

POLICY

SCHOOL DISTRICT NO. 53
(Okanagan Similkameen)

EMERGENCY PREPAREDNESS

Reference: B-3
Revised: January 22, 2010

EMERGENCY PREPAREDNESS

Preamble

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies affecting school facilities and/or school transportation that may prevent use for an unspecified period of time may include:

- a) fire
- b) threats to school occupants or facilities (i.e. bomb threat)
- c) violent physical incident or threat
- d) school bus accident
- e) severe weather
- f) earthquake
- g) hazardous spills, accidents, or explosions
- h) floods

Policy

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. To this end it is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared should such an emergency occur.

Direct responsibility for what may occur immediately following a response to a 911 call will lie with the Prime Responders (such as the RCMP, fire department, or Regional Emergency Plan Coordinator). The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate emergency preparedness plan.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented and maintained for all school and district facilities and school buses, and that:

- a) all employees shall be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others
- b) students and employees shall practice the emergency procedures implemented at their school or work site
- c) parents shall be advised of the emergency procedures developed at the school(s) where their child(ren) are attending by September 30
- d) if materials and supplies beyond those normally provided by the school district are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order
- e) this policy shall be reviewed annually.

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1. Emergent

- a) In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator (or person in charge); those employees who have a child(ren) in other schools should have arrangements in place for the care of their child(ren) by others until they can be released from their duties.
- b) Immediately after calling 911, the caller is to notify the School Board Office.
- c) All emergencies impacting on the normal operation of a school facility or school bus transporting students are to be immediately reported to the Superintendent of Schools, indicating the nature and location of the emergency and people involved, including type and severity of possible injuries and if assistance of district staff is required.
- d) The Superintendent of Schools or designate(s) will:
 - i. provide appropriate direction regarding the specific emergency, from a command centre located at the School Board Office or where required
 - ii. liaise with local government agencies according to the type of emergency, including the R.C.M.P., local fire departments, hospital officials, Children and Families, and others
 - iii. as the emergency warrants, ensure prompt and accurate information is released to staff, parents and media, when appropriate, to stem isolated comments or opinions that might cause unnecessary anxiety concerning the particular incident.

2. School/Site - Planning

An Emergency Preparedness Plan is to be developed and maintained annually.

- a) The Principal shall be responsible for the administration and maintenance of an Emergency Preparedness Plan at the school.
- b) The Director of Facilities shall be responsible for the administration and maintenance of district work sites, other than schools, and school bus Emergency Preparedness Plans.
- c) An Emergency Preparedness Plan for fire, bomb threats to school occupants or facilities, violent incidents or threats, school bus accidents or severe weather is to be developed and maintained for each school/site and as part of the plan, the following must be considered for each type of occurrence:
 - i. method of evacuation, primary and secondary routes of egress (an emergency evacuation drawing shall be posted at the entrance/exit of each school district building and room, displaying the primary evacuation route to the outside assembly area)

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- ii. number of physically/mentally-challenged people requiring assistance to evacuate the facility/school bus including wheelchair-bound students, employee(s) and visitors
 - iii. first aid treatment, including qualified first aid attendants and supplies
 - iv. personal care, including appropriate supervision, psychological counselling as required, arrangements to provide nourishment, alternate washroom facilities
 - v. time of day
 - vi. potential for inclement weather conditions
 - vii. potential school/site interior and exterior hazards, including:
 - natural gas and propane service lines and shut off valves
 - storage of chemicals and flammable materials
 - power lines, to building facilities
 - water mains, septic systems to building
 - location and height of interior storage, including size and materials stored
 - location of combustible artwork displays and teaching materials that are attached to classroom and school hall walls (should not exceed 20% of the area of the wall)
 - viii. method of accounting for whereabouts of students, staff and visitors, including a student release station
 - ix. inventory of neighbourhood hazards, resources and temporary shelter sites
 - x. release of employees from their work responsibilities after an emergency occurs to attend personal affairs
 - xi. emergency communication in the event of a power failure, including the use of a “power fail” telephone connection in the school office
 - xii. procedures for getting school first aid kit(s) to evacuation area, if required
 - xiii. a current phone tree for all staff
 - xiv. a current phone tree for parents/guardians.
- d) Administrators/supervisors are to ensure each employee under their direction is aware of the Emergency Preparedness Plans for each identified emergency that could affect their work and work site.
- e) The school “Emergency Preparedness Plan” should be easily identifiable and located in an office for access by all school employees, as well as any other location(s) deemed necessary, including classrooms, identifying and outlining each school employee’s particular responsibility(s) in an emergency.
- f) An emergency evacuation drawing shall be posted at the entrance/exit of each school district building and room, displaying the primary evacuation route to the outside assembly area.

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g) Emergency drills are to be practiced on a regular basis for students and employees:

6 each year for fire, earthquakes, and bomb threats; 2 each year for violent incidents, including lockdown, and 1 each year for bus evacuation. A record of the date, time and comments for each drill will be kept at the school, site or by the bus supervisors.

h) Parents of new students enrolling in a school during the school year shall be provided with the school's Emergency Preparedness Plan as part of the enrollment material.

3. Roles and Responsibilities

a) Superintendent or designate(s)

- will receive Emergency Preparedness Plans by September 30 for all schools and other work sites

b) District Health and Safety Committee

- will review and approve the Emergency Preparedness Plans in the fall (after September 30), annually, to ensure the readiness of the plans

c) Principal/Supervisor

- is responsible for the administration and maintenance of the Emergency Preparedness Plan
- will forward a copy of the Emergency Preparedness Plan to the Superintendent by September 30
- by September 30, an administrator shall communicate with parents outlining the school's Emergency Preparedness Plan and procedures for parents to take in the event of an emergency at their child's school, including the need to identify other adults authorized to have temporary custody of their child(ren) in the event contact cannot be made with the child(ren)'s parents.

d) School/Site Staff

As part of an Emergency Preparedness Plan, the roles and responsibilities of all employees shall be defined and reviewed on a regular basis by the principal/supervisor. The following is a suggested list of these roles and responsibilities.

i. An administrator or supervisor is the "person in charge" of developing, implementing and coordinating the site emergency plan which includes assigning responsibilities for: the initial site sweep during any evacuation, first aid support, student assembly area, parent marshalling area, release station and utilities, ensuring:

- establishing a command post
- monitoring evacuation of building(s)

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- receiving reports from evacuated staff, recording details, monitor evacuation or assigned tasks relating search and rescue, first aid, communications, utilities, assembly area(s) and student release station(s); maintain continued safety of students, staff and visitors; delegate any other tasks that may be required to be completed.
- ii. Initial site sweep:
- by assigning individuals to check for persons during evacuation to determine the building is clear.
- iii. Site first-aid personnel - to develop procedures to:
- store first aid equipment and supplies in marked, safe accessible areas at the site for use in an emergency
 - establish a first aid reception area to treat the injured, including special needs students
 - identify “medical alerts”
 - maintaining first aid reception area in a clean and organized state
 - report the status of injured to administrator/supervisor as directed.
- iv. Communications - to develop plans to:
- provide communications to the administrator or supervisor to coordinate with prime responders, first aid station, student assembly area, parent marshalling areas and student release station
 - establish communications with the Superintendent of Schools to advise of the condition of students and staff, including any district staff, student support staff, maintenance/custodial staff and/or transportation staff that may be located at the school site; and condition of facility/bus
 - communicate with the local community emergency operations centre of Provincial Emergency Plan, if circumstances so warrant.
- v. Student Assembly Area - to develop plans to:
- provide a safe assembly area away from known and/or potential hazards with clearly defined boundaries, (ie. using marking tape and/or traffic cones, etc.), including other facilities within the community
 - conduct a “head” count of all students
 - provide personal care as required.
- vi. Parent Marshalling Area and Student Release Station - develop procedures for establishing a Parent/Guardian Marshalling area and a Student Release Station to release students to parents, guardians and adults as authorized on the “Student Release Form”, documenting time student is released and whom student is released to with signature of receiving person. When possible, appropriate and accurate information about the incident may be provided to parents, guardians and those adults, at the Marshalling area.

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vii. Site Utilities - to develop procedures to:

- shut off natural gas/propane supply, electrical supply and water supply to school building, if possible, without exposing persons to greater risk of injury should the emergency require this action be taken
- keep non-school personnel away from building(s) so orderly search and rescue may be completed.

4. After The Emergency - Review

- a) The administrator(s) or site coordinator will prepare a “debrief” document which will:
- i. Outline the incident or event
 - ii. Note what worked, based on the Emergency Plan
 - iii. Describe necessary change should a similar incident or event occur
 - iv. Conclude with recommendations.
- b) To prepare this document, prime responders, students, employees and parents may be consulted by the writer.
- c) The debrief document will be forwarded to the Superintendent and the Health and Safety Committee.

ADMINISTRATIVE PROCEDURE AND EXHIBITS

EMERGENCY PREPAREDNESS PROCEDURES

A) Fire

1. As the possibility of a fire occurring at a school facility 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 schools and annually at the School Board Office, including Maintenance and Transportation facilities. A record of the date, time and comments for each drill will be kept.
3. The emergency fire safety plan will:
 - a) include 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) provide 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) provide 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:
 - 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.
 - e) upon hearing a fire alarm, teachers should:
 - ensure all classroom activities stop, (gas and equipment ,where applicable, are shut off)
 - ascertain if safe to exit classroom via designated evacuation route, (if classroom door closed, before opening determine if door is excessively hot; if so, do not open)
 - if able to exit classroom as planned, direct students to walk in a quiet and orderly manner along evacuation route to designated assembly area
 - when exiting, attempt to close classroom windows, if possible
 - allow students to take clothing immediately accessible to them when evacuating

Emergency Preparedness Procedures - Continued

- ensure class list, which includes that day's attendance, is taken out and attendance is immediately taken at the assembly area
 - immediately report any missing students, staff and/or visitors to the Administrator
 - if unable to exit the classroom, have students sit on floor against outside wall,
 - if unable to exit via classroom door, open exterior window and evacuate if on ground floor or call for help if unable to evacuate through open window.
- f) Administrator (or person in charge) to check school property access:
- to determine if all students/staff, and visitors have safely exited the school building(s), informing fire department officials immediately upon their attendance of names and ages of unaccounted for students, staff, visitors and their possible location in the building, including any wheelchair-bound students waiting in secure areas of the school for assistance to be removed from the building
 - to ensure all entrances to school property are open and not blocked
 - to stand by and be of assistance to fire department officials as needed.
5. As some physically-challenged students cannot move along halls at the same pace as their classmates, they should be allowed to follow their class at their own (fast) rate of speed with the assistance of a teacher or teacher assistant.
 6. If it is determined the safest place for a physically-challenged student is in the classroom or at a refuge area, the Administrator (or person in charge) shall be immediately notified of the student's identity and location so emergency rescue personnel can remove the student safely.
 7. Should it be impossible or unsafe to return to the school building due to the fire, dismissal procedures should be followed. If it is a time other than normal dismissal time, follow emergent student release procedures.
 8. All media queries regarding a fire at a school district school or facility shall be handled through the office of the Superintendent of Schools, in consultation with the local fire department.

B) 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.

Emergency Preparedness Procedures - Continued

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 Administrator (or person in charge) is to be immediately advised in a confidential manner.
7. A school Administrator (or person in charge) will notify the local RCMP (911) first, and then the Superintendent of Schools.
8. In consultation with the RCMP, an Administrator (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 seemed out of place or looked 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 Administrator'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.

C) Violent Incidents/Threats

On school property or in building

1. A violent incident or threat may include armed or physically abusive intruders, students possessing weapons, gang or group assaults, hate-motivated violence, or any other type of occurrence where the "act or threat of violence" is or may interfere with the safety and security of students and staff and the normal operation of a school.
2. Should a violent incident or threat occur:
 - a) contact the local RCMP (911) immediately (arrange to meet the police at a location out of sight to the person(s) responsible for this incident, where the status of the situation can be evaluated)
 - b) **do not** ring the fire alarm or school bells
 - c) attempt to alert school staff of the situation in an inconspicuous manner so as to not aggravate the situation, (a code/signal, ie. "Code 53", should be developed utilizing the school PA system or internal message system, and practiced several times during the school year with school staff).
3. Staff and students should remain in their classrooms so as few people as possible are exposed to the threat or are in a position to be a hostage (police are far more prepared to know how and when to evacuate classrooms).

Emergency Preparedness Procedures - Continued

4. Upon police attendance, all decisions regarding the safety and security of students and staff will be determined by the police until the incident is resolved.
5. Should evacuation of students and staff occur, exit the building to a safe and secure area as directed by the RCMP.
6. Police are to be provided with:
 - a) a detailed floor plan of the school showing all entrances, windows, closets/storeroom and any other areas that may be used as a place to barricade oneself and
 - b) information concerning numbers of students, staff and visitors in the school facility at the time of the incident.
7. School bus drivers must also be aware that a violent incident/threat can occur on a school bus requiring the driver to take such action as deemed necessary to maintain as safe and secure an environment for students (and staff), as possible. Should such an incident occur, the driver shall:
 - a) instruct all passengers to remain still and quiet in their seats
 - b) follow the instructions of the person(s) directing the illegal act
 - c) attempt to report the incident over the school bus 2-way radio to Director of Facilities who shall immediately notify the RCMP (911) and then the Superintendent of Schools of the known details.
8. All media queries regarding occurrences of this nature are to be handled by the RCMP who will release information to the media and public, including parents, regarding the occurrence, the safety of students and staff as circumstances allow, in consultation with the Superintendent of Schools.

D) 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) drivers are to take appropriate action to evacuate students from the bus to a safe and secure area
 - b) 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 Director of Facilities or designate will arrange for alternate transportation for students and advise the affected school Administrator(s) of the accident
 - d) the Director of Facilities 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.
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.)

Emergency Preparedness Procedures - Continued

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.

E) 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 is 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).

F) Earthquake

1. When an earthquake or after-shock occurs, immediately:
 - “duck, cover and hold”, taking cover under desks or tables or beside counters, interior walls or door ways.
 - assume “crash” position on knees, head down, with one hand clasped over neck or head with a book or jacket and the other hand holding onto the furniture for protection
 - face away from windows or glass display cases
 - count out loud with students until all the shaking has stopped, then recount again to 60, as this allows time for items to finish falling and possibly the first after-shock to occur
 - 60 seconds after all shaking has stopped carefully check for injuries and dangerous objects around, such as broken glass before moving or standing up.
2. Evacuate the school building in a similar manner to any other drill; do not wait for instructions from the school office to evacuate the building. If the normal evacuation route is blocked, exit building via an alternate route, in a calm manner, walking slowly in single file, insuring no debris is underfoot while maintaining a look out above and on both sides for any possible dangers. If an after-shock occurs while evacuating the building, face away from windows and “squat and cover”, placing your head as close to your knees and clasping hands behind the neck, covering the side of your head with arms.
3. In other areas of the building:
 - move away from windows, shelves or areas where heavy objects are stored and may fall
 - take cover under a table or desk, in a corner or doorway
 - in halls or areas where no cover is available move to an interior wall and “squat and cover”

Emergency Preparedness Procedures - Continued

- stay inside until the shaking has ceased as the most dangerous place in or around the building is just outside where debris may fall; exit after the shaking has stopped
- in science labs and I.E. shops, extinguish all burners before taking cover (or as soon as possible)
- in science labs and I.E. shops stay away from hazardous chemicals that may spill.

4. If outside move away from overhead lines and walls to a safe area.

G) Hazardous Material Spills, Accidents or Explosions

1. When a hazardous material (toxic chemicals, flammable and/or explosive substances) accident, spill, or explosion occurs at a school facility or site, involving school-controlled materials, report the circumstances immediately to an Administrator (or site supervisor) who should determine:
 - a) need for assistance from district maintenance staff and/or local emergency services (fire, ambulance, police - 911), to assist with control/security of affected area, aid to injured, and containment and clean-up of material
 - b) safe area to evacuate school or site occupants to, if required
 - c) the type of material involved (ie. toxic, flammable, explosive; name of material; stability of material; obtain information from the relative MSDS Fetch at 604-731-3492)
 - d) location of accident, spill, or explosion, size of area affected and containment of the material involved
 - e) effect to school occupants.
2. If a hazardous material accident, spill or explosion occurs off-school property, involving materials under the care and control of others, but affecting the normal operation of the school, report the incident to an administrator or supervisor who should determine:
 - a) name(s) of any school personnel or students injured and/or requiring medical attention
 - b) location and type of accident, spill, or explosion in proximity to school, type of material involved and associated hazards
 - c) any recommendations from officials and/or company personnel involved in the spill containment/clean-up or investigation of accident, regarding any evacuation of school facilities
 - d) time allowed to evacuate or if evacuation occurring, location and method of evacuation to safe area.
3. If evacuation from the building (or part of it) is required, an administrator or supervisor will:
 - a) advise the local emergency services immediately (fire, ambulance, police - 911), giving details of the location, severity, material involved and area evacuated to
 - b) notify the Superintendent of Schools immediately that evacuation of a school is necessary, with details of the incident.

Emergency Preparedness Procedures - Continued

LOCKDOWN PROCEDURES FOR SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)

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.
4.
 - i) Choose a safe location for students and teachers to go to if they are caught outside, when it is not safe to enter the school to lock themselves into a classroom.
 - ii) The location should be chosen by the administrator to be a safe place, out of sight of the school. Preferably it would be another school. Students and staff should be knowledgeable of this location.
5. Students and teachers should remain in the secured classrooms until instructed to evacuate. Once the incident is contained and dealt with to the satisfaction of the RCMP, the administrator will determine whether it is appropriate to
 - a) use an "unlock" code on the PA, 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.

APPROACH TO INTRUDER

Intruder Contact

Never be alone when approaching an intruder. Use the "plus one" rule when approaching intruders; one more of you than intruders. Use contact and cover approach with only one person contacting the intruder.

Complaint Intruder

1. Contact intruder
2. Identify self and your role
3. Simply assist intruder

Resistant Intruder - 4 Basic Steps

1. Contact intruder
2. Identify self and your role
3. Simply assist intruder
4. Say "Sir, please do this (i.e. please leave the campus immediately)".

Emergency Preparedness Procedures - Continued

5. "Sir, you are expected...."
6. Let them know the consequence (i.e. "Sir, if you don't leave the campus you will be removed)". School Act warning does not have to be read to the compliant intruder.
7. "Sir, it looks like you have a decision to make. You're right, you don't have to leave." (Pause) Now restate the consequences, i.e. removal from the campus, step back and allow the intruder to make a decision. Maintain surveillance, call Police.

Violent Intruder

1. Contact intruder
2. Identify self and your role
3. Simply assist intruder
4. Say "Sir, please do this (i.e. please leave the campus immediately)."
5. "Sir, you are expected...."
6. Let them know the consequence (i.e. "Sir, if you don't leave the campus you will be removed)". School Act warning does not have to be read to the compliant intruder.
7. "Sir, it looks like you have a decision to make. You're right, you don't have to leave." (Pause) Now restate the consequences, i.e. removal from the campus, step back and allow the intruder to make a decision. Maintain surveillance, call Police.
8. Avoid quick movements that may irritate the intruder.
9. Take a steady stance which will allow you to move quickly.
10. Retreat, use open-handed gestures and keep talking. Head for the nearest retreat.
11. Maintain surveillance and call Police.
12. De-brief.

Emergency Preparedness Procedures - Continued

EMERGENCY PREPAREDNESS LETTER TO PARENTS - SCHOOL EMERGENCIES

SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)

Dear Parents/Guardians:

Our school is developing 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, violent incidents, severe weather and school bus accidents.

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

- No student will be allowed to leave with another person unless that particular person is listed on the student's Release Form in our files.
- All parents or designated guardians who come for their child(ren) must ensure that *they report to a Parent Marshalling Area where they will be directed to the Student Release Station. Children will be signed out here.*
- 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). Locate the Student Release Station.
- If you are unable to reach the school, contact your designated guardian 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,

Principal

Emergency Preparedness Procedures - Continued

EMERGENCY PREPAREDNESS

STUDENT EMERGENCY RELEASE FORM (Grades K to 7)

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

**Re: (Name of School)
Emergency Preparedness Program**

In the event of a school fire or other serious occurrence resulting in school closure, and I am unable to collect my child(ren) from school,

I, _____, Parent/Legal Guardian of: _____

Name(s) of child(ren): _____ Grade _____
_____ Grade _____
_____ Grade _____

I authorize the release of my child(ren) into the custody of the following people (please provide at least two names):

1. _____
2. _____
3. _____

I fully realize that as a result of a serious occurrence affecting the normal operation of school, my child(ren) will not be released from school to another adult unless authorized by myself; and that on the release of my child(ren), a record shall be kept at the school of the name of *the authorized adult (listed above)*, time of release and expected destination.

(Signature)

(Date)

Emergency Preparedness Procedures - Continued

**EMERGENCY PREPAREDNESS
STUDENT EMERGENCY RELEASE FORM (Grades 8 to 12)**

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

**Re: (Name of School)
Emergency Preparedness Program**

In the event of a school fire or other serious occurrence resulting in school closure, and I am unable to collect my child(ren) from school,

I, _____, Parent/Legal Guardian of: _____

Name(s) of child(ren): _____ Grade _____
_____ Grade _____
_____ Grade _____

(Please Complete Section 1 or 2

SECTION 1:

I authorize the release of my child(ren) into the custody of the following people (please provide at least two names):

1. _____
2. _____
3. _____

(Signature) (Date)

SECTION 2:

I authorize the release of my child(ren) to proceed home on their own accord when the Administrator gives permission.

(Signature) (Date)

I fully realize that as a result of a serious occurrence affecting the normal operation of school, my child(ren) will not be released from school to another adult unless authorized by myself; and that on the release of my child(ren), including that by an administrator, a record shall be kept at the school of the name of *the authorized adult (listed above)*, time of release and expected destination.

(Signature) (Date)