NAME: 07.01 EMERGENCY PREPAREDNESS	**VERSION:** 3
ADOPTED: JANUARY 18, 2007; **AMENDED**: MARCH 10, 2014 SEPTEMBER 27, 2021	**REVIEW**: 2026-2027

REVIEW EVERY 5 YEARS

PREAMBLE

Richmond Christian School adopts policies and puts procedures in place that emphasize prevention and forethought when considering potential emergency situations. Procedures for coping with emergencies must be flexible as there are many types of emergency situations that could require evacuation: fire, bomb threat, civil emergencies, and natural disasters. There are also countless emergencies that can adversely impact the school community and how staff and parents respond to them will affect the recovery process for all involved.

Because no two instances are identical, emergency plans must anticipate a variety of situations and conditions that will differ from building to building. For that reason, each campus Principal is responsible for modifying, as necessary, the emergency plans required by this policy. An annual review of the materials must be completed by an emergency response team, appointed by the Principal, to ensure that the information provided to staff is accurate and that resources and supplies are readily available and in good condition.

SCSBC RESOURCE

1.   Richmond Christian School has a copy of the R*esponding to a School Emergency: Putting an Effective Plan in Place* resource binder available at each campus office. The binder was designed to aid administrative decision making and management procedures offering sound crisis management protocols that are adopted by Richmond Christian School. This resource is the primary reference for a crisis under the following areas:

   a.   Sudden death or traumatic event

   b.   Serious illness

   c.   Suicide

   d.   Abuse support

   e.   Grief support

2. The RCMP liaison officer and/or school counselor may be consulted by the campus Principal, depending on the nature of the emergency.

3. If a serious crisis or traumatic event occurs that impacts the campus or school community, the campus Principals and Superintendent will identify a point person through whom information will flow to staff, students, parents and community members. Recovering from a crisis in a healthy and effective way will be supported by reducing the opportunity for gossip and misunderstanding.

MEDICAL CONDITIONS AT SCHOOL

4. Richmond Christian School employees are not permitted to administer or distribute medication to students unless a current *Medications Administration Consent* form has been completed by the student's parent/guardian.

5. Parents are primarily responsible for ensuring that the medication, instructions on administering the medication and any changes in the child's health are updated as often as necessary and communicated clearly in writing to the campus receptionist.

6. Employees and volunteers are not to administer or provide over the counter medications to students.

7. In an emergency, exceptions on providing medication or administering aid to a student may be found in the Emergency Preparedness Handbook.

DRILLS

8. The Principal is primarily responsible for ensuring that safety requirements are met and that drills are scheduled as required.

9. Fire Drills

   a. Each campus shall hold a minimum of 6 fire drills annually, 3 in the fall and 3 in the spring

   b. The Office of the Fire Commissioner also requires compliance with the following:

      i. Monthly checks and maintenance of fire alarm pull stations;

      ii. Annual testing and maintenance/repairs;

      iii. Replacement of fire extinguishers;

      iv. Evacuation plan; and

      v. Marked fire exits in each classroom.

10.   Earthquake Drills

     a.   Each campus shall hold a minimum of 2 earthquake drills annually, 1 in the fall and 1 in the spring

          i.   Provide an up to date fire safety plan to the Fire Commissioner.

     b.   A team of staff and parents shall ensure that the earthquake supplies on hand at each campus are suitable and of a sufficient volume to support the potential needs of each campus.

11.   Lockdown Drills

     a.   Each campus shall hold a minimum of 2 lock down drills annually. This includes Lockdown, Lockout (also known as Hold and Secure), Shelter in Place and Evacuate.

          i.   Lockdown:

          Lockdown is used to prevent intruders from entering occupied areas of a building or when it is necessary to isolate students and staff from a danger outside or within the building. Situations include active shooters or dangerous intruders. Staff and students are restricted in their movements to a specific area which is then protected through locking of exterior and classroom doors and covering windows. There may be other areas of the school that are capable of being locked down and these may also be designated as lockdown locations.

          ii.   Lockout (also known as Hold and Secure):

          A lockout is used when it is necessary to secure a school because there is an emergency situation occurring outside the school. The exterior doors are locked and monitored to allow students and staff to enter but otherwise remain locked. Once inside, no one leaves the building. An active police incident in a neighbourhood would trigger a lockout. Confirm with local police when it is safe to lift the lockout.

          iii.   Shelter in Place

          A shelter in place order is used when personal safety is considered to be in danger if anyone leaves the school. It is usually associated with an environmental hazard where hazardous materials are released into the atmosphere. For example, a chemical spill or gas leak in the immediate vicinity of the school. Shelter in place might also be used in the case of a wild animal in the vicinity of the school (e.g. cougar or bear).

          In the case of environmental hazards, steps may need to be taken to ensure the school is airtight - turning off furnaces, air conditioning, closing fume hoods and exhaust systems, covering and taping windows - and that the air is safe to breath.

Examples:

- Environmental events e.g. chemical or hazardous materials spill external to the school

- Any situation where evacuation may pose a greater risk than shelter in place Dirty bombs Gas leaks

- Weather events e.g. sudden blizzard

- Dangerous wild animal e.g. cougar, bear

iv. Evacuate

When a building or area becomes unsafe, evacuation may be called for. The most common event requiring evacuation is fire, but other circumstances may also require evacuation. These include floods or a bomb threat within the school.

FIRST AID TRAINING

12. One employee per 100 students shall be trained with a 2 day first aid program.

EMERGENCY PREPAREDNESS HANDBOOK

13. An Emergency Preparedness Handbook shall be available in each classroom and multiple copies at each campus office.

14. The handbook will include specific protocols such as:

a. Identification necklaces

b. Emergency Release of student procedure

c. Hazard reduction walkabout

d. Emergency supplies

   i. Location

   ii. Supply review process

e. Comfort kits

f. Earthquake procedure – campus specific

g. Fire alarm procedure – campus specific

h. Lock down procedure – campus specific

i. Responsibilities of key team members including:

   i. Principal responsibilities (or person in command)

   ii. Teachers

    iii. Maintenance and facilities staff responsibilities

    iv. Students

    v. Parents

    vi. First aid trained staff

  j. Medical conditions

    i. Administering medication at school

    ii. Management of severe student allergies

  k. Emergency Evacuation Checklist listing all current staff, their location and days on campus

  l. List of emergency and non-emergency telephone numbers for police, fire, ambulance, utilities and other emergency resource centers including community centers, and hospitals.

RESOURCES

15. For additional information reference can be made to the following resources:

  a. SCSBC handbook *Responding to a School Emergency*

  b. Ministry of Education, School Earthquake Safety Guidebook

  c. Emergency Management BC website

  d. Office of the Fire Commissioner, Fire Drills for Schools

<compare current campus handbooks to this policy to ensure that the content that is required is continued and any additions are updated in the policy>