

ADMINISTRATIVE PROCEDURES #3.35

EMERGENCY PREPAREDNESS

BACKGROUND

In emergencies, a safe and immediate response is essential. A successful response depends on a practical plan practised often enough that it will be understood and followed in the event of a real emergency. In any emergency it is recognized that all staff members are responsible for the care and safety of students, colleagues and visitors on site.

EMERGENCY PROTOCOLS ARE TO BE DEVELOPED, REVIEWED AND PRACTISED UNDER A VARIETY OF CONDITIONS TO HELP KEEP EVERYONE ON SITE SAFE IN AN EMERGENCY. SCHOOL PRINCIPALS AND SITE MANAGERS SHALL INFORM STUDENTS, STAFF AND PARENT(S) AND/OR GUARDIAN(S) OF THE PROTOCOLS AND RATIONALE FOR EMERGENCY DRILLS.

OBJECTIVES

1. To assist the school community in being prepared to respond to emergency situations.
2. To educate and train students and staff to respond appropriately to emergency protocols and drills.
3. To inform parent(s) and/or guardian(s) and the community about the required emergency protocols in or around a school property.

REGULATIONS

The Emergency Preparedness Administrative Procedure applies to the following types of emergencies:

1. Infrastructure fire, gas leak, flood or collapse;
2. Environmental incident such as an earthquake, chemical release, or wildlife; and,
3. Threat from a person or anonymous source.

Administrative Procedures related to emergency preparedness and response include:
Administrative Procedure #4.17 Biohazards, Including Bloodborne Pathogens, including pandemics; and
Administrative Procedure #3.20 Closure of Schools for Reasons of Weather or other Causes

ROLES AND RESPONSIBILITIES

District Administration

1. The Superintendent, Secretary-Treasurer or designate will review administrative procedures and practices and make recommendations regarding emergency preparedness for all District sites.
2. The Superintendent, Secretary-Treasurer or designate will establish an Emergency Preparedness Advisory committee which will review and make recommendations regarding the various policies and practices with respect to emergency preparedness and response.
3. The District will establish guidelines to respond to active threats arising from one or more individuals on site, or in the community, as well as guidelines for a general threat from sources including a phone call, graffiti, written warning, text message or posting on a social media site.
4. The District will liaise and coordinate with municipal and provincial emergency and health response services and preparedness programs.
5. The District will develop fire safety plans in accordance with the Fire Code.
6. The District will develop Earthquake response plans in accordance with Burnaby School District Earthquake Emergency Plan (BEEP).

Principals/Designates and Site Managers

1. The District Emergency Management Procedures, Burnaby School District Earthquake Emergency Plan (BEEP) and site Fire Safety Plan will be reviewed annually to ensure all site emergency procedures are current.
2. A site Communication Plan will be reviewed annually to ensure current emergency contact information for student emergency release, the staff and District, emergency and health response services and utility service providers.
3. The Emergency Management Quick Reference Guide will be made available to all staff for review and to implement site-based emergency procedures.
4. Emergency Response team(s) will be assigned roles and responsibilities for building and site evacuations, environmental incidents and police and community incidents.
5. Principals shall maintain basic emergency supplies, as defined in the Burnaby School District Earthquake Emergency Plan (BEEP) manual, in an easily accessible location.
6. Effective emergency response plans are site specific yet in keeping with a District standard. School administrators will be provided with a District template to update their Emergency Plans annually. These plans should be made available to parent(s) and/or

guardian(s), staff and submitted to the District office.

7. Principals/designates will communicate with parent(s) and/or guardian(s), the community and the RCMP on school emergency procedures and encourage parent(s) and/or guardian(s) to reinforce these procedures with their children to ensure they understand them and follow staff direction during drills.
8. Schools will annually practice eight emergency drills under a variety of circumstances, including six evacuation drills involving a fire, earthquake (drop, cover and hold on) or environmental emergency, one Lockdown drill, and one Hold and Secure drill.
9. Administrative sites will annually practice evacuation drills involving a fire, earthquake or environmental emergency and lockdown drill.
10. In the event of an emergency regarding a decision to resume or close a building, principals/designates and site managers will consult with the Superintendent, Secretary-Treasurer or designate and Facilities Services.
11. In the event of a site or school closure, students will be released to their parent(s) and/or guardian(s) or designated emergency contact at the discretion of the principal/designate and District administration. Staff may be redirected to alternate sites as necessary.
12. During an emergency, all media enquiries will be directed to the Superintendent or designate.
13. The response team will debrief and advise on possible revisions to the plan after an emergency situation or drill.

EMERGENCY RESPONSE

There are five key responses that can be appropriately implemented in the event of most emergencies. Schools must have prepared drills and plans for all five responses and all responses are context specific and flexible. The five responses are:

1. Building/Site Evacuations

If a building or site becomes unsafe, an evacuation may be required. This response may be used for incidents such as: an infrastructure fire, gas leak, flood or collapse, earthquake, chemical/pipeline release or a bomb threat.

- a. Principals/designates and site managers will annually review the site Fire Safety Plan and Burnaby Earthquake Emergency Plan with staff, including building zones, routes of egress, alternate routes, areas of refuge and muster areas at least 15 metres from a building.
- b. Evacuation procedures will be posted in all classrooms and staff rooms and be specific to each building zone (egress routes and muster areas).
- c. During an evacuation, Response Team members (Zone Stewards) will confirm all areas are evacuated, and assist or report any trapped or injured persons to the

principal/ designate or site manager. First Aid Response Team members will establish a first aid station in the muster area.

- d. All students and staff shall be accounted for. Teachers shall carry a class registry for the class under their jurisdiction at the time of the emergency or drill.
- e. All evacuated buildings will remain evacuated until an 'all clear' signal is issued.
- f. Where appropriate, an off-site evacuation route and muster area (school property or other location) will be reviewed and practiced with staff and students.
- g. The Superintendent's Office will be contacted to support notifying parent(s) and/or guardian(s) of the schools status.

2. Drop/Cover and Hold On

Drop /Cover and Hold On is the recommended response for earthquakes and explosions.

- a. All staff and students will drop to the ground, take cover under a desk or furniture and hold on until the shaking stops or it is safe to get up.
- b. Principals will assess if and when a building evacuation is necessary and follow the Building/Site Evacuation procedures above.
- c. Custodians or designate will check and, if necessary, turn off gas, electricity and water.
- d. Principals with Emergency Officers and School District officials will assess the safety of the building and determine if return to building is possible.
- e. The Superintendent's Office will be contacted to support notifying parent(s) and/or guardian(s) of the school's status.

3. Hold and Secure

A Hold and Secure response is used when it is necessary to secure a school due to an emergency situation occurring outside the school. An active police incident or security risk in the neighborhood may trigger a Hold and Secure. Hold and Secure drills will be scheduled either during class time or a break and the RCMP will be notified of the date.

- a. The bell will be rung five times for one-second intervals and an announcement "Activating Hold and Secure" will be made three times over the PA system. School sites with buildings that do not have PA systems will create alternate communication plans for these buildings.
- b. Students and staff must remain inside. During Hold and Secure all outside doors will be locked and the principal or designate will notify staff of concerns.
- c. The hallways and common areas will be supervised to limit movement.
- d. The Superintendent's Office will be contacted to support notifying parent(s) and/or guardian(s) of the school's status.

4. Shelter in Place

A Shelter in Place response is usually associated with environmental hazard or dangerous animals.

- a. Students and staff are instructed to return to the building and remain inside, doors may not be locked however staff may be directed to take extra steps to ensure the school is airtight (i.e. close windows shut off air intake/furnaces)
- b. Principal or designate will notify staff of nature of concern and specific instructions for safety.

- c. Superintendent's Office will be contacted to support notifying parent(s) and/or guardian(s) of the school's status.

5. Lockdown

A Lockdown response is used when it is necessary to isolate students and staff from danger outside or within the building.

- a. Lockdown drills will be scheduled either during class time or a break and the RCMP will be notified of the date.
- b. The bell will be rung five times for one-second intervals and an announcement "Activating Lockdown" will be made three times over the PA system. School sites with buildings that do not have PA systems will create alternate communication plans for these buildings.
- c. Rooms will be locked and barricaded, lights shut off, windows closed and curtains or blinds drawn. Exterior doors, may be locked dependent upon consultation with police.
- d. Students will be instructed to put cell phones on silent, not to text or post to social media and get down and remain silent.
- e. Dismissal bells and fire alarms will be ignored.
- f. The Superintendent's Office will be contacted to support notifying parent(s) and/or guardian(s) of the school's status.

Date Adopted: 1979-03
Date(s) Revised: 1992-02
2016-02
2016-02

Cross References: [AP #3.20 Closure of Schools by Reason of Weather or Other Causes](#)
[AP #4.17 Biohazards Including Blood-borne Pathogens](#)
Statutory: School Act 74, OHS Regulation 4.13-4018