

## AP 1600 Appendix E: School Emergency Preparedness Student and Family Information - In Progress

### OVERVIEW

In case of an incident at the school or in the community, it may be required to release students to parents/guardians from the school grounds or move students from the school area to an alternate location for release.

During an emergency we ask parents/guardians not to call the school as telephone lines may be needed for emergency communications. Please monitor school email and school or district websites for official information and updates.

During an emergency five key responses can be implemented based on situation and context. Regular school safety drills are conducted throughout the year.

### PROCEDURES

1. **DROP, COVER AND HOLD ON.** Used in the event of an earthquake or explosion.
  - 1.1. DROP to the ground.
  - 1.2. Take COVER under a sturdy desk or table, and
  - 1.3. HOLD ON until the shaking stops.
  - 1.4. Wait 60 seconds and then EVACUATE (see Evacuation Procedures).
2. **EVACUATE.** Used when a building or area becomes unsafe due to fire, flood, chemical accident or following an earthquake.
  - 2.1. Exit the building via the pre-planned shortest safe route.
  - 2.2. Report to designated assembly area.
3. **HOLD AND SECURE.** Used to secure building because of an emergency situation outside such as a police incident (e.g. suspect pursued by police near the building). Allows building to continue with the normal day but forbids outside activity and unnecessary room-to-room transit.
  - 3.1. Close and lock exterior doors and windows - monitor main entrance.
  - 3.2. DO NOT allow unauthorized personnel into the building.
  - 3.3. Continue activities inside as per usual; limit internal movement if necessary.

3.4. DO NOT approach the site until clearance has been given by school district or emergency personnel.

4. **LOCKDOWN.** Used when there is an immediate and imminent threat to the building population. Most commonly implemented when the building has an active intruder.

4.1. Close and lock exterior doors and windows, secure and barricade doors.

4.2. Stay or gather into a secure room as quickly as possible.

4.3. Turn out lights, pull shades.

4.4. Get out of line of sight of doors and windows, hide, don't talk.

4.5. Turn off and do not use cell phones.

4.6. Normal activity ceases. Await police response.

4.7. DO NOT approach the site until clearance has been given by school district or emergency personnel.

## 5. Important Emergency Preparation Information For Students & Their Families

5.1. Please read the following information and talk to your child to ensure that you and your family respond appropriately and effectively to an emergency situation at your school.

5.2. Your informed and measured response will help the school to manage the emergency effectively and will assist the student release procedures that your school has put in place.

6. **STUDENT RELEASE PROCEDURES.** In the case of an incident at the school or in the community, it may be required to release students to parents/guardians from the school or school grounds or move students from the school area to an alternate location for release.

6.1. Students will be released from the school, outdoor evacuation area or alternate location subject to the situation.

6.2. If we need to move from the school grounds, parents/guardians will be notified annually of the two Alternate Locations at the beginning of the school year.

6.3. The school and school district will communicate with parents on information about picking up their child via email when possible, and school/district websites.

## 7. WHAT IS STUDENT RELEASE?

7.1. In the event of an earthquake or other necessary situation, the school will implement

a controlled release of students for their safety and wellbeing.

- 7.2. Should this be necessary, the school will only release your child to an **authorized adult** as identified on your *Student Identification Emergency Release Form*, or if necessary, to emergency medical personnel. Your identified alternative(s) has been authorized to pick up your child should you be unable to reach the school. Designated alternative should live within walking distance of the school, if possible.
- 7.3. In the event of a situation requiring release, the school will respond as follows:
  - 7.3.1. The *Student Identification Emergency Release Form*, which is filled in by parents/guardians usually in September and kept on file, will provide the necessary information for student release.
  - 7.3.2. Students will be release from the school to an **authorized adult** (as listed on the *Student Identification Emergency Release Form*) and when it is deemed safe to do so.
- 7.4. When Emergency Responders and the school district's Critical Incident Response Team (CIRT) has given clearance for student pick up, parents will be notified and allowed to pick up their child.
- 7.5. These Emergency Student Release Procedures have been developed with your child's safety as the top priority.

## 8. FAMILY EMERGENCY PREPAREDNESS

- 8.1. You need to be ready to care for your family and respond effectively after an emergency or disaster, whether at home, school or work. Preparing ahead can reduce the fear, anxiety and loss that can accompany an emergency event.
- 8.2. You can help the school be prepared by promptly returning any *Student Identification Emergency Release Form* that comes home for parents to complete. Without these the process to release your child will be slowed down - both in our practice drill and in the event of a real emergency.

## 9. TALK TO YOUR CHILD

- 9.1. We strongly recommend that you speak to your child about the following:
- 9.2. That **their school has emergency plans** in place to ensure student safety immediately following an emergency or disaster event.
- 9.3. The potential risk of **gas leaks, downed "live" power lines, debris, etc.** which may make streets and road impassable and therefore not safe for your child to attempt to

walk home.

- 9.4. The **importance of remaining at the school** until given instructions by authorized school staff. Students will NOT be permitted to leave to pick up younger siblings at nearby schools.
- 9.5. The **importance of the student release procedures** at the school and that you and your child need to follow the school student release procedures.

## 10. DO'S & DON'TS

- 10.1. **DO check the school or district website ([www.sd8.bc.ca](http://www.sd8.bc.ca))** for information and updates.
- 10.2. **DON'T trust or share unofficial information** on non-SD8 websites or social media channels which can be inaccurate, and lead to misinformation and anxiety.
- 10.3. **DON'T phone the school following an emergency or disaster event.** Telephone lines may be needed for emergency communications.
- 10.4. **DO walk to the school if possible or necessary** once authorization to pick up your child has been given.
- 10.5. **DON'T drive!** Streets may be littered with debris. School access routes and street entrances must remain clear for emergency vehicles.
- 10.6. **If you are at home, DO ensure your home is safe** to return to with your child.