

## STAFF RESPONSE TO EMERGENCIES

### EMERGENCY PROCEDURES:

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

Reference: AP 1600 - Emergency Preparedness and AP 1600 Appendix A - Emergency Preparedness Manual

### MEDIA COMMUNICATION:

It is important to provide the Site Manager or Principal with ***accurate, factual information, which must be relayed, to the Superintendent for release to the media.*** The primary means of informing the general public concerning emergencies affecting the normal operation of schools or school buses is by the media (radio, website, district or school app, television, print and social media). It is important that accurate information is provided as promptly as possible, as misinformation can create confusion.

Reference: AP 1312 - Media Relations

## EMERGENCY PROCEDURES / MEDIA COMMUNICATION

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# SEVERE CONDITIONS AFFECTING SCHOOL

If severe weather or other severe conditions that affect the school occurs during school hours:

- a) Students and staff shall remain in the school building away from exterior windows and walls.
- b) Ensure classroom windows are closed.
- c) If evacuation of the school building is required, implement evacuation procedures.
- d) Site Manager, Principal or designate will advise the Director of Operations and the Superintendent as soon as possible if evacuation of a school is necessary, with details of the incident.
- e) Should it be necessary to dismiss students from the evacuation site, student release procedures should be implemented.

Reference: AP 1600 Appendix A - Emergency Preparedness, AP 1602 - Severe Conditions

## SEVERE WEATHER

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# HOLD AND SECURE

## When you hear “HOLD AND SECURE” announced 3x:

- Go indoors and stay there.
- Close all exterior and interior doors in the facility.
- Close all windows.
- Allow regular movement and class activities throughout the school.
- Stay in a room or classroom away from windows and doors if possible.
- Do not leave the building until told to do so by person in charge.
- Ignore fire alarms unless you see or smell smoke/flames.
- Principal will place **placard** on all exterior entrances/exits.

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### DO:

- ✓ Expect that the school’s exterior 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:

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

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# HOLD AND SECURE

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# LOCKDOWN

## When you hear “Lockdown” announced 3x:

- **REMAIN CALM**
- Gather any students from hallways into rooms
- Lock and shut doors
- Turn out lights
- Instruct students to be quiet
- Move students **out of the line of sight** as best as possible
- Instruct students not to use cell phones
- Ignore school bells (fire alarm should be ignored unless you see or smell smoke/flames)
- Remain outside if your class is already outdoors.
- **DO NOT CONTACT THE OFFICE**
- **DO NOT LEAVE THE CLASSROOM UNTIL DIRECTED TO DO SO BY THE PRINCIPAL (or person in charge) OR EMERGENCY PERSONNEL**

*(Reference your site emergency preparedness plan for assigned roles/responsibilities)*

# LOCKDOWN

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## GAS OR PROPANE LEAKS

Serious gas leaks require specific evacuation procedures.

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

- a) Notify Director of Operations and the Superintendent.
- b) For **gas leaks** call Fortis at 1-800-663-9911.
- c) For **propane leaks** call Superior Propane at 1-877-873-7467 option 9
- d) Call the fire department or 9-1-1.
- e) Do **not** operate any electrical equipment (i.e. P.A., bells, intercom, lights, etc.).
- f) Evacuate the area where the odor is strongest first, then other areas. Go to a point as far away from the smell as possible.
- g) Do **not** start or move any vehicles until the site is declared safe by the fire department.

## GAS / PROPANE LEAKS

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# SCHOOL BUS ACCIDENT PROCEDURES

In the event of a school bus accident or fire:

- a) The bus driver shall:
  1. Ensure all students and staff are safe and assess if any injuries have occurred.
  2. Determine if bus is in a safe position.
  3. Secure the scene and assess the need to evacuate the bus.
  4. Refer to the On-Scene Motor Incident Form.
  5. Report the details of the accident to dispatch.
- b) Dispatch shall:
  - Follow the Office Incident Checklist as applicable, contact emergency services if necessary.
  - Clear radio & give an all clear once scene is secure.
  - Contact the Manager of Operations and Transportation Coordinator with details.
  - Dispatch a mechanic and arrange alternate transportation for students (if applicable) and advise the affected school Principal(s) of the accident and provide them with details of students involved.
  - Obtain list of students on the bus at the time of the accident and contact the Principal.
  - Obtain information regarding student(s) on the bus transferred to hospital or continuing en-route to school.
  - For all serious accidents, notify the Director of Operations or designate who will contact the Secretary-Treasurer and Superintendent of Schools.
  - Inform the highways contractor if necessary.
- c) The principal (or person in charge) receiving students at school, will implement applicable school/district response protocol.
- d) The Manager of Operations or designate, a mechanic and the Transportation Coordinator or designate will go to the accident scene if accident occurs within the district.
  - The mechanics and Transportation Coordinator attending the scene will follow the Mechanics: Incident Checklist
  - The Manager of Operations or designate will act as the lead investigator, referring to the Accident Investigation Checklist
  - The Transportation Coordinator will act as the student liaison.
- e) The Superintendent will act as liaison with both the police and media.
- f) If appropriate, refer to the Critical Incident Response Manual.

***(Reference your site emergency preparedness plan for assigned roles/responsibilities)***

Reference: AP 1601 - School Bus Accident

## SCHOOL BUS ACCIDENTS

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# FIRE AND EXPLOSIONS

When a fire is located, found, or suspected at a school district facility:

- 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, if known.
- d) Telephone **911** advising of:
  - Name, location and address of school or facility.
  - Nature of fire and whereabouts of fire, if known.
  - Whereabouts of school/facility occupants.

**Teachers**, upon hearing a fire alarm:

1. Ensure all classroom activities stop. **Gas and equipment (where applicable) are shut off.**
  2. Ascertain if safe to exit classroom via designated or alternate route.
  3. If able to exit classroom as planned, direct students to walk in an orderly manner along planned evacuation route/or alternate to designated assembly area.
    - If unable to exit classroom via door, open exterior window and evacuate (if on ground floor) or call for help if unable to evacuate through open window.
      - When exiting, attempt to close classroom windows, if possible.
      - Allow students to take clothing **immediately** accessible to them when evacuating.
      - Ensure class list, which includes that day's attendance, is taken out (**with emergency classroom kit**) and attendance is immediately taken at the assembly area.
      - Immediately report any missing students, staff and/or visitors to the Principal.
    - If unable to exit classroom via either of the above, have students sit on floor against outside wall.
- e) Principal (*or person in charge*) to check school property access to:
- Determine if all students/staff/visitors have safely exited the school building(s). Inform fire officials immediately upon their arrival of the names and ages of unaccounted for students/staff/visitors, including their possible locations. Notify of any wheelchair bound students waiting in secure areas for assistance to be removed from the building.
  - Ensure all gates to school property are open and not blocked.
  - Stand by and be of assistance to fire department officials as needed.

*(Reference your site emergency preparedness plan for assigned roles/responsibilities)*

**FIRE**

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# HAZARDOUS MATERIALS

1. When a hazardous material (toxic chemicals, biohazard, flammable and/or explosive substances) accident/spill/explosion occurs at a school facility, report the circumstances immediately to the school Principal or Site Manager (*or person in charge*) who should determine:
  - a) The type of material involved. (*i.e. toxic, flammable, explosive, name of material, stability of material, obtain information from the relative SDS, etc.*)
  - b) Location of accident/spill/explosion, size of area affected and containment of the material involved.
  - c) Effect to school occupants.
  - d) Name(s) of any school personnel or students injured and/or requiring medical attention.
  - e) Safe area to evacuate school occupants to, if required.
  - f) Need for assistance from district operations staff and/or local emergency services (*fire, ambulance, police*) to assist with control/security of affected area, aid to injured and containment and clean-up of material.
2. If a hazardous material accident/spill/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 the school Principal (or person in charge) who determines:
  - a) Location and type of accident/spill/explosion in proximity to school, type of material involved and associated hazards.
  - b) 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.
  - c) Time allowed to evacuate or if evacuation occurring, location and method of evacuation to safe area.
  - d) Name(s) of any school personnel or students injured and/or requiring medical attention.
3. If evacuation of the school is required, the Principal or employee in charge shall:
  - a) Advise the local emergency services (*fire, ambulance, police*) immediately, giving details of the location, severity, material involved and area evacuated to.
  - b) Notify the Director of Operations and Superintendent immediately that evacuation of a school is necessary, with details of the incident.  
***(Reference your site emergency preparedness plan for assigned roles/responsibilities)***

## HAZARDOUS MATERIAL SPILLS / ACCIDENTS / EXPLOSIONS

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# EARTHQUAKE

When an actual earthquake or after-shock occurs, immediately:

1. Issue “DUCK AND COVER” command.
2. Face away from windows and take cover under or beside desks, counters or tables.
3. Assume “Crash” position on knees, head down, cover neck with hand or books leaving one hand holding onto furniture.  
*Teachers: Protect yourself and prevent personal injury during an earthquake. You will play an extremely important role assisting students through the post-earthquake recovery stage.*
4. Count aloud for the duration of the earthquake, and for 60 seconds after the shaking stops.
5. Two student monitors should have designated authority to give instructions in case of teacher injury.
6. Sixty seconds after the shaking has stopped, students should be instructed to check carefully for injuries and dangerous objects before moving and standing up. Students should be instructed to be silent during this time.
7. Apply *lifesaving first aid interventions only*. Do not delay the evacuation of uninjured students.
8. Evacuate Students. Do not wait for instruction from the office. Single file. Shoes on.
9. Follow predetermined exit routes, if blocked, calmly find an alternate exit.
10. Avoid any obstacles and lead students directly away from the building to an open space.
11. Survivors and walking wounded should be evacuated first. The seriously injured must be left for the school’s designated search and rescue team.
12. If a secondary earthquake or “aftershock” occurs students/staff should “Squat and Cover” (Place head close to knees, clasp hands behind neck, cover side of head with arms (if cover is available use it or place back against an interior wall). Repeat procedures from step 7.
13. Lead class to a safe assembly area or evacuation area..
14. Account for all students and record information on student release form. Report evacuation information to the Principal (or person in charge). The Principal (or person in charge) needs to know if as soon as possible if injured or trapped students/staff have been left in the building.
15. Apply identification information to all elementary or injured students.
16. Give additional first-aid as required.
17. Pair older students with younger students. Secondary students can be paired within classes.

During an earthquake if riding in a vehicle, the following actions should be taken

1. If possible, pull to the side of the road away from any buildings. On hilly roads, quickly determine the terrain before deciding where to stop.
2. Set the brakes and turn off ignition.
3. Take Action: “DROP”.

*(Reference your site emergency preparedness plan for assigned roles/responsibilities)*

# EARTHQUAKE

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# EMERGENCY PREPAREDNESS RESPONSE INFORMATION

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. An emergency impacting the normal operation of a school facility or school bus transporting students, requiring the immediate action of staff members, is to be reported immediately to Operations who will notify the Superintendent of Schools. Indicate the nature and location of the emergency, the people involved and severity of any possible injuries.

*When notifying Operations, identify yourself to the Operations Secretary, state where you are calling from, and indicate the call is an “emergency”.*

EMERGENCY PHONE NUMBERS			
Police	<b>911</b>	BC Hydro	
Fire		Fortis	1-866-436-7847
Ambulance		Nelson Hydro	352-8229 or 352-3103
School District Board Office:	Nelson	(250) 352-6681	1-877-230-2288
School District Operations	Nelson	(250) 354-4871	Fax: (250) 354-4255
	Creston	(250) 428- 5329 or 1-877-230-3388	Fax: (250) 428-9917

## DISTRICT EMERGENCY TELEPHONE NUMBERS