

School District #62 (Sooke)

EMERGENCY PREPAREDNESS	No.: F-501
	Effective: Mar. 27/07 Revised: Mar. 26/13; June 28/22 Reviewed: Feb. 1/22; May 3/22; June 28/22

ADMINISTRATIVE REGULATIONS

1. Emergent

- a) In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the District's care until otherwise directed by the school principal (or designate) or facilities supervisor; those employees who have a child(ren) in other schools should have arrangements in place for the care of their child(ren) by others until they can be released from their duties.
- b) Immediately after calling 911, the caller is to notify the school principal (or designate) who will notify the Superintendent of Schools (or designate).
- c) All emergencies impacting on the normal operation of a school facility or school bus transporting students are to be immediately reported to the Superintendent of Schools, indicating the nature and location of the emergency and people involved, including type and severity of possible injuries and if assistance of district staff is required.
- d) The Superintendent of Schools or designate(s) will:
 - i. provide appropriate direction regarding the specific emergency, from an emergency command centre located at the School Board Office or where required.
 - ii. liaise with local government agencies according to the type of emergency, including the R.C.M.P., local fire departments, hospital officials, Ministry of Children and Families, and others.
 - iii. as the emergency warrants, ensure prompt and accurate information is released to staff, parents and media, when appropriate, to stem isolated comments or opinions that might cause unnecessary anxiety concerning the particular incident. The official media contact will be the Superintendent (or designate).

2. School/Site - Planning

An Emergency Preparedness Plan is to be developed and maintained annually:

- a) The Principal shall be responsible for the administration and maintenance of an Emergency Preparedness Plan at the school.
- b) The Transportation Manager shall be responsible for the administration and maintenance of school bus Emergency Preparedness Plans.
- c) The Facilities Manager (or designate) shall be responsible for the administration and maintenance of district work sites, other than schools, and school bus Emergency Preparedness Plans.

- d) The Emergency Preparedness Plans for each school/site should be based on the District plan, adjusted according to the school/site needs, and must consider the following factors:
- i. method of immediate response in accordance with the nature of the event.
 - ii. method of evacuation, primary and secondary routes of egress (an emergency evacuation drawing shall be posted at the entrance/exit of each school district building and room, displaying the primary evacuation route to the outside assembly area).
 - iii. number of physically-challenged people requiring assistance to evacuate the facility/school bus including wheelchair-bound students, employee(s) and visitors.
 - iv. first aid treatment, including qualified first aid attendants and supplies, and procedures for getting school first aid kit(s) to evacuation area, if required.
 - v. personal care, including appropriate supervision, psychological counselling as required, arrangements to provide nourishment, alternate washroom facilities.
 - vi. time of day.
 - vii. potential for inclement weather conditions.
 - viii. potential school/site interior and exterior hazards, including:
 - natural gas and propane service lines and shut off valves,
 - storage of chemicals and flammable materials,
 - power lines, to building facilities,
 - water mains, septic systems to building,
 - location and height of interior storage, including size and materials stored,
 - location of combustible artwork displays and teaching materials that are attached to classroom and school hall walls (should not exceed 20% of the area of the wall).
 - ix. method of accounting for whereabouts of students, staff and visitors, including procedures for student release.
 - x. inventory of neighbourhood hazards, resources and temporary shelter sites.
 - xi. protocol for release of employees from their work responsibilities after an emergency occurs to attend personal affairs.
 - xii. emergency communication in the event of a power failure.
 - xiii. methods for contacting staff and parents/guardians.
- e) Principals (or designates)/supervisors are to ensure each employee under their direction is aware of the Emergency Preparedness Plans for each identified emergency that could affect their work and work site.
- f) The school "Emergency Preparedness Plan" should be easily identifiable and located in an office for access by all school employees, as well as any other location(s) deemed necessary, including classrooms, and a copy shall be kept in the Fire Safety Box for First Responders.
- g) An emergency evacuation drawing shall be posted at the entrance/exit of each school district building and room, displaying the primary evacuation route to the outside assembly/muster area.
- h) A sign-in book for all non-staff such as visitors, parents, guests etc. to be readily accessible at the main office. Proper signage posted at all entrances to remind all non-staff to sign-in/out when doing business in the schools and/or school grounds. Staff should be encouraged to wear/carry their School ID Card on their person at all times.

- i) Emergency drills are to be practiced on a regular basis for students and employees as follows:
- Schools:** a minimum of 6 fire (3 each semester), 1 earthquake, 1 Lockdown, 1 student release drill (may be held in combination with fire or earthquake drill, and can be planned for end of school day).
 - Facilities/Board Office:** a minimum of 1 fire, 1 earthquake.
 - Transportation:** a minimum of 1 bus evacuation (all drivers).
- A record of the date, time and comments for each drill will be kept at the school, site or by the bus supervisors.
- j) Parents of new students enrolling in a school during the school year shall be made aware of the school's Emergency Preparedness Plan as part of the enrollment material.

3. Roles and Responsibilities

- a) School/Site Joint Occupation Health & Safety Committees:
- will review and adjust the school/site Emergency Preparedness Plans by October 30.
- b) Principal:
- is responsible for the administration and maintenance of the Emergency Preparedness Plan
 - will make parents/guardians aware of school's Emergency Preparedness Plan and procedures for parents/guardians to take in the event of an emergency at their child's (children's) school.
 - will ensure that all staff (including replacement staff) are provided with appropriate keys for their work areas, and will ensure the keys are returned when the staff member's assignment ends.
- d) School/Site Staff:

As part of an Emergency Preparedness Plan, the roles and responsibilities of all employees shall be defined and reviewed annually by the school/site Joint Health & Safety Committee. All staff will make themselves familiar with their responsibilities.

The following is a suggested list of these roles and responsibilities.

- i. A principal or supervisor is the "person in charge" of developing, implementing and coordinating the site emergency plan which includes assigning responsibilities for: the initial site sweep during any evacuation, first aid support, student assembly area, Parent Check In/Student Release Area and utilities, ensuring:
- establishing a command post.
 - monitoring evacuation of building(s).
 - receiving reports from evacuated staff, recording details, monitor evacuation or assigned tasks relating search and rescue, first aid, communications, utilities, assembly area(s) and student release station(s); maintain continued safety of students, staff and visitors; delegate any other tasks that may be required to be completed.
- ii. Initial site sweep (only if safe to do so as per RDA):
- by assigning individuals to check for persons during evacuation to determine the building is clear.

- iii. Site first-aid personnel - to develop procedures to:
 - store first aid equipment and supplies in marked, safe accessible areas at the site for use in an emergency.
 - establish a first aid reception area to treat the injured, including special needs students.
 - identify "medical alerts".
 - maintaining first aid reception area in a clean and organized state.
 - report the status of injured to principal (or designate)/supervisor as directed.
- iv. Communications - to develop plans to:
 - provide communications to the principal (or designate) or supervisor to coordinate with prime responders, first aid station, student assembly area, Parent Check In/Student Release Area.
 - establish communications with the Superintendent of Schools to advise of the condition of students and staff, including any district staff, student support staff, maintenance/custodial staff and/or transportation staff that may be located at the school site; and condition of facility/bus.
 - communicate with the local community emergency operations centre of Provincial Emergency Plan, if circumstances so warrant.
- v. Student Assembly Area - to develop plans to:
 - provide a safe assembly area away from known and/or potential hazards with clearly defined boundaries, (i.e. using marking tape and/or traffic cones, etc.), including other facilities within the community.
 - conduct a head count of all students.
 - provide personal care as required.
- vi. Develop plans for student release.
- vii. Site Utilities - to develop procedures to:
 - shut off natural gas/propane supply, electrical supply and water supply to school building, if possible, without exposing persons to greater risk of injury should the emergency require this action be taken, but ONLY if it is necessary to do so.

4. After the Emergency - Review

- a) The principal (or designate) or site coordinator will prepare a procedural "debrief" document which will:
 - i. Outline the incident or event.
 - ii. Note what worked, based on the Emergency Plan.
 - iii. Describe necessary change should a similar incident or event occur.
 - iv. Conclude with recommendations.
- b) To prepare this document, prime responders, students, employees and parents may be consulted by the writer.
- c) The debrief document will be forwarded to the Superintendent and the District Health and Safety Department.

EMERGENCY PREPAREDNESS PROCEDURES

a) Fire

1. As the possibility of a fire occurring at a school facility is real, appropriate procedures must be established for the safety of all students and staff, as well as the recognition of potential fire hazards.
2. Fire practice drills shall be held three times each fall term (September to December) and three each spring term (January to June) at schools and annually at the School Board Office, including Maintenance and Transportation facilities. A record of the date, time and comments for each drill will be kept in the Fire Safety Plan box.
3. The emergency fire safety plan will be updated annually and will:
 - a) include a school floor and site plan, showing the locations of:
 - all fire emergency pull stations.
 - all firefighting equipment.
 - fire alarm panel.
 - mechanical and furnace/boiler room(s).
 - fire evacuation routes to outside and assembly area.
 - fire department connection to building sprinkler system.
 - fire hydrant(s) located on or near school.
 - location of gas and power shut offs.
 - b) provide a list of physically-challenged and/or wheelchair-bound students and staff indicating their whereabouts during the school work day and the need for assistance to evacuate these people (with advice from the local fire department).
 - c) provide a list and location of hazardous materials that might be harmful to students, staff and/or fire department personnel, should they become involved with a fire.
4. When a fire is found or suspected:
 - a) activate the facility fire alarm before making any attempt to extinguish the fire, if trained.
 - 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.
 - d) telephone 911, advising the operator of:
 - name of school.
 - location/address of school.
 - nature of fire, if known.
 - whereabouts of school/building occupants.
 - e) upon hearing a fire alarm, teachers should:
 - ensure all classroom activities stop, (gas and equipment, where applicable, are shut off).

- ascertain if safe to exit classroom via designated evacuation route, (if classroom door closed, before opening determine if door is excessively hot; if so, do not open).
 - if able to exit classroom as planned, direct students to walk in a quiet and orderly manner along evacuation route to designated assembly area.
 - 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 and attendance is immediately taken at the assembly area.
 - immediately report any missing students, staff and/or visitors to the Principal (or designate).
 - if unable to exit the classroom, have students sit on floor against outside wall.
 - if unable to exit via classroom door, open exterior window and evacuate if on ground floor or call for help if unable to evacuate through open window.
- f) Principal (or designate) (or person in charge, i.e. Chief Fire Marshall) to check site property access:
- to determine if all students/staff, and visitors have safely exited the school building(s), informing fire department officials immediately upon their attendance of names and ages of unaccounted for students, staff, visitors and their possible location in the building including a site specific plan to support any wheelchair bound students and staff to evacuate from the building.
 - to ensure all entrances to school property are open and not blocked.
 - to stand by and be of assistance to fire department officials as needed.
- g) Visiting SD62 Staff /Contractors/ Other Visitors:
- must exit building and report to Principal (or designate)/Chief Fire Marshall
5. Physically-challenged individuals must be assisted by SD62 staff members to evacuate the building.
 6. If it is determined the safest place for a physically-challenged student is in the classroom or at a refuge area, the Principal (or designate) (or person in charge) shall be immediately notified of the student's identity and location so emergency rescue personnel can remove the student safely.
 7. Should it be impossible or unsafe to return to the school building due to the fire, dismissal procedures should be followed. If it is a time other than normal dismissal time, follow emergent student release procedures.
 8. All media queries regarding a fire at a school district school or facility shall be handled through the office of the Superintendent of Schools, in consultation with the local fire department.

b) Threats to School Occupants or Facilities (i.e. Bomb Threat)

1. Threats to school may involve a bomb, chemical substance or any other material that can cause physical harm to the buildings' occupants and to school district facilities.
2. All threats will be taken seriously.
3. The details of a threatening call are to be recorded immediately including:
 - a) if possible, use telephone trace *69 to identify source of the call
 - b) the date and time of the call,
 - c) the exact wording of the threat,
 - d) the time the threat will occur,
 - e) if a bomb, its location and appearance,
 - f) the name of the caller,
 - g) the age and gender of the caller,
 - h) any noticeable accent or identifying vocal characteristics,
 - i) background noise which might identify the location from where the call is originating.
4. Notify Principal/Supervisor as soon as possible who will, in turn, notify the District designate responsible for Violence Threat Risk Assessments.
5. If a written communication is found on a school district site or in a building. Notes on paper should be handled with care (by the edge) placing it in a folder as soon as possible so as to not disturb any physical characteristics of the note or any evidence that might be on the note. Notes written on walls etc. should be photographed and the surrounding area secured so that no one can tamper with it prior to police inspection.
6. When a threat to school occupants and/or school facility, including school grounds, is received, the school Principal (or designate) is to be immediately advised in a confidential manner.
7. A school Principal (or designate) will notify the local RCMP (911) first, and then the Superintendent of Schools.
8. In consultation with the RCMP, and Principal (or designate) shall decide whether to evacuate the school premises.
9. Evacuation should follow the same procedures as a fire drill, with students and staff exiting the building in an orderly manner and assembling in a designated area where attendance of students can be determined. (Ensure class lists with day's attendance are taken out with class, as well as staff list.)
10. If the threat received indicates a "bomb", the use of school "walkie-talkie" radios is to be curtailed immediately until it is determined the threat is false or the bomb's mechanism does not include a radio frequency transmitter.
11. School staff noting any objects that seemed out of place or looked suspicious should not disturb the item(s) but report their location immediately to the RCMP or principal (or designate) present.
12. A school that has been evacuated and a search results in no threat being present, the students and staff shall return to the school at the direction of the Principal (or designate) after consulting with the attending RCMP.

13. All media queries regarding incidents of this nature are to be handled by the RCMP, in consultation with the Superintendent of Schools.

d) School Bus Accidents

1. In the event of a school bus accident or fire:
 - a) drivers are to take appropriate action to evacuate students from the bus to a safe and secure area.
 - b) drivers are to report the accident, via radio if possible, to Dispatch or the Transportation Manager or another bus driver, and will make the appropriate notes in the bus "Accident Investigation Report" book.
 - c) The recipient (Dispatch, Transportation Manager, or other bus driver) shall immediately contact emergency services (police, fire, ambulance – 911) and will notify the Superintendent of Schools of the details of the incident.
 - d) the Transportation Manager or designate will arrange for alternate transportation for students and will advise the affected school Principal (or designate) of the accident.
 - e) the Transportation Manager will obtain a list of students eligible to be on the bus at the time of the accident; and, with the school Principal (or designate) or school representative, determine which students were on the bus at the time of the accident. They will record the names of students transferred to the hospital and those students enroute to or from school. The Supervisor shall then communicate this information to the Superintendent of Schools.
2. Should the accident cause injury to students and/or the bus driver, the Superintendent of Schools will appoint a school district representative(s) to attend at the hospital(s) to ascertain the extent of injuries and to assist hospital officials as may be required.
3. The Superintendent of Schools will delegate an employee to contact a parent of each student involved in the bus accident, to advise of the accident and the student's condition, and present whereabouts. (Persons making contact with parents should not discuss causes of the accident or give opinions.)
4. Students will be given the opportunity to speak with a district or school counsellor(s) concerning the accident.
5. All media queries are to be directed to the Superintendent of Schools.

e) Severe Weather (including flooding)

1. If a severe storm does occur in this area during non-school hours, the Superintendent of Schools, upon receiving appropriate information, will determine the need for school closure.
2. If a violent storm occurs during school hours, students and staff should remain in the school building away from exterior windows and walls, ensuring classroom windows are closed.
3. The Superintendent of Schools is to be advised immediately if evacuation of a school is necessary (with details of the incident).
4. If evacuation of the school building is required, standard evacuation procedures are to be followed. *[See section a) Fire]*
5. Should it be necessary to dismiss students from school or an evacuation site, student release procedures should be implemented. *[See Appendix A]*

f) Earthquake

Earthquakes happen with no warning; therefore, life-protecting actions must be taken at the first indication of ground shaking. Even in the most severe earthquakes, buildings rarely collapse completely. Injury and even death are most often caused by the shattering and falling of non-structural elements, such as window glass, ceiling plaster, lighting fixtures, chimneys, roof tiles, and signs. There will be no time to think what to do; therefore, of all earthquake preparedness measures, EARTHQUAKE DRILLS ARE THE MOST IMPORTANT.

PRIOR TO AN EARTHQUAKE

Earthquake Plan

Each school/site must prepare, and review annually, an earthquake plan that includes;

- standard procedures (see below).
- identification of specific areas of concern at the site (propane tanks, gas lines, power lines, trees, shops, kitchens, etc.).
- responsibilities of staff members.
- evacuation routes and muster area(s).
- plans for moving to an alternate site (including location of alternative sites and method of transportation).
- method(s) for communicating at the site, with school board office and parents.
- student release procedures.

Earthquake Drills

Earthquake drills must be conducted at least once a year at all school district schools and sites. Staff is encouraged to coordinate the school drill with the annual BC ShakeOut drill.

School drills should be preceded by classroom discussions. These should be about the need for and purpose of drills. The noises of building movement, windows breaking, and objects falling, that accompany an earthquake, can cause emotional stress and panic. Students should be prepared for this by classroom discussion.

Drills are most effective if they simulate emergencies such as jammed doors, and blocked hallways and stairways. Simulation exercises should occur outdoors as well as inside the school.

Drills must include "Drop, Cover, Hold" procedures and should include evacuation and muster procedures (like fire drills).

Thought should be given to any changes in procedures required if an earthquake should occur at times other than during class time, i.e. recess, exam week, during an assembly, at the beginning or end of the day.

Emergency Kits

Since it may be necessary to "shelter in place" for an unspecified amount of time, it is suggested that schools put together earthquake kits.

School emergency kits (preferably stored in outdoor kiosk) must include:

- Copy of your emergency plan.
- Current staff list including emergency contact info (may be kept in school office).
- Current whole school student list with emergency contact info (may be kept in school office).
- First aid kit.

Please see Appendix B for a list of other supplies that could be included.

DURING AN EARTHQUAKE

When an earthquake or after-shock occurs, take cover immediately.

If you are indoors “DROP, COVER, HOLD ON, COUNT TO 60”:

- **DROP** under desks or tables or other solid furniture.
- **COVER** your head and torso to prevent being hit by falling objects.
- **HOLD on** to the object you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- **COUNT TO 60 before coming out of your safe spot to allow objects that may have shifted during the shaking to settle.**
- If you can't get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall and protect your head and neck with your arms.
- Face away from windows or glass display cases.
- If you are in a wheelchair, lock the wheels and protect the back of your head and neck.
- Count out loud until all the shaking has stopped, then recount again to 60, as this allows time for items to finish falling and possibly the first after-shock to occur.
- 60 seconds after all shaking has stopped carefully check for injuries and dangerous objects around, such as broken glass before moving or standing up.
- In science labs and industrial ed. shops, extinguish all burners before taking cover (or as soon as possible).
- In science labs and industrial ed. shops stay away from hazardous chemicals that may spill.
- In library, move away from where books and bookshelves may fall and take cover.
- Do not use an elevator. If you are in an elevator during an earthquake, hit the button for every floor and get out as soon as you can.

Ground shaking during an earthquake is seldom the cause of injury. Most earthquake-related injuries and deaths are caused by collapsing walls and roofs, flying glass and falling objects. It is extremely important for a person to move as little as possible to reach the place of safety he or she has identified because most injuries occur when people try to move more than a short distance during the shaking.

If you are outdoors:

- Stay outside.
- Go to an open area away from buildings, trees and power lines. The most dangerous place is near exterior walls.
- Stay at least 10 meters away from downed power lines to avoid injury.

If you are in a vehicle:

- The driver should pull over to a safe place and turn off the engine. It is important to keep the roads clear for rescue and emergency vehicles.
- Avoid bridges, overpasses, underpasses, buildings or anything that could collapse.
- Driver and passengers should stay in the vehicle. It is especially important not to exit the vehicle if downed power lines are across it.
- If in a bus, stay in your seat until the bus stops. Then, take cover in a protected place if possible. Otherwise, sit in a crouched position and protect your head from falling debris.

- Place a HELP sign in your window if you need assistance.
- Listen to the radio for instructions from emergency officials.

If you are near the coastline (in tsunami zone) during a strong earthquake:

- Evacuate to higher ground as soon as possible.
- Do not re-enter area until officials declare it safe.

AFTER AN EARTHQUAKE

Conditions after an earthquake vary considerably and judgment will be required.

All staff members are expected to remain at work to assist with students, until authorized by their Principal/Supervisor to leave. However, every effort will be made to help staff ascertain the status of their own family so that they can focus on the task at hand with an easier mind.

If no significant damage has occurred to the building it will not be necessary to evacuate, and Hold and Secure procedures should be followed while school and community officials determine the full extent of damages.

If little damage has occurred at the school/site, but damage has occurred elsewhere and roadways or communications have been disrupted, or if it is unsafe to exit the building due to conditions in the immediate area, it may be necessary to “shelter in place” for a period of time.

In cases of fire or gas leak evacuate immediately.

Where structural damage has occurred:

- staff and students will need to evacuate buildings, or parts of buildings. Be prepared to find alternate exit routes.
- evacuate SLOWLY and CAUTIOUSLY to be safe. Watch for debris hanging over exits.
- take earthquake kits with you if they are located in the building and can be reached on the way out.
- muster at predetermined area if safe to do so, otherwise another location will have to be chosen based on the circumstances.
- take attendance.
- do not re-enter building until it has been determined it is safe to do so (preferably by someone trained in rapid damage assessment).
- District staff will assist wheelchair bound individuals to evacuate.
- if you are unable to evacuate a damaged area, or you need assistance, hang the HELP sign in the window.
- After evacuating, the Principal or Supervisor, in consultation with the Superintendent and Emergency Rescue personnel, will need to determine if students (and staff) will be released from the site, or if they will be moved to an Emergency Social Services Reception center. In either case, standard release procedures will be followed [see section e) Severe Weather].

Things to keep in mind:

- Stay calm and help others if you are able.

- Be prepared for aftershocks. Stay away from brick walls and chimneys as they may be damaged or weakened and could collapse during aftershocks.
- If power has gone out, and it is safe to do so, turn off all lights and appliances to avoid fire danger when power is turned back on.
- Do not turn off utilities UNLESS they are damaged. Leaking gas will smell like rotten eggs. Once gas is turned off it may NOT be turned back on except by a licensed gas technician.
- Do not flush toilets if you suspect sewer or septic lines are broken.
- Use extreme caution with hazardous materials or spills. When in doubt leave the area.
- Only make phone calls if you require emergency services.
- Texting is the method of communication least likely to be affected, but use it sparingly to check on the safety of family members. Do not "chat".

The main priorities after an earthquake are:

- Immediate safety and first aid.
- Establishing communication at your site, within the school district, with emergency services and with families of students and staff.

Earthquake Guidelines for Bus Drivers

Minor Earthquakes

In minor earthquakes, stop and/or "take cover" procedures should be followed, and vehicles should be driven to a safe point and halted. If there is no reported damage to roads and structures, normal operations should resume if electrical service is operable and there are no fires, gas leaks, or visible, serious damage to buildings.

Major Earthquakes

This plan is intended for implementation only in case of a major earthquake and/or where there is obvious damage to roads and structures. The basic emergency plan assumes that damage will be widespread, roads will be difficult or impossible to use, and buses will be rerouted to those schools that are still operating. In local emergencies such as chemical spills, follow the instructions from the Transportation Manager.

If a major earthquake occurs during non-school hours, employees should wait for instructions before coming to work. The instructions may be given by telephone contacts, radio over the Emergency Broadcast System, or broadcast on local TV stations.

Instructions for Drivers During an Earthquake

1. If travelling, pull to the side of the road away from tall buildings, trees, tall signs, street lights and power lines, if possible.
2. Do not stop on or below freeway overpasses or bridges.
3. Monitor radio for instructions.
4. Keep students on the bus because they are safer there.
5. Students should be told to take cover by putting their heads down between their knees and remaining in their seats until an "all clear" is given.
6. When shaking stops, avoid areas of downed trees, buildings or power lines and park the vehicle safely.
7. Leave the door closed and go through the bus to check for student injuries.
8. Calm the students and render first aid if necessary.
9. Drive the students to the nearest Emergency Shelter. Contact the Transportation Manager to notify which Emergency Shelter you have taken your bus to so that parents can be notified.
10. If your vehicle is inoperable or the streets are damaged, keep your door closed. Radio dispatch and wait for assistance.

Drivers are to await further instructions from the District. Even though students may be badly frightened, they must not be allowed to leave without adequate adult supervision. The driver should carry the bus roster personally to keep track of students and report injuries during the emergency and to report the name and identification of any parent, certified employee or police official relieving him/her of the responsibility for bus passengers.

g) Hazardous Material Spills, Accidents or Explosions

1. When a hazardous material (toxic chemicals, flammable and/or explosive substances) accident, spill, or explosion occurs at a school facility or site, involving school-controlled materials, report the circumstances immediately to the principal (or designate) (or site supervisor) who should determine:
 - a) need for assistance from district maintenance staff, **District Health and Safety department**, and/or local emergency services (fire, ambulance, police - 911), to assist with control/security of affected area, aid to injured, and containment and clean-up of material.
 - b) the need to initiate Hold and Secure procedures (see section B) or to identify a safe evacuate area for school or site occupants, if required.
 - c) the type of material involved (i.e. toxic, flammable, explosive; name of material; stability of material; obtain information from the MSDS sheet).
 - d) location of accident, spill, or explosion, size of area affected, and containment of the material involved.
 - e) effect to school/site occupants.

2. If a hazardous material accident, spill or explosion occurs off-school property, involving materials under the care and control of others, but affecting the normal operation of the site, report the incident to the principal (or designate) or supervisor who should determine:
 - a) name(s) of any individuals injured and/or requiring medical attention.
 - b) location and type of accident, spill, or explosion in proximity to school, type of material involved and associated hazards.
 - c) 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.
 - d) time allowed to evacuate or if evacuation occurring, location and method of evacuation to safe area.
 - e) Principal (or designate) or supervisor will report the details to the Superintendent of Schools.

3. If evacuation from the building (or part of it) is required, the principal (or designate) or supervisor will:
 - a) advise the local emergency services immediately (fire, ambulance, police - 911), giving details of the location, severity, material involved, and area evacuated to.
 - b) notify the Superintendent of Schools immediately that evacuation of a school is necessary, with details of the incident.

4. Communication with the media, parents, and community-at-large will be the responsibility of the Superintendent (or designate).

h) Abduction

Suspected:

- Verify that the student is missing and possibly abducted.
- Call 911.
- Alert Administration.
- Search the building and grounds.
- Question student's friends to obtain information about when and where the student was last seen.
- Call parents/guardians to obtain information, such as last known whereabouts, clothing worn, identifying features, etc.

Attempted:

- Ensure that an adult stays with the student involved to provide emotional support and reassurance.
- Call 911.
- Alert Administration.
- Gather as much information as possible from the student and witnesses.
- Inform parent/guardians.

Confirmed:

- Call 911 (with as much information as possible).
- Inform parents/guardians.
- Alert Administration.
- Call Superintendent or Assistant Superintendent.
- Contact the District Critical Incident team if appropriate.
- Meet with staff as soon as possible and advise teachers on sharing information with students.
- Talk to students about safe travel practices between home and school.
- Identify students at risk.
- With police, develop a fact sheet to respond to telephone inquiries.
- Direct media to the Superintendent's office. Prepare for media onslaught and continue to direct all calls to the Superintendent.
- Send a letter home to all parents/guardians outlining facts, as known, and alerting them to any possible concerns, as well as school/police initiatives and ways they can support their children.
- Develop a plan for immediate and follow-up support for students.

Refer to *Responding to Critical Incidents: A Response Guide for Schools* for further details <http://www.bced.gov.bc.ca/specialed/rci/resteams.htm>

i) Incident on a Field Trip

Ensure that all staff members taking students on field trips carry the phone numbers (home and cell) of their principal (and designate) and parents/guardians. Staff should know to immediately call and personally speak to the school principal (or designate) if a serious accident occurs.

PRINCIPAL (OR DESIGNATE) WILL THEN:

- Gather preliminary information about the incident (location, description of incident, emergency personnel involved, number of students involved, seriousness of injuries, names of students, staff of parents/guardians taken to hospital, their condition, if known, and the name of the hospital receiving the injured, if applicable).
- Establish a contact person and a number at the site of the incident where that person can be reached at all times. Establish a back-up plan if phone contact cannot be made (e.g. alternate contact number).
- Notify the Superintendent of Schools **and the District Health and Safety Department**.
- Meet with all of your school's administrators to formulate an initial plan to handle the incident and assign responsibilities. Decide whether to request one of the administrators to attend the scene. If an incident is serious or involves casualties, it is advisable to do this, if at all possible.
- Direct all media inquiries to the Superintendent's Office.
- Request involvement of District Critical Incident Response Team, if appropriate.
- Notify parents/guardians of the students on the trip. Give them only verified information and invite them to meet at the school for further information.
- Provide the staff handling the telephone with a script to share with parents/guardians and the community.
- Contact PAC President to inform them of the accident.
- Establish a room for parents/guardians/students in which to meet and ensure an administrator or Critical Incident Team member is present to provide information on an ongoing basis. Provide separate rooms for parents/guardians of critically injured student(s).
- Arrange for a staff meeting (or other method of communication) to pass on information and outline the plan for handling the situation.
- If applicable, write a statement informing staff and students of the incident.
- Write a letter to parents/guardians, if appropriate, informing them of facts about the accident, support provided by school and ways they can support their children.
- Develop a plan for immediate and follow-up support for students and staff.

Refer to *Responding to Critical Incidents: A Response Guide for Schools* for further details <http://www.bced.gov.bc.ca/specialed/rci/resteams.htm>

Appendix A Student Release Procedure Guidelines

These Guidelines are intended to help school Joint Health and Safety Committees to prepare their school student release procedures.

OVERVIEW

Release of students may be advised by public safety officials or authorized by the principal or superintendent whenever a condition exists warranting such action. Such conditions include earthquake, flood, severe winter storm, etc.

Parents will be advised of release criteria and procedures, in writing, at the beginning of each school year. Guidelines may be modified for the release of students as long as they are released in a safe and orderly manner.

When the decision has been made to release students, local Fire and Police Departments will be notified. School closure and reopening will also be reported to radio stations by the superintendent or designate.

- ◆ All students will remain under the supervision and care of the school until released to a parent or authorized designee.
- ◆ **Students will only be released to an authorized adult listed on the Student Emergency Release Form.**
- ◆ Students must be signed out by the authorized representative.
- ◆ Students who are not picked up or who are unable to proceed home will be kept at the school or at the designated alternative shelter.
- ◆ Parents are responsible for notifying the persons designated as authorized emergency contacts for their children so that they are aware that such authorization has been given and are aware of any medical needs of the child.

PARENTS SHOULD NOT ATTEMPT TO PICK UP THEIR CHILDREN DIRECTLY FROM THE STUDENT ASSEMBLY AREA. Students will only be released to individuals authorized by a parent or guardian on the Student Emergency Release Form. Parents and authorized adults are required to go to the Parent Check In/Student Release Area before the child will be released from the campus.

SITE PLAN

Each school should identify an interior and exterior area where students may be kept until they are released to an authorized adult, depending on the circumstances of the emergency. Possible sites should also be established ahead of time for Incident Command Post and Parent Check In/Student Release Area. Thought should also be given to possible traffic control issues.

RESPONSIBILITIES

1. Incident Commander (school principal, vice principal or designate): Set up Incident Command Post (ICP). Notify staff of school evacuation and communicate that this is not a drill. Direct teachers to a pre-designated spots. Analyze situation; re-evaluate evacuation spot to determine if students should be moved. Determine medical and assistance needs after population assessment. Determine search and rescue needs. Reassess as situation changes. Keep staff informed as to status of missing students. Report to responding emergency personnel. Keep Superintendent of Schools (or designate) updated.
2. Classroom Teachers: Evacuate students to designated area, with students grouped as determined by district or school site. Take attendance and make note of any students or staff unaccounted for or who have sustained injuries. Send report to up Incident Command Post (ICP) by student runner. Organize students. Monitor students' medical and emotional condition. As runners come to take students to Parent Check In/Student Release Area note their status on class attendance list.
3. First Aid (if necessary): Set up first aid station and administer first aid as required. Monitor patients' medical and emotional condition.
4. Student Release Team: Set up the designated Parent Check In/Student Release Area. If possible, set out tables at least 20 feet apart to reduce crowding. For large student body, establish several lines for speedier processing. Post signs and set out Student Emergency Release Form for each line. Note status on forms of absent, injured and missing students (when information received from Incident Command). Identify volunteer runners and review where to find students.
5. Traffic Controller(s): Set out parking area traffic cones if necessary. Keep parent vehicles from blocking access by first responders.
6. Other Staff: should report to Incident Command Post to be assigned other duties as required, i.e. man a parent information station, act as runners, provide crowd control, set up temporary toilets.
7. Parents/Authorized Adults: read all signs, listen carefully and be patient so that all children can be accounted for and released in an orderly manner.

POPULATION ASSESSMENT

As soon as a classroom has evacuated, teacher or alternate staff member will:

- ❑ **TAKE ATTENDANCE.**
- ❑ **MARK STATUS** of students (present/absent/needs first aid/unknown).
- ❑ **SEND** student runner to take report to Incident Command, then return.

After reviewing attendance reports, Incident Command will:

- ❑ **SEND** names of students who are absent and those who need first aid to the Parent Check In/Student Release Area so Student Emergency Release Forms can be updated.
- ❑ **SEND** staff member to classroom muster areas where first aid requirements have been noted. They will help move injured to first aid station.

Depending on the size of the school population and the duration of the emergency, a secondary population assessment may need to be done to provide Incident Command with an update on the location and condition of the student and staff population.

PARENT CHECK IN/STUDENT RELEASE AREA

- ❑ **CHECK** Student Emergency Release Forms against roster of absent students. NOTE absent status on forms and file them separately (in alphabetical order).
- ❑ **CHECK** Student Emergency Release Forms against roster of students needing first aid. NOTE on Student Emergency Release Form that student has been taken to the First Aid Station.
- ❑ **VERIFY** photo ID of adult requesting student release. CHECK Student Emergency Release Form to verify adult is authorized for pickup. **WRITE** initials on Request Form to note that both ID and authorization have been checked.
- ❑ **VERIFY** Student Emergency Release Form is completed with signature, sign out time, destination and telephone and send runner to get student.
- ❑ **RELEASE** student to parent, guardian or authorized adult, along with student's medication, if applicable.
- ❑ **FILE** completed Student Emergency Release Forms alphabetically.

RUNNERS

- ❑ **REPORT** to Parent Check In/Student Release Area.
- ❑ **WHEN DIRECTED, REPORT** to teacher in Student Assembly Area to collect a student. Teacher calls student forward and notes student status on attendance roster.
- ❑ **ESCORT** student to Parent Check In/Student Release Area.
- ❑ **(OR) RETURN** to Parent Check in/Student Request Area with student status information if student is not in area.

TRAFFIC FLOW

Parking at many schools is limited. In times of an emergency, the first responders—fire officials, law enforcement and public works—need priority access to the campus for their vehicles.

- ❑ For the safety of all, traffic should be directed by signs, cones and staff.
- ❑ Spaces for emergency vehicular parking should be cordoned off with traffic cones and/or caution tape.
- ❑ Post a large site map near the main parking area with a walking path designated for parents picking up students.
- ❑ Colour-coded signs are useful; e.g., yellow signs identifying the Student Request Table and yellow for student requests; green for the Student Release Table.
- ❑ Schools with no room for parent parking and turnaround may develop a student release procedure that enables students to be released directly to the authorized adult's vehicle.

CROWD CONTROL

For every student, there may be at least one adult descending on the campus in an emergency.

Be prepared for the following:

- Traffic jams which block emergency vehicles;
- Crowd control problems on campus; and
- Unreasonable, agitated and demanding parents.

Parents and other authorized adults **MUST** go to the Parent Check In/Student Release Area before the child will be released from the campus.

PARENT NOTIFICATION

It is important that parents understand procedures that they and school staff must follow in the event students are released prior to the end of the academic day. All adults should be prepared to provide photo identification in order to have a child released to them.

Attempts to notify parents as to the situation should be made as soon as possible. Multiple forms of communication should be used such as: telephone tree, website alert, radio announcement and school auto-dialer. Depending on the extent of the emergency, it may be possible to get help from the Board Office, especially with mass media communication.

SUGGESTED SUPPLIES FOR STUDENT RELEASE

INCIDENT COMMAND POST

- Bullhorn with extra batteries
- Portable AM/FM radio with extra batteries
- Two-way radios
- Yellow caution tape and duct tape
- Hats or vests to identify emergency staff and volunteers
- Master roster of students and staff

STUDENT ASSEMBLY AREA

- Master roster of students, per teacher
- Minor first aid supplies
- Emergency Kits *[see suggested Earthquake Supplies - section F]*

PARENT REQUEST/STUDENT RELEASE AREA

- Folding tables
- Folding chairs
- Student Emergency Release forms (alphabetized in file box)
- Copy of Master roster of students and staff
- Hats or vests to identify emergency staff and volunteers
- Clipboards (many) and pens for Student Request Forms
- Stationary supplies (pens, pencils, stapler, tape, Post-its, etc.)
- File box(es) with alphabetical dividers for completed Student Emergency Release Forms

TRAFFIC/CROWD CONTROL

- Directional signs
- Traffic cones
- Caution tape
- Site map (enlarged) with key areas highlighted: First Aid Station, Parent Request/Student Release Area
- Handouts of site map
- Two-way radios
- Hats or vests to identify emergency staff and volunteers
- Note pads, pencils, tape

See the following pages for these sample forms and letters

(Note: page numbers have been removed from this point on to make coping & editing easier for individual schools.)

[Emergency Preparedness Letter to Parents](#)

[Student Release Form](#)

[Earthquake Drill Letter to Parents](#)

[Lockdown Drill Letter to Parents](#)

[Advice for Parents – School Emergencies](#)

[Earthquake Preparedness Pamphlet](#)

[Class Status Report for Incident Command](#)

[Staff Sign out Sheet – for Earthquake or Other Major Emergency](#)

EMERGENCY PREPAREDNESS LETTER TO PARENTS - SCHOOL EMERGENCIES

SCHOOL DISTRICT NO. 62 (SOOKE)

Dear Parents/Guardians:

Our school is developing an emergency preparedness plan to help ensure the safety and well-being of your child(ren) and staff in the event of an emergency affecting the normal operation of the school. This plan includes procedures relating to fire, threats to the school, violent incidents, school bus accidents, severe weather, earthquake, hazardous spills, pandemics, abduction and incidents on field trips.

In the event of an emergency requiring the closure of school, these procedures will be followed:

- Students will only be allowed to leave with adults authorized on the Student Emergency Release Forms in our files.
- All authorized adults who come to pick up students must ensure that they report to the Parent Check In/Student Release Area. Children will be signed out here.
- Do not directly seek out your child(ren) as school staff has established routines for their orderly release (following calm, orderly procedures will help all children feel less frightened).
- If you are unable to reach the school, contact your authorized emergency contact to collect your child(ren).
- Do not call the school as telephone lines must remain open for emergency calls.
- If the school is in Lockdown, do not call students on personal cell phones.
- Do not drive immediately to the school as school access routes and street entrances must remain clear for emergency vehicles. Also, in some instances, it may be necessary for staff and students to be evacuated to an Emergency Social Services Reception Center, and you may need to pick up your child(ren) there. Listen to local media or check the school or District website for updates.
- Any emergency instructions regarding the status of students at a district school will be broadcast on local radio stations – CFX 1070AM in particular.
- Please also check the District website for updates: www.sd62.bc.ca.

It is critical that we have your instructions regarding the release of your child(ren) if you are unable to reach the school should an emergency occur that affects the normal operation of the school. Please complete the Emergency Release Form and return it to your child's teacher as soon as possible. Please discuss this information and your family emergency plan with your child(ren).

Yours respectfully,

Principal



STUDENT(S) RELEASE FORM
(pg. 1 of 2)

Last
Name

STUDENT(S) IN THE SCHOOL

ABSENT

PICKED UP

Name: _____

Name: _____

Name: _____

Name: _____

PARENT/LEGAL GUARDIAN:

RELEASED TO:

First Name: _____

Last Name: _____

Home Address: _____

Phone: _____

Cell Phone: _____

E-mail: _____

PARENT/LEGAL GUARDIAN:

First Name: _____

Last Name: _____

Home Address: _____

Phone: _____

Cell Phone: _____

E-mail: _____

OUT OF PROVINCE CONTACT:

Name: _____

Phone: _____

Cell Phone: _____

E-mail: _____



MEDICAL ALERT:

SPECIAL INSTRUCTIONS FOR STAFF:

PARENTS/AUTHORIZED GUARDIANS:

1. Please go to the Release Gate [2].
2. Give this part of the form to a staff member at the gate.
3. Please wait at the Release Gate [2], a staff member will locate the student(s) and bring them to you.

ONCE YOU HAVE THE STUDENT(S), PLEASE EXIT THE SCHOOL GROUNDS. THANK YOU FOR YOUR PATIENCE.

Student(s) Release Form – pg. 2 of 2

In the event of a significant emergency or disaster, the school may implement an Emergency Reunification of students for their safety and well-being. Should this be necessary, the school will only release your child(ren) to persons authorized on this form, or if necessary, to medical personnel.

AUTHORIZED GUARDIANS:

RELEASED TO:

First Name: _____ Last Name: _____

Home Address: _____ Phone: _____

Cell Phone: _____ E-mail: _____

First Name: _____ Last Name: _____

Home Address: _____ Phone: _____

Cell Phone: _____ E-mail: _____

First Name: _____ Last Name: _____

Home Address: _____ Phone: _____

Cell Phone: _____ E-mail: _____

First Name: _____ Last Name: _____

Home Address: _____ Phone: _____

Cell Phone: _____ E-mail: _____

**FOR SCHOOL USE ONLY
AUTHORIZATION FOR STUDENT(S) RELEASE**

PICTURE ID: CONFIRMED

NOT AVAILABLE

ID VERIFIED BY STAFF

DESTINATION: _____

TIME: _____

STAFF SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

RELEASED TO: _____

Student's Full Name: _____

Student's Full Name: _____

Student's Full Name: _____

Student's Full Name: _____

Parent

A – Z: _____

A – Z: _____

A – Z: _____

A – Z: _____

Authorized Guardian

Div.: _____

Div.: _____

Div.: _____

Div.: _____

EMERGENCY DRILL LETTER TO PARENTS

SCHOOL DISTRICT NO. 62 (SOOKE)

Dear Parents/Guardians:

Our school is developing an emergency preparedness plan to help ensure the safety and well-being of your child(ren) and staff in the event of any emergency affecting the normal operation of the school.

Our school is practicing an earthquake drill and the student release process. The "earthquake" will take place at _____ on _____. At this time we wish to practice the procedures for emergency pick up of our students. If you or one of your emergency alternates is able, please imagine you feel an earthquake at this time then proceed to the school to pick up your child(ren).

It is important that your student release information is current (with the names of everyone who is authorized to pick up your children, including you!) and has been submitted to the office.

Please report to the Parent Check In/Student Release Area which will be located

_____ . Please **DO NOT** go to the student assembly area. Runners will get your child(ren) for you once you have checked in and signed the student release form.

We are participating in this drill to learn what will work and what things we can do differently to improve our student release procedures. Buses and other after school pick-ups will operate at their regular times for parents who cannot make arrangements to participate in the drill.

Thank you in advance for your participation in this important drill. We are interested in any feedback you may have.

Yours respectfully,

Principal

LOCKDOWN DRILL LETTER TO PARENTS

SCHOOL DISTRICT NO. 62 (SOOKE)

Dear Parents/Guardians,

As you know, we practice a number of safety drills at school, including fire, earthquake, hold and secure, and lockdown drills to ensure that students and staff are prepared in the event of an emergency. Our next scheduled lockdown drill will be on _____. Below you will find more information about this drill. Safety drills can sometimes cause anxiety in children and we request that parents discuss the upcoming drill with their children. Please reassure them that emergencies in schools are rare and that drills are for their safety.

Lockdown is used when there is an immediate threat to the school (i.e. school intruders). Lockdown minimizes the intruders' access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain silent in rooms until the situation has been declared safe by an authorized person (i.e. principal or police personnel). Please note that during a lockdown it is important that students do not use cell phones – this is to ensure the safety of our students.

Hold and Secure is a procedure which keeps students secure inside a school when something such as a gas leak, weather, unsafe animals or persons outside of the school is threatening the general community. During a hold-and-secure procedure only authorized people may enter the school. All doors will be locked and a notice posted indicating that the school is in a hold and secure situation. This procedure allows school activity to continue as normal during the outside disruption until the threat is cleared.

A lockdown or hold and secure situation may occur on any day and at any time, including the beginning or the end of the school day. A lockdown or hold and secure situation may last for several hours.

If you have any concerns, please contact our administrators or counselor at 250-***-****.

Yours respectfully,

Principal

ADVICE FOR PARENTS - SCHOOL EMERGENCIES

1. **PREPARE YOUR CHILD.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pickup at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
2. **KEEP YOUR CHILD'S EMERGENCY CONTACT FORM UP-TO-DATE.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Emergency Release form. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
3. **REMAIN CALM.** Your child is probably safer at school in the event of a disaster. School personnel are certified in CPR, First Aid and Emergency Preparedness. In the event of a disaster, school staff will ensure that your child is cared for.
4. **DO NOT CALL THE SCHOOL AND TIE UP THE SCHOOL PHONE.** Use the designated hotline for a recorded message. Phone lines will be needed for emergency communications.
5. **WALK FROM YOUR HOME, IF POSSIBLE.** Leave the streets free for emergency vehicles. You may get to school faster by foot or bicycle.
6. **PARK ONLY IN AREAS DESIGNATED FOR PARENTS.** Leave adequate room for emergency vehicles to park and turn around.
7. **DO NOT ATTEMPT TO PICK UP YOUR CHILD DIRECTLY FROM THE STUDENT ASSEMBLY AREA.** Parents and authorized adults must report to the Parent Check In/Student Release Area
8. **BRING A PHOTO ID WITH YOU TO THE PARENT CHECK IN/STUDENT RELEASE AREA.** Students will only be released to their parents or to an adult designated on the Student's Emergency Release Form.
9. **PICK UP ALL STUDENTS FOR WHOM YOU ARE AUTHORIZED.**
10. **SIGN OUT AT THE PARENT CHECK IN/STUDENT RELEASE AREA.** The staff will locate and bring your child to you. No student will be released without a parent signature, noting time of release, destination and phone number.
11. **LEAVE THE CAMPUS IMMEDIATELY AFTER BEING REUNITED WITH THE STUDENT.**
12. **KEEP EMERGENCY SUPPLIES IN YOUR CAR,** including comfortable walking shoes, water and warm jackets.

Class Status Report

Use this report to record for the Incident Commander the injured, missing, or absent persons from each site. This sheet includes two copies of the report; six copies should be included in each grab-n-go kit.

Class Status Report

Time: _____ All Okay: _____

Teacher: _____ Grade: _____ Location: _____

Student Name	Absent (from school)	Injured	Helper (i.e. "runner")	Missing (note possible location)

Number of Students Remaining: _____

Message for Incident Commander (if any): _____

Class Status Report

Time: _____ All Okay: _____

Teacher: _____ Grade: _____ Location: _____

Student Name	Absent (from school)	Injured	Helper (i.e. "runner")	Missing (note possible location)

Number of Students Remaining: _____

Message for Incident Commander (if any): _____

Appendix B Emergency Equipment and Resources

**Ref: Ministry of Education, The Emergency Management Planning Guide for Schools, Districts, and Authorities, 2015.
(pg. 54-56)**

Emergency Container (E-Can)

Emergency Container (E-Can)

□ Communication

- Megaphone w/ spare batteries
- Hand held radios w/ spare batteries, or charger
- AM/FM Radio w/ spare batteries

□ First Aid Supplies

- Adhesive bandages
- Latex-free disposable gloves
- CPR Face Shields
- Elastic bandages-different sizes
- Sterile gauze pads, rolls
- Adhesive tape
- Triangle bandages
- Thermometer
- Heavy-duty scissors
- Forceps/tweezers
- Pocket knife
- Non-aspirin pain tablets
- Anti-histamines
- Anti-nausea tablets
- Hydrogen peroxide
- Antibiotic skin ointment
- Safety pins
- Splints
- Towels
- Wool blankets
- Eye protectors
- Water treatment chemicals (aqua tabs)

□ Damage Control

- Tool box
- Adjustable crescent wrench
- Hacksaw
- Axe
- Sledge hammer
- Nylon rope – 3/8 inch, 50ft
- Pliers
- Shovel
- Pipe wrench
- Tie wire
- Vice grips
- Leather work gloves

- **Sanitation and Hygiene**
 - 5 gal pails with lids
 - Plastic liners/garbage bags
 - Toilet paper
 - Hand Sanitizer 1L

- **Shelter**
 - Plastic sheeting/tarps
 - Pop-up tent

- **Power/Light/Heat**
 - Matches and candles
 - Flares
 - Emergency Foil Blankets

- **Staff Comfort**
 - Sleeping bags
 - Folding Cots
 - Essential hygiene products (soap, toothpaste/brush, sanitary napkins, towels)

- **Food and Water**
 - As much water as can be stored, in both individual bottles and carboys
 - Non-perishable, high energy compact food

- **Student Comfort**
 - Teddy bears/small toys/books
 - Playing cards, paper, coloured pencils, sharpeners
 - Extra warm clothing, boots, warm hats

Main Office

(Resources to be in, or in close proximity to the Incident Command Bag)

- Keys (school, e-can, and utility spaces)
- Student medications (including epi-pens)
- Charged cell phone
- Portable radios w/chargers
- List of that day's class trips
- List of that day's substitute teachers
- Visitor Sign-in/sign-out sheet, if pertinent
- School Emergency Management Plan
- Student data (name, phone number, address, emergency contact person, pertinent medical information, sign-in/sign-out sheet if applicable)
- Student release forms
- Staff data (name, phone number, address, emergency contact person, pertinent medical information, sign-in/sign-out sheet if applicable)
- List of staff with any emergency training/skills/ICS responsibilities
- School profile and building information
- Map of school area
- Map of relocation route (if not included in the school area map)

Copies of office records – (to be kept in emergency container outside of the school building)