



School District No. 8  
(Kootenay Lake)

**AP 1600 Appendix A:  
Emergency  
Preparedness Manual**



**TABLE OF CONTENTS**

Emergency Procedures..... 3

Emergency Responses..... 4

    Room Clear..... 4

        Purpose..... 4

        Examples for when to use a Room Clear ..... 4

        Description of Action..... 4

    Hold and Secure..... 5

        Purpose..... 5

        Examples for when to use Hold and Secure (External Events) ..... 5

        Description of Action..... 5

    Lockdown..... 8

        Purpose..... 8

        Examples for when to use Lockdown ..... 8

        Description of Action..... 8

    Evacuation ..... 10

        Purpose..... 10

        Examples for when to use Evacuation ..... 10

        Description of Action..... 10

Emergency Situations ..... 11

    Gas and Propane Leaks..... 11

        Description of Action..... 11

    Fire and Explosions ..... 12

        Description of Action - Within the Facility..... 12

        Description of Action - In the Vicinity of the Facility ..... 13

    Earthquakes..... 14

        Description of Action..... 14

    Flood ..... 16

        Description of Action..... 16

    Bomb Threats..... 17

        Description of Action..... 17

    Hazardous Material Spill - Indoors ..... 18

        Description of Action..... 18

    Hazardous Material Spill - Outdoors..... 19

        Description of Action..... 19

    Missing Student/Abductions ..... 20

        Description Of Action - Missing Student ..... 20

        Description of Action - Abduction ..... 20

unexpected health emergencies ..... 22

    First Aid including Anaphylaxis..... 22

        Description of Action..... 22



Overdose .....	23
Responding to an Overdose .....	23
Exposure to Blood or Bodily Fluids .....	24
Description of Action.....	24
Emergency Guidelines .....	25
Personal Safety Considerations .....	26
About Personal Safety.....	26
Procedures for All Staff .....	26
Hostile or Angry Individuals .....	27
Principles for Dealing with Hostile or Angry Individuals .....	27
Strangers on School Grounds .....	29
Description of Action.....	29
Emergency Closures .....	30
Description of Action.....	30
Power Outages .....	31
Description Of Action .....	31
POWER LINE DOWN .....	31
Field or Bus Trip Emergency.....	32
Procedures.....	32



## EMERGENCY PROCEDURES

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An emergency is a serious, unexpected, often dangerous situation that requires immediate action.

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Emergency procedures are plans of actions to be conducted in a certain order or manner, in response to an emergency event. The response framework for emergencies and disasters affecting schools requires the activation of one or more of the following emergency responses:

- ROOM CLEAR
- HOLD AND SECURE
- LOCKDOWN
- EVACUATION

For any emergency, a multi-agency and multi-level school district response is required. An emergency situation requiring the use of the emergency responses can include flood, fire, dangerous intruders, and several other events that affect the immediate safety of the school community or school facility.

Principals act as Incident Commanders at the School Level through an emergency, while district coordination occurs by the Superintendent or designate.

No matter the emergency, all staff should respond with these basic steps in mind:

- Respond to an emergency by taking necessary steps to ensure your safety and the safety of those in your charge.
- Evacuate if alarm sounds or circumstances dictate to the site assembly area with classroom kit/principal’s kit.
- When able, commence with implementing your designated role/responsibilities.



Class Roster



Emergency Procedures and Guidelines Manual



Visitor Sign In Log

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***Refer to your site emergency preparedness plan for assigned roles/responsibilities.***

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## EMERGENCY RESPONSES

### ROOM CLEAR

#### Purpose

Issuing a **Room Clear** lets students and other staff know that it is safer to remain in the building than to go outdoors; however, it is not safe to remain in the current location. A **Room Clear** is issued by a teacher or supervising adult and is used to quickly send students away from a potential hazard within a room/area to a predetermined alternate safe area within the school.

#### Examples for when to use a Room Clear



Hazardous Spills



Medical



Aggressive Student/Adult  
Acting Out Physically

#### Description of Action

1. To initiate a **Room Clear**, tell students to go directly to the agreed-upon designated area in a calm orderly manner.
2. Notify the school office immediately. Include requested response, such as “call 9-1-1” or “Send the Principal or designate”.
3. If safe to do so, remain with the problem situation, working to defuse the situation by remaining calm and using verbal de-escalation strategies.
4. The school board office is notified by the Principal or designate once a **Room Clear** is issued.



Announcement: Room Clear. Move to safe area.



## HOLD AND SECURE

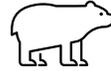
### Purpose

Issuing **Hold and Secure** informs people that staying indoors is safer than being outdoors. Movement throughout the school is allowed. Once inside the building, no one leaves the building. In a **Hold and Secure**, the exterior doors of the school are secured while normal activities continue inside the school. **Hold And Secure** is used to protect the school occupants from a danger in the neighbourhood or community outside the school.

### Examples for when to use Hold and Secure (External Events)



Bomb Threat



Dangerous Wild  
Animal (Cougar, Bear,  
etc.)



Explosion



Fire



Gas Leak



Hazardous Spills



Missing Child



Nearby Protest



Police Incident  
(Robbery, Foot  
Chase, etc.)



Severe Weather

### Description of Action

1. Go indoors and stay there.
2. Close all doors and every door inside the building.
3. Close all windows.
4. Allow regular movement and class activities throughout the school.
5. Stay in an inside room away from windows and doors if possible.
6. Do not leave the building until told to.
7. Ignore fire alarms unless you see or smell smoke/flames.
8. Principal will place **placard** on all exterior entrances/exits.



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DO:

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- ✓ Expect that the school's perimeter doors are being locked.
- ✓ Expect the principal or designate to communicate with you via PA or other means before each set of bells.
- ✓ Allow students and staff to move freely within the school unless otherwise directed by the principal or designate.
- ✓ Notify office of students who you know will be arriving late or leaving early.

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DO NOT:

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- ✗ Release students or staff without clear direction from the principal or designate.



Announcement: Hold and Secure, Hold and Secure, Hold and Secure. Stay in the building. If outside, move inside.





## LOCKDOWN

### Purpose

**Lockdown** is issued to protect students and staff from the threat of a potential intruder, violence, or active shooter.

### Examples for when to use Lockdown



Barricaded Suspect



Dangerous Intruder

### Description of Action

1. If indoors:
  - 1.1. Staff are to gather students into the nearest classroom or safe location.
  - 1.2. Check the hall for passing students and direct them to immediately enter the classroom.
  - 1.3. Staff and students should remain in washrooms.
  - 1.4. Keep students in classrooms and close the classroom doors, ensuring they are locked. *NOTE: DO NOT* try to leave to contact the office.
  - 1.5. Turn out lights.
  - 1.6. Keep students away from doors, windows, and outside walls.
  - 1.7. Remain calm, reassure students.
  - 1.8. Ask for quiet - no talking.
  - 1.9. Explain to students not to use any communication devices as they may jam the emergency communication systems, including personal cell phones which should be turned off.
  - 1.10. Ignore school bells and fire alarms unless you see or smell smoke/flames.
  - 1.11. The site administrator or police will evaluate the hazard and provide further instructions to staff and students and inform the Superintendents Office and Police.
  - 1.12. Follow directions from the site administrator or police.
  - 1.13. Remain in secured classrooms until the “All Clear” signal is given by the site administrator or Police.



**NOTE:** Only **Evacuate** if directed to do so by the site administrator or police. Evacuation may be the entire building or part of a building. Persons may be required to evacuate to their muster location or to their off-site location.

2. If Outdoors:

- 2.1. Persons outside of the building are to go to the off-site safe area away from the school. **DO NOT** enter the building or try to call the office.
- 2.2. Teachers are to take attendance of all students.
- 2.3. Remain in place at the off-site safe area until “All Clear” is announced or instructions have been given.



Announcement: Lock Down, Lock Down, Lock Down.  
Additional information to follow.



## EVACUATION

### Purpose

**Evacuate** building is issued when it is safer to be outdoors than to remain in the building.

*NOTE:* Evacuation may be the entire building or part of a building. Persons may be required to evacuate to their muster location or to their off-site location.

### Examples for when to use Evacuation



Bomb Threat



Explosion



Fire



Gas Leak



Hazardous Spills



Post-Earthquake

### Description of Action

1. The site administrator will make an announcement OR initiate fire alarm.
2. Evacuate to the pre-determined on-site assembly area; stay put until instructed by the site administrator.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a safe location.
4. The Principal or designate will inform the Superintendent's Office.



Announcement: Evacuate, Evacuate, Evacuate. All personnel are to leave at once and go to your designated assembly area.



## **EMERGENCY SITUATIONS**

### **GAS AND PROPANE LEAKS**

Serious gas leaks require specific evacuation procedures.

If you can smell natural gas in the school (natural gas smells like rotten eggs) or propane smell (propane smells like a barbeque tank leak), proceed with the following

#### **Description of Action**

- \* For gas leaks call Fortis at 1-800-663-9911.
  - \* For propane leaks call Superior Propane at 1-877-873-7467 option 9.
1. Call the fire department or 9-1-1.
  2. Do not operate any electrical equipment (PA, bells, intercom, lights, etc.).
  3. Quietly evacuate the area where the odor is strongest first, then other areas. Go to a point as far away from the smell as possible.
  4. Notify School District Operations Nelson 250-354-4871.
  5. Do not start or move any vehicles until the site is declared safe by the fire department.
  6. Notify the Superintendent.



## **FIRE AND EXPLOSIONS**

A fire or potential explosion, whether within or in the vicinity of the school, may require the implementation of specific school plans for emergency evacuation to another site.

### **STOP DROP AND ROLL**

If the clothing of a student or staff member catches on fire, do not allow them to run. Try to smother the fire by wrapping the person in heavy fabric (coat, rug, curtain etc.) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.

### **Description of Action - Within the Facility**

#### **Upon Discovery of the Fire:**

1. Activate the fire alarm before making any attempt to extinguish the fire.
2. Attempt to confirm the location of the fire if safe to do so.
3. Call 9-1-1 and advise of:
  - 3.1. Name, location, and address of school.
  - 3.2. Nature of fire and whereabouts of fire, if known.

#### **Teacher or Supervising Adult:**

1. Cease all classroom activities, shut off gas and equipment (if applicable).
2. Ascertain if safe to exit classroom via designated or alternate route.
3. If able to exit classroom as planned:
  - 3.1. Allow students to take clothing *immediately* accessible to them.
  - 3.2. Ensure that the class list with that day's attendance is taken out.
  - 3.3. Attempt to close doors and windows, if possible.
  - 3.4. Direct students to walk in an orderly manner along the planned evacuation route or alternate route to designated assembly area.
4. If unable to exit classroom as planned:
  - 4.1. Open windows, call for help and have students sit on floor against outside wall, OR
  - 4.2. Open exterior window and evacuate if on ground floor.
  - 4.3. Allow students to take clothing *immediately* accessible to them.
  - 4.4. Ensure that the class list with that day's attendance is taken out.
  - 4.5. Attempt to close windows, if possible.
  - 4.6. Direct students to walk in an orderly manner to the designated assembly area.
5. Account for all students/staff and report missing names to Principal.

#### **Administrative and Support Staff**

1. Determine if all students/staff/visitors have safely evacuated the building(s).
2. Notify the Superintendent 250-352-6681.



3. If safe to do so, close doors to fire or explosion area as soon as all students and staff are out of the area.
4. Ensure all gates to school property are open and not blocked.
5. Notify emergency personnel of any missing personnel or of personnel waiting in secure areas requiring assistance (i.e., wheelchair bound).
6. Stand by and be of assistance to fire department officials as necessary.
7. Provide any other necessary support to ensure student safety.
8. Do not allow re-entry to building until authorized by fire/safety officials.
9. Refer all media inquires to the Manager of Communications and Engagement.
10. The superintendent may use the media to communicate.
11. Contact parents.

### **Description of Action - In the Vicinity of the Facility**

#### **Teacher or Supervising Adult:**

1. Follow principal/supervisor's instructions for appropriate emergency procedures.
2. If told to evacuate, try to get at least 100 meters from the building, or follow EVACUATION procedures.
3. Account for all students/staff and remain in designated area.

#### **Administrative and Support Staff:**

Issue appropriate emergency procedures such as **Evacuation** or **Room Clear**.

#### **Evacuation:**

1. Call 9-1-1 and the Superintendent 250-352-6681.
2. Notify all students/staff of the potential danger.
3. If safe to do so, close doors to fire or explosion area as soon as all students and staff are out of the area.
4. Provide any other necessary support to ensure student safety.
5. Do not allow re-entry to building until authorized by fire/safety officials.
6. Refer all media inquires to the Manager of Communications and Engagement.
7. The superintendent may use the media to communicate.
8. Contact parents.

The school board office will contact the maintenance department, the transportation department, and other agencies as needed to support site administration.



## EARTHQUAKES

Most people are familiar with the **Drop And Cover** response as it is the recommended response for earthquakes. It is also appropriate in the event of an explosion or (outside) severe windstorms that cause buildings to shake or materials to fall from structures. The result is that the structure becomes unstable.

### Description of Action

1. If indoors and tables/desks are available:
  - **DROP** to the ground.
  - Take **COVER** underneath a desk or table. Stay away from windows, light fixtures, and suspended objects. Face away from the windows. **COVER** your head and ears with your hands and arms.
  - **HOLD ON** to something, such as the legs of the table you are under.
    - 1.1. When the shaking stops, **count for 60 seconds** then follow EVACUATION procedures and lead students to the designated assembly area(s).
    - 1.2. If evacuation is not appropriate, follow the directions from the Principal or designate.
    - 1.3. Once outside, account for all students and report information to the Principal or designate.
    - 1.4. Remain outside and await further instruction. **DO NOT** re-enter the building(s) unless advised by Principal or designate.
2. If indoors and tables/desks are NOT available:
  - **DROP** (Lean) against the wall and assume the “crash position” by squatting and bringing your head as close to your knees as possible.
  - Take **COVER** in a corner or passageway (not an open doorway). Move away from windows, shelves, and heavy objects that may fall. Move to an interior wall.
  - **HOLD ON** until shaking has stopped. If notebooks or jackets are handy, use them for overhead coverage for added protection.
    - 2.1. When the shaking stops, **count for 60 seconds** then follow EVACUATION procedures and lead students to the designated assembly area(s).
    - 2.2. If evacuation is not appropriate, follow the directions from the Principal or designate.
    - 2.3. Once outside, account for all students and report information to the Principal or designate.
    - 2.4. Remain outside and await further instruction. **DO NOT** re-enter the building(s) unless advised by Principal or designate.
3. If outdoors:
  - **DROP** low to the ground on your feet. Move away from buildings and other collapsible objects. Watch out for sharp objects. Stay away from utility poles, trees, and overhead wires.



- **COVER** your head, neck, and ears by assuming the crash position, by squatting and bringing your head as close to your knees as possible.
- **HOLD ON** and remain in place until the shaking has stopped.
- 3.1. Once the shaking has stopped, **count for 60 seconds** then lead students to the designated assembly area(s).
- 3.2. Model calm and confidence.
- 3.3. Account for all students and report information to the Principal or designate.
- 3.4. Remain outside and await further instruction. **DO NOT** re-enter the building(s) unless advised by Principal or designate.
- 4. If in a vehicle:
  - 4.1. If in motion and if possible, pull to the side of the road away from buildings. On hills, determine the terrain before stopping.
  - 4.2. Set the brakes and turn off ignition.
  - 4.3. **DROP** by ducking as low as possible and covering your head.
- 5. Contact the Superintendent Office.



Announcement: Drop and Cover. Await further instructions.



## FLOOD

Hazardous interior floods are those in which a significant volume of water ponds or accumulates in depth rather than spreading, or water has spread to impact electrical or other hazards. Standing/ponding flood water may create hazardous, even life-threatening, conditions if electrical or hazardous materials are impacted. Emergency response is required. Examples include indoor water main break, significant ground/rainwater overwhelming drains or pooling where no drains exist.

### Description of Action

#### Teacher or Supervising Adult:

If pooling water or a flood begins in or near your room:

1. Evacuate the affected area immediately, IF SAFE TO DO SO, and move to higher, safer ground and away from the water.
2. Notify the principal or designate and/or school office immediately and await further instructions.
3. Instruct anyone trapped by accumulated water to seek safe refuge where they can (i.e., up on a countertop), AND to not re-enter the flooded area until evacuated by emergency responders.
4. Model calm and confidence.
5. Organize students and be prepared to follow EVACUATION procedures.
6. Notify the Directory of Operations, Superintendent Office, local Fire Department, and/or other Emergency Services as appropriate.
7. Follow Evacuation procedures if told to evacuate.

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#### DO NOT

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- ✗ Permit anyone to enter, walk in, or drive through flooded areas or standing water.
- ✗ Send students to the classroom, their lockers, or other areas to get personal belongings.
- ✗ Return to the building if evacuated for flooding until it is deemed safe to do so by emergency responders, maintenance, or another authority.



## **BOMB THREATS**

A bomb threat could be written, electronic or communicated verbally. Most bomb threats, however, are delivered anonymously by telephone or computer message.

### **Description of Action**

#### **IF YOU RECEIVE A TELEPHONE BOMB THREAT:**

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
2. Gather as much information as possible and ask questions in a polite and non-threatening manner. Write down the EXACT words of the caller and any threats.
3. Note the phone number of the caller if your telephone has a display.
4. DO NOT HANG UP even if the caller has hung up.
5. Upon completion of the call immediately report the incident to the principal or designate or building manager and have them immediately dial 9-1-1.
6. Complete AP 1600 Appendix C: Bomb Threat Checklist while the call is still fresh in your memory.
7. Follow principal or designates instructions for appropriate bomb threat emergency procedures.
8. Remain available to answer questions from responding officers.
9. If the threat was received by another individual and they are relaying information to you, use the Checklist to gather as much information as possible.
10. If the threat was received through email or text follow the same procedure as above.

#### **IF TOLD TO EVACUATE:**

1. Ask students to take backpacks and personal belongings with them. (Do not allow students to return to lockers).
2. Check your area as you leave for suspicious or out of place items.
3. Report anything that looks unusual to the principal or designate.
4. Take the attendance sheet or class list.
5. Follow **Evacuation** procedures - try to move at least 100 meters away from the building.



## HAZARDOUS MATERIAL SPILL - INDOORS

Our top priority is ensuring the safety of all students and staff!

The location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, its health risks, and specific cleanup procedures, do not try to clean up the spill. Persons using the controlled product should have a copy of the safety data sheet (SDS). If there is no copy, go to <https://chemicalsafety.com/sds-search/>.

### Description of Action

#### Teacher or Supervising Adult:

Depending on the degree of risk, steps 1 and 2 may be reversed.

1. Notify the principal/supervisor immediately. Provide details of the spill including:
  - 1.1. The type of material involved (e.g., toxic, flammable, explosive, name of material, stability of material, obtain information from the relative SDS, etc.)
  - 1.2. Location, size of area affected, and containment of the material involved.
  - 1.3. Effect on school occupants.
  - 1.4. Need for assistance from district maintenance staff and/or local emergency services.
2. Issue a **Room Clear** or **Evacuation**, as indicated by the type or amount of material spilled.
  - 2.1. Close doors when leaving the area.
  - 2.2. Check persons exposed to the spilled products for adverse medical conditions, i.e., shortness of breath or headache.

#### Administrative and Support Staff:

1. Determine/issue emergency procedures, or alert staff/students to potential risk. Consider use of **Room Clear** or **Evacuation**. Follow evacuation procedures as required.
2. Issue the appropriate emergency procedures for staff and students.
3. If unable to clean up the spill due to the degree or risk, volume or if evacuation is necessary, call 9-1-1 or 1-800-663-3456.
4. Contact the Superintendent; provide details on the location and type of spill, persons involved in clean-up activities, status of school evacuation if necessary, and the names of staff or students injured due to the spill.
5. Refer all media inquiries to the Manager of Communications and Engagement.



## HAZARDOUS MATERIAL SPILL - OUTDOORS

Our top priority is ensuring the safety of all students and staff!

A hazardous material spill may occur outside the building and/or in the vicinity of the school. Dependent upon the situation and risk to staff and students, the implementation of the school's specific plan for an emergency evacuation to another site may be necessary, or it may be necessary to secure the building and do a **Hold and Secure** until the spill is handled.

### Description of Action

#### Teacher Or Supervising Adult:

1. Notify the principal/supervisor immediately. Provide details of the spill including:
  - 1.1. The type of material involved (e.g., toxic, flammable, explosive, name of material, stability of material, obtain information from the relative SDS, etc.)
  - 1.2. Location in proximity to school property, size of area affected, and containment of the material involved.
  - 1.3. Principal/Supervisor receives recommendations from officials and/or company personnel involved in the spill containment/clean-up/investigation in regard to any evacuations, including safe locations and time given.
  - 1.4. Name(s) of any school personnel or students injured and/or requiring medical attention.

#### Administrative and Support Staff:

1. Determine/issue emergency procedures, or alert staff/students to potential risk. Consider use of **Evacuation**. Follow evacuation procedures as required.
2. Issue the appropriate emergency procedures for staff and students.
3. If unable to clean up the spill due to the degree or risk, volume or if evacuation is necessary, call 9-1-1 or 1-800-663-3456.
4. Contact the Superintendent; provide details on the location and type of spill, persons involved in clean-up activities, status of school evacuation if necessary, and the names of staff or students injured due to the spill.
5. Refer all media inquiries to the Manager of Communications and Engagement.



## MISSING STUDENT/ABDUCTIONS

**ACT IMMEDIATELY**  
**THE FIRST 2 HOURS ARE CRITICAL IN THE DISAPPEARANCE OF CHILDREN.**

### **Safety Alert:**

If you observe a suspicious person loitering on or near school property or following students between home and school, report immediately to school office. Provide details.

### **Description Of Action - Missing Student**

Without delay and concurrently:

1. Notify principal or designate or school office immediately when a student is unexpectedly missing.
2. Provide any and all information available to the principal or designate, office and Police:
  - Description of the student including clothing
  - Person who saw them last
  - Where they were last seen
  - Description of who they were last seen with
3. Ask classmates about the student's whereabouts.
4. Search classroom, washrooms, and common areas/hiding places.
5. Consider age, diverse needs (if any) and likely reasons why a student may be missing.
6. Keep other students focused on other tasks, unless directed otherwise by the principal or designate.

### **Description of Action - Abduction**

1. Call 9-1-1 and notify the principal or supervisor or School Board Office immediately if you witness an abduction or attempted abduction.
2. Remain available as police will want to speak with you.
3. Note perpetrator's appearance and other identifying information such as license plate number/vehicle description. Write it down. Be prepared to report to police.
4. Keep other students focused on other tasks, unless directed otherwise by the principal or designate.

### **Principal/Designate will:**

1. Notify the police/RCMP.
2. Notify parents/guardians.
3. Notify Superintendent Office.
4. May need to initiate a **Hold And Secure** (missing student).



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DO NOT

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- ✘ Release a student to anyone other than the legal parent/guardian or designated alternate.
- ✘ Accept substitutes without proof or prior approval from the parent/guardian AND the office.
- ✘ Confirm for anyone inquiring whether a student is enrolled in your class/school.



## UNEXPECTED HEALTH EMERGENCIES

### FIRST AID INCLUDING ANAPHYLAXIS

#### Description of Action

##### Teacher or Supervising Adult:

1. Call 9-1-1.
2. If anaphylaxis, administer EpiPen.
3. Notify first aid attendant.
4. Notify principal/supervisor immediately. Where appropriate send a student to “get help and return.”
5. Issue appropriate emergency procedures to ensure that students are not unnecessarily exposed to trauma (e.g., ROOM CLEAR if in the classroom).
6. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
7. Rejoin your students as soon as possible.
8. Account for all students and remain with them.

##### Administrative and Support Staff:

1. Call 9-1-1.
2. Issue appropriate emergency procedures.
3. Send first aid attendant to incident location immediately.
4. Ensure that students have adult supervision.
5. Secure area for follow up investigation.
6. Call parents/guardians of the injured person.
7. Notify supervisor.
8. Refer all media inquiries to the Manager of Communications and Engagement.

##### Principal/Designate:

5. Gather facts and basic information. Ensure safety of site, students, and staff.
6. Contact the critical incident response coordinator. Contact the school board Office.
7. Call all members of school critical incident team and activate plan.
8. If needed, arrange for TTOC’s to cover administration/counsellors/other staff members.

Call 9-1-1 Immediately if there is imminent threat to life



## OVERDOSE

### Responding to an Overdose

Call 9-1-1 if you suspect an overdose: the sooner you call the better the chance of recovery. While you're waiting for first responders to arrive, follow SAVE ME protocol.

- S** STIMULATE. Not responding? Call 9-1-1.
- A** AIRWAY. Check and open.
- V** VENTILATE. One (1) breath every five (5) seconds.
- E** EVALUATE. Breathing?
- M** MEDICATION. Give one (1) dose of naloxone if they are not breathing normally: Inject 1 ampoule into arm or thigh muscle **OR** give 1 intranasal spray in one nostril.
- E** EVALUATE and SUPPORT. Keep giving breaths. Give another dose every 3 minutes until breathing normally.

Keep giving breaths. Brain damage can occur within minutes. Naloxone will start to work in 2-5 minutes. For those trained in CPR: If a person is found not breathing and the drug poisoning not witnessed, give chest compressions too.

If you need to leave the person alone for any reason, place them into the recovery position before you leave to keep the airway clear and prevent choking.

- Turn onto the side
- Place hand under head to support the head

Place the top leg slightly in front of the leg touching the ground and place the knee to the ground to prevent the body from rolling into the stomach.

SEEK MEDICAL ATTENTION IMMEDIATELY  
CALL 9-1-1



## EXPOSURE TO BLOOD OR BODILY FLUIDS

What is an Exposure?

An exposure is any accident which results in a break in the skin or exposes the mucous membranes of the eyes, inside the nose or inside the mouth, to blood or infectious body fluids.

What Fluids are Potentially Infectious?

All body fluids are potentially infectious, particularly blood, semen, fluids issuing from a wound, body cavity or infectious site, and any body fluid visibly contaminated with blood.

### Description of Action

What to do when an exposure occurs.

The following incidents are potentially harmful:

1. Skin is punctured with a contaminated sharp.
2. Mucous membrane is splashed with blood and certain body fluids.
3. Non-intact skin is splashed with blood or certain body fluids.

If any of the above exposure incidents occurs, follow these steps:

1. Get first aid immediately:
  - 1.1. If the mucous membranes of the eyes, nose or mouth are affected, flush with lots of clean water at a sink or eyewash station.
  - 1.2. If there is a sharps injury allow the wound to bleed freely. Then wash the area thoroughly with non-abrasive soap and water.
  - 1.3. If an area of non-intact skin is affected, wash the area with non-abrasive soap and water.

Report the incident as soon as possible to your supervisor and first aid person.

**SEEK MEDICAL ATTENTION IMMEDIATELY**  
Preferably within two hours at the closest hospital emergency room or health care facility.



## EMERGENCY GUIDELINES

Emergency guidelines are plans of actions that do not necessarily need to be conducted in a certain order or manner but still require an immediate response.

For any emergency, a multi-agency and multi-level school district response is required. An emergency requiring a guided response can include strangers on school grounds, hostile and angry individuals, and several other events that may affect the immediate or future safety of the school community or school facility.

Principals act as Incident Commanders at the School Level through an emergency, while district coordination occurs by the Superintendent or designate.

No matter the emergency, all staff should respond with these basic steps in mind:

- Respond to an emergency by taking necessary steps to ensure your safety and the safety of those in your charge.
- Evacuate if alarm sounds or circumstances dictate to the site assembly area with classroom kit/principal's kit.
- When able, commence with implementing your designated role/responsibilities.

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***Refer to your site emergency preparedness plan for assigned roles/responsibilities.***

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## **PERSONAL SAFETY CONSIDERATIONS**

### **About Personal Safety**

Responding to an incident involving a hostile or angry individual causes everyone concerns. Hostile or angry people are usually unpredictable. The information here is intended as a guide to help you stay safe. However, each incident is unique and will require flexibility, resourcefulness, and increased caution or withdrawal if the level of anger or hostility is unsafe or increases after engagement.

### **Procedures for All Staff**

- Work in pairs, whenever possible.
- Assess the situation as you approach.
- Ensure you have a clear exit.
- Model calm and confidence. Don't demand it from the angry or hostile individual.
- Identify yourself by name and/or position.
- Watch the periphery of the area (for weapons, other perpetrators, help arriving etc.)
- Keep your hands free.
- Listen, Listen, Listen - let them talk.
- Let them "save face".
- Maintain casual eye contact.
- Keep a barrier between you and the individual when possible.
- Let them leave.



## HOSTILE OR ANGRY INDIVIDUALS

Dealing with hostile or angry individuals causes all of us concern. The behaviour of hostile and angry people can be unpredictable. Be sure to keep in mind **Personal Safety Considerations** when in a situation involving hostile or angry individuals. While each situation is different and will need to be handled differently, the principles below will assist in resolving such encounters with a non-violent conclusion.

### Principles for Dealing with Hostile or Angry Individuals

Model Control; don't demand it:

- Project a calm professional demeanour. By keeping your emotions in check, you increase your chances of decreasing anger and emotional turmoil in others. This leads to an increased ability of the other person to respond to logic rather than emotion. If you lose your temper, the chances of the incident ending in violence are almost certain.

Assess as you approach:

- Approach openly and with confidence. Tell a crowd to disperse. When possible, assign tasks to bystanders. "Go to the office. Ask for a teacher to come here."
- Use simple language. Express simple thoughts. Do not use 'edu-speak.'

Keep your hands free:

- Avoid carrying anything in your hands, other than a cell phone.
- It is difficult to appear in control when your hands are not free.
- Do not put your hands on your hips, point your finger or wave your arms.

Identify yourself by name and/or position:

- Don't expect that this will bring about immediate compliance. However, it will decrease the likelihood of a challenge to your authority: "So who do you think you are?"

Listen, listen, listen - let them talk:

- If an angry individual is willing to talk let them. Do not interrupt. Talking is an easy and face-saving way for an angry person to calm down. Use silence to advantage.

Let them 'Save face':

- Everyone appreciates a way out. Think of providing choices as you listen.
- Be reassuring. Repeat back to confirm what you have heard.
- Break a problem into smaller pieces and offer step by step solutions.
- Be honest and do not offer what you cannot deliver. Do not tell the person to calm down. Do not criticize. Maintain eye contact.
- Remember that a person can move several meters in less than a second. Don't stare but always keep the person or persons in line of sight.

When possible, keep a barrier between you and the individual:

- Barriers decrease the chances of assault and increase the time available to escape.



Allow a clear exit for the aggressor:

- If the aggressor chooses to leave, allow them to go. Make sure they have a way out.
- Do not fight, walk, or run away, if necessary.

If approaching a vehicle:

- Note the license number and description of the vehicle.
- Do not approach the vehicle from the front or rear.
- Stay out of the door swing arc. Do not lean onto or into the vehicle.

Report to supervisor who will inform the Superintendent, Manager of Safe Schools/OHS, and other required employees.

Following an incident with a hostile/angry individual, where appropriate, a report should be made to police, particularly if a direct threat is made.



## STRANGERS ON SCHOOL GROUNDS

### Description of Action

1. Do not compromise your own safety or the safety of students.
2. Assess the situation as you approach, keeping your distance.

If the stranger's behavior is NOT THREATENING:

1. Ask if they need assistance.
2. Direct the stranger to the school office and monitor or escort them.
3. Notify office immediately.
  - Report stranger's location and description.

If the stranger's behaviour appears THREATENING but has not escalated to violence:

1. Notify office immediately.
2. Report stranger's location and description.
  - Call 9-1-1 at your discretion.
  - Keep a safe distance.
3. Follow instructions from the principal or designate.

If you see a violent/armed and dangerous stranger within the school:

1. Initiate a lockdown.
2. Notify the office immediately by whatever means available to you.
3. Follow instructions from the principal or designate.

Call 9-1-1 at your discretion, if safe to do so.



## **EMERGENCY CLOSURES**

If the decision to cancel classes, close the school and/or discontinue school bus service is made, the Superintendent or their designate, where possible and practicable, will notify parents, students, and employees in the following manner:

- By telephone message to parents and employees.
- Announcements through local media.
- By follow-up email to employees.
- Posting to the school district website.

### **Description of Action**

#### **Principal:**

1. The Superintendent's office will notify you if it is unsafe for children:
  - 1.1. To remain in school until the normal dismissal time.
  - 1.2. To go home at the usual dismissal time.
2. If early dismissal is involved, the manager of transportation must be contacted to arrange for early pick-up.
3. If there is an early dismissal, the district will issue a media release.
4. Keep teachers and students up to date on weather conditions and transportation arrangements.

#### **Administrative and Support Staff:**

Considerations for Early Dismissal for Elementary Students.

In conjunction with your school plan:

1. Determine that the method each student will use to get home is safe and reliable.
2. For students taking a bus, go with them to the pick-up site to ensure the bus is available as planned.
3. If students are being picked up by parents, keep them with you until the parent arrives.
4. Account for all children, keeping record of how and when they left the school.

#### **Considerations for Early Dismissal for Secondary Students:**

In conjunction with your school plan:

1. Determine that students can get home safely by bus, car, or foot.
2. For students taking a bus or being picked up by parents, provide a supervised area where they can wait.

If the administrator identifies a condition that may require early dismissal, they must consult with the school board office 250-352-6681.



## **POWER OUTAGES**

A power outage may cause a number of hazardous conditions which may include loss of light, heat, and water; an appropriate response will depend on the circumstances at each school.

### **Description Of Action**

#### **Teacher Or Supervising Adult:**

1. Remain where you are when the power went out or return to assigned classroom or work area and remain there.
2. If moved to another area, account for all students again.

#### **Administrative Or Support Staff:**

1. Determine why power is out and plan accordingly. For example, power outages resulting from severe weather conditions may require waiting in the building. Power outages resulting from electrical problems may require an evacuation.
2. Direct staff to locate all students and teachers.
3. Contact the appropriate utility provider and report outage and ask for anticipated duration.
  - 3.1. BC Hydro at 1-888-769-3766.
  - 3.2. Nelson Hydro at 250-352-8229.
  - 3.3. Fortis at 1-866-436-7847.
4. Contact maintenance 250-354-4871.
5. Contact 9-1-1 if building is unsafe (electrical problems etc.)
6. Follow the Facility Incident Response Checklist.

## **POWER LINE DOWN**

If a power line is down on or near school property:

1. Barricade off and supervise the area.
2. Send someone to contact BC Hydro 1-888-769-3766 and maintenance 250-354-4871.
3. Do not leave the area unsupervised.



## **FIELD OR BUS TRIP EMERGENCY**

Ensure the Student Field Trip Checklist is completed as per AP 2300: Student Field Trips.

Considerations of the following questions will serve to prepare you in case of an emergency.

1. Have the Educator-in-charge describe where the group will go, how they will get there, who will supervise, when the group will arrive, when the group will leave, and how they may be contacted in an emergency?
2. Have rules and regulations for student conduct on the field trip been established and communicated to students and parents/guardians in advance?
3. Is there a roster of all participating children and adults? Has each teacher been instructed to bring the class roster with them? A list of student passengers with each volunteer driver should be available in the school office.
4. Has emergency medical information been gathered on each student, staff member, and adult volunteer?
5. Have parental/guardian release forms been obtained?
6. If private cars are used to transport students, has the Volunteer Automobile Driver Authorization and Approval for Use of Private Vehicle been completed?
7. Do supervising personnel have CPR or emergency first aid training?
8. If the field trip is a beach or water outing, will there be adequate life guarding staff whose certifications are current?
9. Is an emergency first aid kit available for the trip?
10. Is there radio communication or cellular phone capability?
11. What arrangements have been made for student supervision and for parents or guardians to pick up students after the field trip?

### **Procedures**

For when an accident or emergency occurs:

#### **Bus/Van Driver**

1. If possible, secure bus in a safe location, turning off power, ignition, and lights.
2. Account for all students and evaluate first aid needs and make appropriate notes.
3. Evaluate need for evacuation; if there is need, move the students at least 50 meters away from the bus.
4. Place triangle reflectors.
5. Remain with the bus/van if safe to do so.
6. Call 9-1-1 in the event of an emergency.
7. Contact the transportation office 250-354-4871 or the school board office 250-352-6681. Provide the following information:
  - 7.1. Bus number/route number.
  - 7.2. School.



- 7.3. Location of the accident and intersecting street.
  - 7.4. Students on board.
  - 7.5. Injuries, if any? Ambulance required?
  - 7.6. Have the police been called?
  - 7.7. Can the bus be driven?
  - 7.8. Is a back-up bus needed to take the students to school?
8. At the scene, do not discuss the accident with any onlookers. Never speculate about what happened. Never accept or place blame.

**Teacher Or Supervising Adult:**

- Stay with students.
- Evaluate first aid needs.
- Assist driver as needed.
- Contact school principal.
- Release students only to parents/guardians, or authorized adult listed on the Student Identification Emergency Release form.
- Record names of people to whom students were released.

**Transportation Coordinator:**

- Contact emergency services to confirm their attendance at the accident scene.
- Notify the superintendent of accident details.
- Arrange alternate transportation for students if required and advise the affected school principal(s).

**Principal, Administrative Or Support Staff:**

- Contact school board office 250-352-6681.
- Coordinate appropriate assistance.
- Implement applicable school/district response protocol.
- Refer media inquiries to the Manager of Communications and Engagement.