

Affected Department: All Staff

Policy Number: MRER009

Established: Sept 2018

Connected to: Handbook, Facilities

Reviewed: October 2020

**Reviewed by: Safety Committee and
School Administration**

Policy Required by: Ministry

*to be reviewed yearly or as new changes are required. Previous reviews dates are stored in separate document- see "BWS- Policies and Procedures" excel sheet.

Resources: [BC Emergency Management Planning Guide for school districts and authorities.](#)

Scheduling of Ministry Required Drills

Drill	Ministry requirements	Scheduling
Fire Drill	6x/year Practices with first responders 2x/year	Early September, Oct, Nov, Jan, Feb, April.
Earthquake Drill	3x/year	October 15, January, April.
Lockdown Drill	2x/year Practiced with first responder 1x/year	September
Hold and Secure		

Emergency Assembly Area

The Assembly Area are located at the parking lot corner of Colwood Cr. and Sooke Rd.

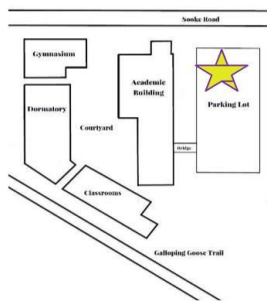
Emergency Planning Committee:

- Head of School, Jerry Salvador
- Deputy Head of School, Linda Bayes
- Human Resources, Felicia Rozon
- Maintenance, Gabriel Huston

School Profile

- 60 boarding students
- 120 local day students
- Floor plans are posted in every room of the school
- Floor plans and hazards are shared yearly with first responders

Facility Map



An incident command system is established to ensure the management of an emergency with first responders. These sections will be activated only as needed.

- Site Commander: Head of School/Deputy Head of School
- Operations Section: Nurse to provide first aid, maintenance to assess damage, front desk for student release.
- Planning Section: Safety committee to review policy and plan for emergencies.
- Logistics Section: Kitchen staff to provide food and IT tech to provide communication support
- Financial: The accounting department to track costs and procurement of safety equipment.

Violence Threat Risk Assessment

A team is established to manage a Stage 1 VTRA. Members of this team are: Head of School, Counselor, Dormitory Coordinator and Local Police. All reports will be evaluated by this team who will follow the protocols established via VTRA training to assess the risk. Further action will include involving outside agencies to mitigate the risk. VTRA assessments will be recorded and the records maintained in a secure and confidential place.

VTRA Team:

- Head of School, Jerry Salvador
- Deputy Head of School, Linda Bayes
- School Counselor, Brad Rudner
- Dormitory Coordinator, Thia MacDonald
- Local Police

Student Release

A list of students and approved persons to pick up the child will be maintained at the front desk and kept with the evacuation equipment. A list of all parent phone numbers are maintained electronically and printed with the evacuation equipment/supplies.

Communications Plan

The site commander will be in charge of communications with first responders. An emergency telephone tree is provided for all staff and teachers in the event of an emergency. Parents can be emailed electronically via ManageBac. In the event that electronics is not working each advisor will telephone their students parents. The Coordinator of Communications will coordinate all parent communications. The emergency procedures are shared with parents via ManageBac. Phone tree for all faculty and staff have been developed and stored in TEAMS.

Only the Head of School will communicate with the media.

Training and Drills will be communicated with students and parents.

Continuity of Operations Plan

In the event that an disaster or emergency causes damage to the school facilities the School Administration will organize contingency plans in order to get the school operational as soon as possible.

Equipment and Supplies

Earthquake kits will be available in

Lockdown window coverings are stored in each classroom in a plastic bin which is labelled. The nurses station is well equipped with necessary first aid supplies and medicine. An examination room is also available. First Aid kits are stored in the dormitory and front office.

Epi-pens are stored in 3 places throughout the school.

Debriefing

The safety committee will meet after each drill to reflect on the success and make necessary improvements to procedures.

Special Needs

All student medication and medical supplies are stored in the nurses station.

Pre-Emergency Preparation: Prior to the start of the school year, all staff need to:

- Review the Emergency Planning Calendar/Checklist
- Read the School Emergency Management Plan
- Review the protocols/procedures for fire, earthquake, lockdown, hold and secure.
- Know the locations of fire alarm pull stations, fire extinguishers and fire exits on campus.
- Locate the necessary materials for lockdown and earthquake kits.

In the Event of A FIRE or OTHER EMERGENCY

- Assess the situation
- Assist others to ensure no persons are in danger in the immediate area.
- Activate a fire alarm pull station, other emergency response or call 911
- Evacuate the building via the nearest safe exit, closing doors as you leave.
- Establish command and control of the situation.
- Contact the Ministry of the Emergency.
- Manage the emergency using the Incident Command Centre. Ensure all designated personnel understand their responsibilities.
- Following a resolution of the incident and meeting of the Safety Committee and school administration should review the procedures and process.

Response Protocols

Emergency Evacuation – Fire and/or other emergency where the facility is unsafe.

Earthquake Protocols – See Appendix

Lockdown Protocols - See Appendix

Hold and Secure Protocols – See Appendix

Emergency Evacuation Response for Teachers Fire/Alarm - Academic Day)

These procedures are for when responding to an emergency during the school day.

School Day: 8:30 am until end of the school day at 5:30 pm

- Activate a fire alarm pull station.
- Evacuate the building via the nearest safe exit, closing doors as you leave.
- Exit the school by the exit near the gym and walk along the sidewalk to the parking lot.
- Everyone should move to the assembly area in the parking lot.
- The Emergency Assembly Areas where all staff, students and visitors will assemble. All are to assemble at the assembly area unless it is unsafe to do so. Students line-up by grade level.
 - **The Grade Level Leader for each grade will hold the sign for the Grade Level in the assembly area.**
 - **Teachers have been assigned to Grade levels to assist in completing the attendance in a timely manner.**

Emergency Response (Fire/Alarm during Academic Day)

TEACHER RESPONSIBILITIES

- CALM** your students and exit out of the building. **LEAVE** your things behind and **GET TO SAFETY**.
- EVACUATE** the building via the nearest safe exit, closing doors as you leave.

- NO TALKING OR USE OF CELL PHONES AT ANY TIME.**
- PROCEED** to the Emergency Assembly Area #1 if safe to do so. Students are lined up by grade level.
- Classes located in dorm floors 4-5 should exit the north staircase. Floors 1-3 should exit the front staircase.
- MEET** at the emergency assembly area.
- Take attendance** – The Front Desk will deliver the attendance rosters for each grade level to the assembly area. Each grade level leader should collect the Red/Green folder (which holds the attendance rosters) and take it to their grade level assembly area. Signs are posted in the parking lot for lining up by grade level.
- Students will line up in alphabetical order by last name. The grade level leader will be holding the signs for students to line-up behind.
- Do not re-enter any buildings until the fire department gives permission to the school emergency coordinator to do so.
- ATTENDANCE COLLECTION:** the person collecting and collating the attendance will be wearing safety vest. This will usually be the Front Desk receptionist.
- REPORT** the Classroom Attendance by holding up your emergency to either the GREEN or RED side. If you are missing a student – hold up the red side of the binder. If all students are accounted for hold up the GREEN. Someone will come to your station if you are holding up the RED side.
- WAIT** for next instructions from Head of School or Designate. Do not release any students.
- Keep students quiet and orderly during this entire procedure.

All OTHER STAFF

- PROCEED** to the **Emergency Assembly Area** unless assigned a specific responsibility.
- REPORT** to your supervisor first. If supervisor is not there, then report to the Assistant Emergency Coordinator (staff in the safety vests) to ensure that staff attendance is completed.
- REMAIN** at the Emergency Assembly Area, available to assist Incident Commander (Head of School) if necessary.
- WAIT** for next instructions from Incident Commander (Head of School or Designate). An ALL CLEAR command is given by a senior school administrator.

STAFF WITH SPECIFIC RESPONSIBILITIES MAINTENANCE

Sweepers will check all rooms in buildings to ensure no one is left behind. Those individuals assigned as a sweeper will inspect every room assigned to ensure no one is remaining in the building.

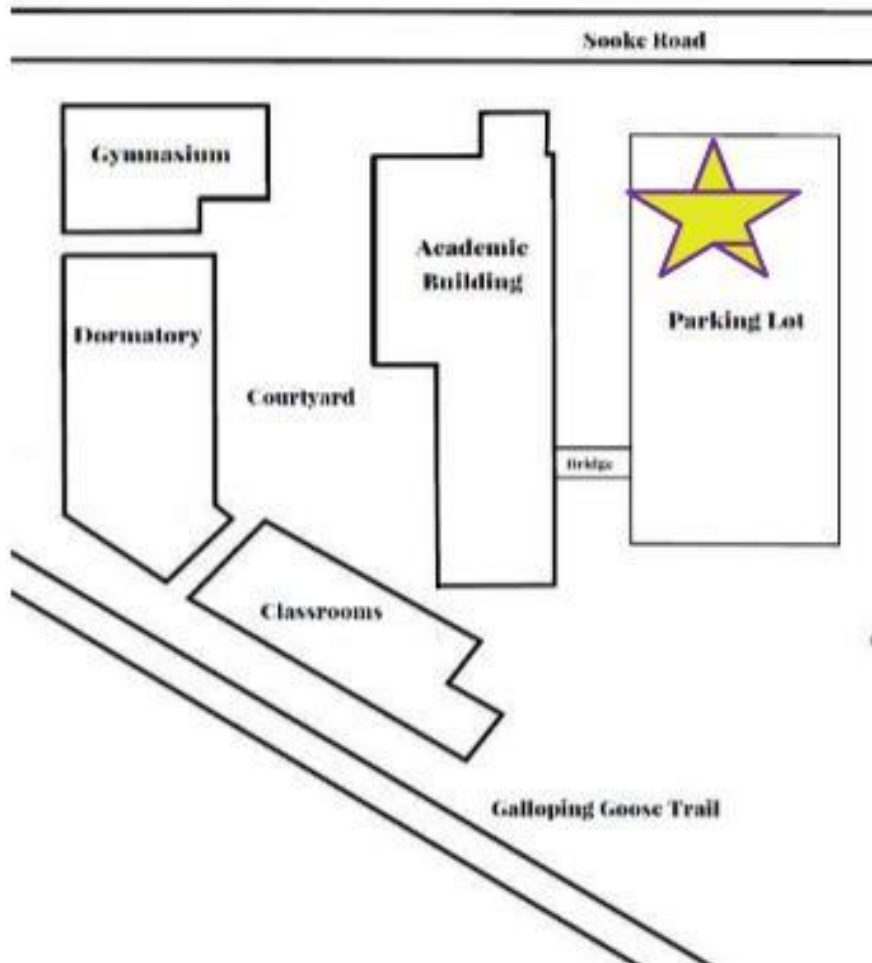
- Check all rooms including bathrooms, change rooms and halls in the building or the floor they have been assigned. Call out “Is there anyone in here” to confirm the room is empty. Staff must bring all students or staff they find to the Emergency Assembly area.
- Close doors of all rooms that have been checked.
- Proceed to Emergency Assembly Area and report to Assistant Coordinator (i.e. staff attendance).

First Floor Academic building (including the dining hall and kitchen)

- James Boxshall
- Sheri Onushko

Second Floor Academic building – Grant Siemens and Felicia Rozon

Gymnasium – Todd Turkington



□

Reporting of Emergencies to the Ministry

□ All emergencies, disasters and critical incidents must be reported the Ministry as soon as possible.