

Emergency Response Plan Policy

1. The following emergency response plan covers the incidents below, but is not limited to:

- Human-caused incidents (bomb threat, active shooter, fire, dangerous intruder)
- Natural incidents (weather events, earthquake, flood, avalanche)
- Technological incidents (power failure, chemical leak, explosion, gas leak)
- Biological incidents (communicable disease, contaminated foods, infectious animal, contaminated water)

2. The Critical Incident Response Team shall consist of the CEO and Principal, and the following individuals as needed:

- Support staff representative from each relevant area (i.e. teaching assistants, Director of Special Education, school counsellor, custodian, Head of Information Technology, Office Manager)
- Teaching staff representatives for each relevant grade/class
- First responders (i.e. fire, police, ambulance)
- Representative(s) from the Ministry of Education for Independent Schools
- Representative(s) from Safer Schools Together
- Representative(s) from FISA BC
- Other community-based professionals

3. The Emergency Response Plan consists of the following steps:

A. Assessing the situation:

i. Principal and CEO gather information about the critical incident with appropriate sources of reliable information, including:

- the scale of the incident, the severity of the incident,
- the details of the incident,
- the individuals involved in the incident,
- the immediate safety needs of students and staff.

**When the incident is one where immediate action must occur, such as fire, earthquake, or lockdown, the Principal and CEO will direct immediate use of protocols to occur (as practiced by staff and students during drills). Protocols for fire, earthquake, and lockdown are at the end of this document.*

ii. The Principal and CEO decide upon the immediate resources needed for the critical incident.

B. Activating the school team and decision of response

i. The Principal and CEO contact the needed members of the Critical Incident Response Team and calls them together for a meeting (in-person, telephone, or virtual). The team will implement an appropriate plan of action. Depending upon the incident, this plan of action may include:

- Following protocols set out in the *FISA BC Emergency Management Planning Guide: Supplement for Independent Schools* for specific incidents
- Completion of a Violent Risk Threat Assessment (VTRA) using the templates in the *Community Violence Threat Risk Assessment Protocol Guide for British Columbia*
- Clarification of each person's tasks and responsibilities
- An outline of the timeframe for action to take place
- Ensure that confidentiality is maintained until information is disclosed in a manner decided by the Principal and CEO

C. Activation of response protocols

i. The Principal and CEO maintain that all decided protocols are followed through in a timely and efficient manner.

ii. The Principal and CEO are responsible for determining the safety and security of all individuals throughout the protocol activation. The Principal and CEO gather all information about injured or unsafe individuals and respond appropriately (i.e. calling for emergency services, first aid, etc.)

D. Student release plan

i. The Principal and CEO will determine how, when, and to whom students will be released from school during/after an emergency. The students will be released in the following manner:

- The student's parent/guardian will be sent a text/email via the Bright Light system in order to inform them that an emergency has occurred and where to pick up their child
- If the student's parent/guardian cannot be reached, the student's designated emergency contact will be phoned
- If the school grounds are not able to be used as a designated pick-up area for students, the Ben Lee Park parking lot will be used as the designated pick-up area, unless otherwise advised by emergency response workers
- Staff are not permitted to speak to anyone about the emergency at this time (including details of what occurred and who was involved)

E. Gathering of information

- i. The Principal and CEO will gather, collate, and save all information regarding the incident; if needed, this information will be copied and provided to necessary agencies such as the RCMP and/or fire department
- ii. The Principal and CEO will use the information gathered for the sake of reporting, communication, and to enhance existing emergency protocols.

F. Communication with staff, stakeholders, and the media:

- i. Prior to communicating details of the incident with any parties, the Principal and CEO will discuss a plan for communication with the Ministry of Education for Independent Schools, FISA BC and (when applicable) Safer Schools Together.
- ii. When the safety of staff has been maintained, the Principal and CEO will debrief all staff members on the incident via an in-person or virtual meeting. Staff will be informed on what occurred, students/staff involved in the incident, and resources available for staff members who are suffering from the psychological or physical effects from the incident. Staff will be reminded of Studio9 privacy and sharing of information policies.
- iii. Following the External Communication (Urgent Information for Stakeholders) protocol outlined in the *Studio9 Communications Plan*, information regarding the incident will be disseminated to parents.
- iv. Following the External Communication (Media) protocol outlined in the *Studio9 Communications Plan*, information regarding the incident will be disseminated to media inquiries.

G. Continuity of Operations:

- i. The CEO and Principal will discuss and devise a plan to ensure the continuity of operations in order to restore the learning environment for students as soon as possible. The following considerations will be made when creating the continuity of operations plan:
 - Maintain a regular school schedule, if possible.
 - Cancel special activities, if necessary.
 - Assemblies will be held on the first day back, in order to discuss the incident and make sure that students know about resources that they can access due to the trauma that may have occurred in being a part of the incident (including counselling services within the school environment)
 - Identify students who are closest friends or relatives of the deceased or injured and make plans to inform them with additional sensitivity and support.
 - Identify students at risk, those who are vulnerable to stress or changes in routines, and make specific plans for each student.
 - Ensure that staff members who are absent get information. Make plans to assist on-call teachers with classroom discussions.
- ii. Staff will be informed of the continuity of operations plan and the details within.

iii. Parents/guardians will be informed of the continuity of operations plan, including where, when, and how the plan will operate.

F. Continuation and enhancement of drills and protocols

i. The Principal and CEO will use the information gathered regarding the incident in order to enhance and improve safety protocols, as needed.

ii. The Principal and CEO will continue to monitor and revise the recovery process for staff and students, providing intervention and processes to provide stability for those who need support.

iii. The Principal and CEO will continue to conduct fire, earthquake, and lockdown drills throughout the school year on a regular and ongoing basis.

Fire, Lockdown, and Earthquake Protocols/Drills

a) Fire/Fire Drills

There will be no less than six fire drills per year. Fire drill evacuation procedures are the following, and will be followed in the event of a fire drill or real fire:

- The ringing of the fire alarm will signal the fire drill (or in the event of a real fire)
- In the event of a real fire, 911 will be called by the CEO or Principal
- Teachers have students line up at the door, and get their student list
- Students and teachers proceed in an orderly fashion to the designated meeting spot (across the street from the school, on Houghton Road), using the nearest exit
- The CEO and Principal will check each room, making sure that no individuals are left behind and turning off lights/closing doors when this has been established
- Teachers line up homeroom students and use their student list to check that every student is accounted for
- Teachers raise their hand when all students in their homeroom are accounted for
- The Principal will determine if all students are accounted for and report this to the CEO; in the case of a real fire, any students that are unaccounted for and determined to be present at school will be reported to the Fire Department upon their arrival
- In the case of a fire drill, students will be allowed back into the building when all students are accounted for; in the case of a real fire, students will remain at the designated meeting spot unless otherwise directed by the Fire Department
- In the case of a real fire, parents/guardians will be notified by staff members regarding the safety of their children, as soon as is possible
- The Safety Officer will fill out and file Fire Drill forms

b) School Lock Down

If the safety of students and staff is jeopardized inside the school, and/or it is unsafe for individuals to be outside of the classroom, a school lock down will be initiated. No fewer than two lockdown drills will occur every school year. Lockdown procedures are the following, and will occur in the event of a lockdown drill or real lockdown:

- In the case of a real lockdown, the school may proceed with a lockdown on their own accord (i.e. imminent danger has been viewed/reported) or due to direction from the RCMP
- Three short bells will signal a lockdown/lockdown drill
- Upon hearing the bell, the teacher will have all students sit with their backs against the wall that has windows on it
- Students will be instructed to be absolutely quiet
- Any students that are in the halls, bathroom, or other areas such as the playground will immediately go to the nearest classroom with a staff member present
- The teacher will lock the classroom, shut blinds/cover windows, and take attendance of his/her class
- Any staff members, with the exception of the CEO and Principal, are to go to the

nearest room with a lockable door

- The CEO and Principal will go through the school, ensuring that all doors are locked (including doors with outside access)
- The CEO and Principal will retreat to a room with a lockable door
- The teachers/staff members will text the Principal using her personal number to report if students are present or missing; in the event of an actual lockdown, this information will be reported to the RCMP
- In the event of an actual lockdown, teachers/students/staff members remain quiet and still in their classrooms until the CEO or Principal receives information from the RCMP that there is no longer a threat; parents will be notified as to the safety of their children as soon as possible
- In the case of a lockdown drill, three short bells are sounded to indicate the end of the lockdown
- The Principal will fill out and file a Lockdown Drill form

c) Earthquake/Earthquake Drill

There will be no less than three earthquake drills per year. Earthquake procedures are the following, and will be followed in the event of an earthquake drill or real earthquake:

- In the case of a real earthquake, motion within/of the school will indicate the start of procedures
- In the case of an earthquake drill, the Principal will announce to classrooms that an earthquake drill is beginning
- Upon feeling movement/hearing that an earthquake drill is beginning, students are to proceed with the "Drop, cover, and hold on" actions as found at www.shakeoutbc.ca
- In the event of a drill, students/teachers/staff are to count to 60 while holding on and then proceed to the designated meeting spot on Houghton Road, where attendance will be taken by homeroom teachers and teachers will raise their hand when all students are accounted for; students/teachers/staff may then proceed back into the school
- In the event of a real earthquake, students are to hold on until the shaking stops and count to 60 after this; teachers are to make sure all students are accounted for and if possible, proceed with students to the designated meeting spot on Houghton Road using the nearest exit
- In the event of a real earthquake, teachers are to report to the Principal/CEO any missing or injured students; the Principal/CEO will report this to the 911 operator
- In the event of a real earthquake, parents/guardians will be notified regarding the safety of their child as soon as is possible

d) Lock and Secure Procedure

Purpose: This procedure allows the school to continue with the normal school day, forbids outside activity and unnecessary room-to-room transit. No unauthorized personnel are to enter the building. The Lock and Secure Procedure is most commonly

used when an incident is occurring outside the school building, on or off school property, and there is no immediate or active threat.

Rationale: This procedure will occur as a result of the following incidents. Please note that this is not an exhaustive list.

- Police incident nearby (search warrants, K9 track, high-risk arrests nearby)
- Serious car accidents nearby
- Bear/predatory animal on school property
- Downed trees /power lines /residential gas leak / house fire nearby

Procedure:

1. The Lock and Secure Procedure will be announced to individual classrooms via two sort bells, once a threat has been identified by the principal or CEO.
2. The principal or CEO will call 911, in the event that police/fire/ambulance have not been already notified.
3. Staff/students go directly to their respective classrooms. Have students who are outside immediately return to inside the school building. In the event that a student does not have an assigned classroom during this time (e.g. has a spare block) the student will report to the nearest classroom.
4. Principal/CEO will check that all exterior doors and entrances are locked and secure.
5. Teachers/Staff secure classrooms by closing windows and blinds and locking their door.
6. Staff will report to the principal, via text message, attendance and any extra students/staff that are in their classrooms.
7. Teachers have students work quietly in classrooms; students are permitted bathroom access.
8. Principal/CEO/office staff monitor main entrance and allow only AUTHORIZED personnel into building through this point; "Lock and Secure in Process" signs will be displayed at all entrances.
9. Principal/CEO will message to parents/guardians regarding implementation of the Lock and Secure Procedure in process.
10. Two short bells will indicate when the Lock and Secure Procedure is over.