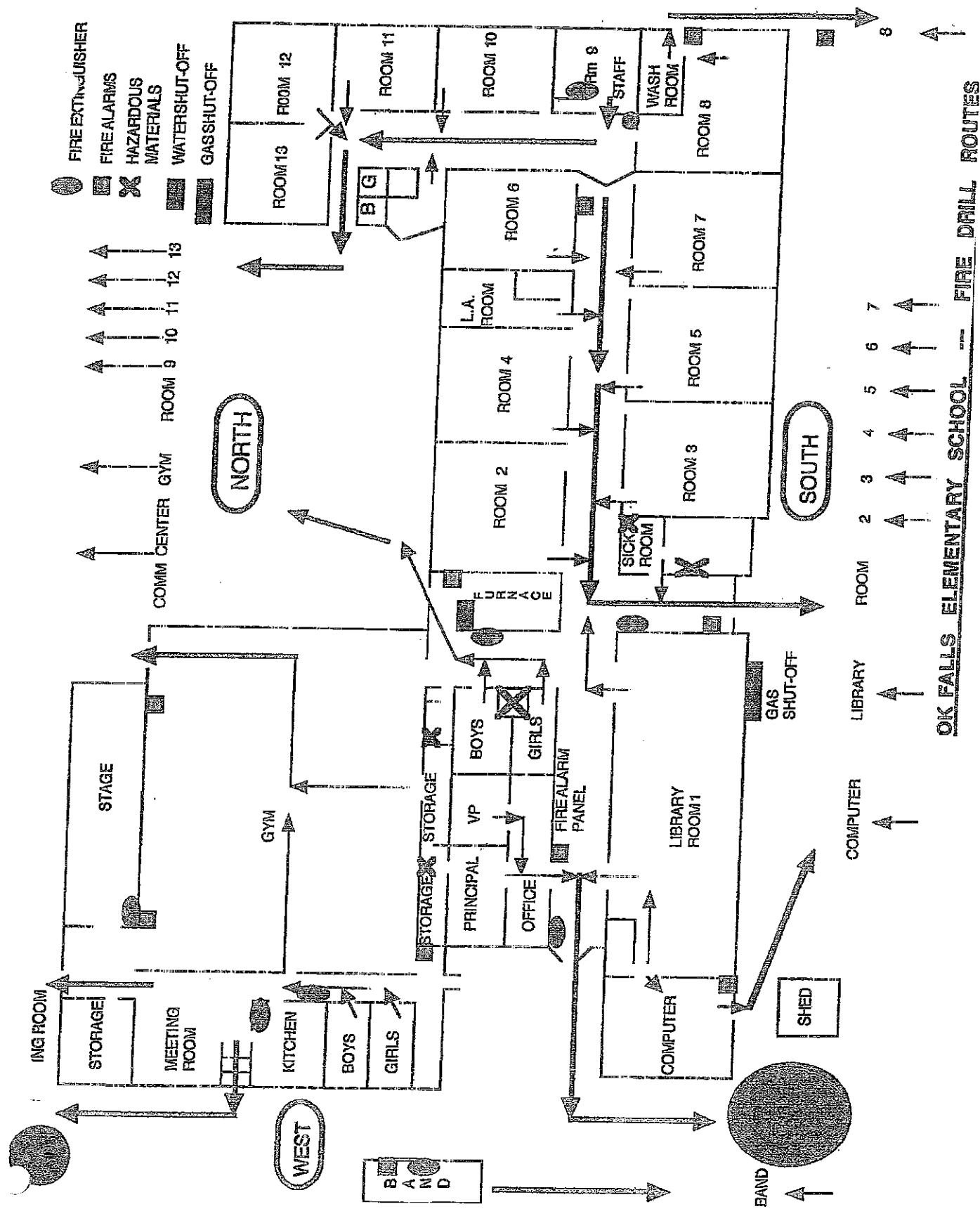
In the event of an emergency requiring the closure or evacuation of the school, these procedures will be followed:

- No student will be allowed to leave with anyone except their parent/guardian unless that particular person is listed on the student's Release Form in our files.
- All parents or designated persons who come for their child(ren) must ensure that *they report to a Parent Marshalling Area. Students will be signed out there*
- Do not directly seek out your child(ren) as school staff have established routines for their orderly release (following calm, orderly procedures will help all children feel less frightened).
- If you are unable to reach the school or evacuation location, contact your designated person to collect your child(ren).
- Do not call the school as telephone lines must remain open for emergency calls.
- Do not drive immediately to the school as school access routes and street entrances must remain clear for emergency vehicles.
- Any emergency instructions regarding the status of students at a district school will be broadcast on *all* local radio stations.

It is critical that we have your instructions regarding the release of your child(ren) if you are unable to reach the school should an emergency occur that affects the normal operation of the school. Please complete the Emergency Release Form and return it to your child's teacher as soon as possible. Please discuss this information and your family emergency plan with your child(ren).

***Yours respectfully,***

***Ms. Lisa McCall  
Okanagan Falls Elementary School Principal***



OK FALLS ELEMENTARY SCHOOL --- FIRE DRILL ROUTES

## OKANAGAN FALLS ELEMENTARY SCHOOL

### EMERGENCY PREPAREDNESS PROCEDURES

#### Fire

1. As the possibility of a fire occurring at Okanagan Falls Elementary School is real, appropriate procedures must be established for the safety of all students and staff, as well as the recognition of potential fire hazards
2. Fire practice drills shall be held three times each fall term (September to December) and three each spring term (January to June) at Okanagan Falls Elementary School. A record of the date, time and comments for each drill will be kept
3. The emergency fire safety plan includes:
  - a) a school floor and site plan, showing the locations of:
    - all fire emergency pull stations
    - all fire fighting equipment
    - fire alarm panel
    - mechanical and furnace/boiler room(s)
    - fire evacuation routes to outside and assembly area
    - fire department connection to building sprinkler system
    - fire hydrant(s) located on or near school
    - location of gas and power shut offs
  - b) a list of physically-challenged and/or wheelchair-bound students and staff indicating their whereabouts during the school work day and the need for assistance to evacuate these people (with advice from the local fire department)
  - c) a list and location of hazardous materials that might be harmful to students, staff and/or fire department personnel, should they become involved with a fire
4. When a fire is found or suspected, the following steps will be implemented:
  - a) activate the facility fire alarm before making any attempt to extinguish the fire
  - b) ensure all occupants are able to evacuate the building immediately to a safe assembly area
  - c) attempt to confirm the location of the fire in the facility, to advise the responding fire department
  - d) telephone 911, advising the operator of:
    - name of school
    - location/address of school
    - nature of fire, if known
    - whereabouts of school/building occupants

## **LOCKDOWN PROCEDURES FOR OKANAGAN FALLS ELEMENTARY SCHOOL**

1. Announce over the PA system *Code 53*.
2. All teachers to open classroom doors and take in any students in the hall. When hall is clear, close and secure the door. Take all students in even if they are not yours. Keep all students in the room until all clear signal is given. Employees and students will require great patience at this time as it may be several hours until resolution. Calm all students and give them reassurance.
3. Close all drapes and blinds to prevent intruder from looking into classrooms for a specific student. For classrooms that do not have drapes or blinds, students should be seated out of sight as best as possible. It may mean hiding in a corner of the room or beneath the ledges in front of the windows.
4. If students and teachers are caught outside and it is not safe to enter the school to lock themselves into a classroom, then they should proceed to the Annex/Portable, +/- Gymnasium, +/- Royal Canadian Legion. Students and teachers should remain in this secured area until instructed to return to the school. The RCMP or an Administrative Officer may deem it necessary to release the students, following the student emergency release protocol, if the situation takes several hours to reach resolution.
5. Students and teachers should remain in the secured classrooms until instructed to evacuate. Once the incident is contained to the satisfaction of the RCMP, the administrator will determine whether it is appropriate to
  - a) use an "unlock" code on the PA, (such as "All Clear"), and/or
  - b) send an individual(s) to each classroom to announce the end of the incident.

Principals are empowered to call an evacuation, if he/she deems the situation to be under control and safe for students to leave the secured classrooms.

## OKANAGAN FALLS ELEMENTARY SCHOOL

### Threats to School Occupants or Facilities

1. Threats to school may involve a bomb, chemical substance or any other material that can cause physical harm to the buildings' occupants and to school district facilities.
2. While a threat to a school is usually false (made to disrupt the school operation with no intent to harm the occupants or buildings) it must be taken seriously when a notice/communication is received of a threat
3. The employee receiving a threat to school by telephone shall try to note and record:
  - a) the date and time of the call
  - b) the exact wording of the threat
  - c) the time the threat will occur
  - d) if a bomb, its location and appearance
  - e) the name of the caller
  - f) the age and gender of the caller
  - g) any noticeable accent or identifying vocal characteristics
  - h) background noise which might identify the location from where the call is originating
4. The details of a "threat" call are to be recorded immediately after the event onto the "Threats to Schools - Telephone Procedures" check sheet. A copy of this form shall be kept at all school district facilities near to each telephone receiving incoming telephone calls from the general public
5. If a written communication is found on a school district site or in a building, handle it with care (by the edge) placing it in a folder as soon as possible so as to not disturb any physical characteristics of the note or any evidence that might be on the note.
6. When a threat to school occupants and/or school facility, including school grounds, is received, the school Administrative Officer (or person in charge) is to be immediately advised in a confidential manner.
7. A school Administrative Officer (or person in charge) will notify the local RCMP (911) first, and then the Superintendent of Schools.
8. In consultation with the RCMP, an Administrative Officer (or person in charge) shall decide whether to evacuate the school premises.
9. Evacuation should follow the same procedures as a fire drill, with students and staff exiting the building in an orderly manner and assembling in a designated area where attendance of students can be determined. (Ensure class list with day's attendance is taken out with class.)
10. If the threat received indicates a "bomb", the use of school "walkie-talkie" radios is to be curtailed immediately until it is determined the threat is false or the bomb's mechanism does not include a radio frequency transmitter.
11. The RCMP will search the school facility, including grounds, to determine if a bomb or other threat is present.
12. School staff noting any objects that seem out of place or look suspicious should not disturb the item(s) but report their location immediately to the RCMP or administrator present.
13. A school that has been evacuated and a search results in no threat being present, the students and staff shall return to the school at the Administrative Officer's direction after consulting with the attending RCMP.
14. All media queries regarding incidents of this nature are to be handled by the RCMP, in consultation with the Superintendent of Schools.

## OKANAGAN FALLS ELEMENTARY SCHOOL

### Severe Weather (including flooding)

1. In this area, most climatic changes are predicted in advance by Environment Canada enabling appropriate planning to occur well before a weather change.
2. If a severe storm does occur in this area during non-school hours, the Superintendent of Schools, upon receiving appropriate information, will determine the need for school closure.
3. If a violent storm occurs during school hours, students and staff should remain in the school building away from exterior windows and walls, ensuring classroom windows are closed.
4. If evacuation of the school building is required, all students and staff should be evacuated to a safe and secure area (Same procedures as a fire drill - ensure class list (with day's attendance) and first aid kit are taken out with class.)
5. Should it be necessary to dismiss students from the evacuation site, student release procedures should be implemented.
6. The Superintendent of Schools is to be advised immediately if evacuation of a school is necessary (with details of the incident).

## OKANAGAN FALLS ELEMENTARY SCHOOL

### School Bus Accidents

1. With the number of students being transported on school district buses and the increased use and traffic on area roads, the potential for a school bus being involved in a motor vehicle accident increases.
2. In the event of a school bus accident or fire:
  - a) school district drivers are to take appropriate action to evacuate students from the bus to a safe and secure area
  - b) school district drivers are to report the accident, via radio if possible, to the Bus Garage or another bus. The recipient shall immediately contact emergency services (police, fire, ambulance- 911) to confirm their attendance at the accident scene and will notify the Superintendent of Schools of the details
  - c) the Supervisor of Operations or designate will arrange for alternate transportation for students and advise the affected school Administrative Officer(s) of the accident
  - c) the Supervisor of Operations will obtain a list of students eligible to be on the bus at the time of the accident; and, with a School Administrator or School Representative, determine which students were on the bus at the time of the accident. They will record the names of students transferred to the hospital and those students en route to or from school. The Supervisor shall then communicate this information to the Superintendent of Schools.
  - d) drivers of team, Society or Rental vehicles should carry a cell phone on all out of town trips – report the accident to emergency services then notify the school or school administrator. The school or school administrator will make arrangements for alternate transportation and contact parents and the Superintendent of School.
3. Should the accident cause injury to students and/or the bus driver, the Superintendent of Schools will appoint a school district representative(s) to attend at the hospital(s) to ascertain the extent of injuries and to assist hospital officials as may be required. (Depending on the severity of the accident, a command centre may be established by hospital officials at the hospital to deal with relatives, media, etc.)
4. The Superintendent of Schools will delegate an employee to contact a parent of each student involved in the bus accident, to advise of the accident and the student's condition, and present whereabouts. (Persons making contact with parents should not discuss causes of the accident or give opinions.)
5. Students who continue on to school should be given the opportunity to speak with a district or school counsellor(s) concerning the accident.
6. All media queries are to be directed to the Superintendent of Schools.