
Emergency Management Planning Guide for Schools, Districts, and Authorities

Diamond School



May 2016

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Table of Contents

Emergency Numbers.....	i
Summary of Important Information in <i>The Guide</i>	1
Duty of Care: in loco parentis	1
Safety Trumps Privacy.....	1
Roles and Responsibilities.....	1
Action Strategies	2
Incident Command System (ICS).....	2
Violence Threat Risk Assessment (VTRA).....	2
Developing a School Emergency Management Plan (SEMP).....	2
Response	2
Training and Drills	3
Risk Assessment.....	3
Crisis Prevention: Ten Tips	4
Accident Investigation.....	5
Procedure for Accident Investigation	5
Reporting Procedures for Workers Compensation Act	6
Emergency Procedures for Specific Events.....	7
Bomb Threat	7
Bullying.....	8
Child Abuse Reporting / Attempted Suicide	8
Cleaning up Body Fluid Spills – Standard Precautions	9
Concussion	9
Death and Serious Illness	10
Disposal of Sharps	10
Earthquake	11
Earthquake Drill	12
Emergency School Closure.....	14
Fire	15
Hazardous Material Spill / Explosion Policy	16
Hazardous Material Spill / Explosion Procedures	17

Hostile Individuals / Intruders.....	18
Emergency Procedures – Lock Down, Hold & Secure.....	20
Medical Emergencies, Communicable Diseases, and Mental Health.....	21
Missing Student	23
Power Outage	23
Social Media Reputation Management – School.....	23
Social Media Posting Guidelines – School.....	24
Social Media Safety – Students.....	26
Violent Incidents / Weapons.....	27
Responsibilities of Principal and Teachers in Emergency Situations	28

EMERGENCY PHONE NUMBERS

Emergency Numbers

Counselling	1-800-668-6868	Fire Department	911
Tele Care Crisis	604-852-9099	Poison Control Centre	604-682-5050
Mental Health (Children)	604-660-2141	Police (non-emergency)	604-599-0502
Reporting Child Abuse	1-800-663-9122	Fortis Gas	(gas) 1-888-224-2710 (elec.) 1-866-436-7847
BC Hydro/Power Outages	1-800-224-9376	Dangerous Gas	1-800-663-9911
Hospital (non-emergency)	604-581-2211	Emergency Animal Control	604-591-4370
Hospital (emergency)	604-581-2211 (or 911)		
Ministry of Children & Families	1-877-387-7027		

Provincial Emergency Response (earthquake, flood, fire) 1-800-663-3456

Security Monitoring Company 604-731-4126

In School Resource Numbers

Title	Name	Cell	Direct Line	Home
Diamond Principal	Gayle Volanska	604-671-8024	604-576-1146	604-560-9659
Directors of Instruction	Kim Coley	778-996-7113		
	James Corrin	236-995-0843		
	Krista Newbigging	604-230-5747		
Office Administrator	Sean O'Neill	778-681-1755		
	Janice Cunningham	778-828-2437	604-576-1146	
Facilities Mgr.	Arthur Lam	604-916-1076		
	(Thomas Diamond)	604-710-7941		



Tell the Dispatcher:

WHEN: is the incident in progress, or did it happen in the past, and at what time?

WHERE: school name, exact school address, your name and date of birth, specific location of the emergency (i.e. hallway, classroom, gym, cafeteria, etc.). If outside, bordering street information and direction (north, south, east, west) is very helpful.

WHAT: nature of the incident: fight, drugs, unwanted suspicious person, threat, etc. Is the threat/suspect still present? Are there injuries? If so, extent of injuries?

WEAPONS: if weapons are involved, give specifics on the type and quantity.

WHO: name of suspects if known, and victims. Full descriptions of each suspect.

School Address: 18620 – 56 Avenue, Surrey, BC V3S 1G1



The Guide develops five basic all-hazard approaches that may be adapted as an appropriate response to most emergencies, disasters, or critical incidents. These are:

Drop/cover/hold on

Evacuate

Lockdown

Lockout

Shelter in place

Summary of Important Information in *The Guide*

Duty of Care: in loco parentis

The legal concept of “in loco parentis” stipulates that educators are expected to use the same standard of care towards their students – both within the school and on school-sponsored field trips – as a prudent or careful parent would in the same circumstances.

In addition, teachers are expected to exercise special skills, abilities, or experience during certain school activities, even though the ordinary, careful parent might not be in a position to do so. Examples of the special standard of care expected of teachers occur during classes in a science lab, workshop, gymnasium, or “outdoor school.”

In an emergency, educators must ensure that students are cared for until they can be safely reunited with their parents or transferred to an appropriate medical or protective facility.

Safety Trumps Privacy

Because teachers are in a unique position of responsibility towards their students, BC’s privacy laws allow disclosure to next of kin, school officials, and health care providers of information that would normally be protected if it affects the health or safety of a student or students. Teachers and school administrators are allowed the flexibility needed to deal with discipline problems in school, and to perform searches and seizures of prohibited items such as drugs or firearms if deemed necessary. As with all legal matters, legal advice should be sought.

Roles and Responsibilities

Principal is responsible to:

- develop and implement emergency preparedness policies and standards,
- develop a Violent Threat Risk Assessment (VTRA) protocol and team,
- take control and maintain order in an emergency, and work with community agencies,
- ensure that students return safely to parents or guardians as soon as possible,
- conduct regular drills (six fire, three earthquake, and two lockdown drills annually) , and
- report emergencies, disasters, and critical incidents to the Ministry promptly.

Teachers, Support Staff and Students are responsible to:

- be familiar with the emergency management plan
- understand their particular role in carrying it out
- students must also follow instructions given by their teachers

Action Strategies

Incident Command System (ICS)

The ICS is a unified approach to an event that requires response from more than one community agency. (See *Appendix A*).

Violence Threat Risk Assessment (VTRA)

Schools and authorities are urged to work with their community partners to develop Community Threat Assessment Protocols to be followed in the event of a threat or event involving violence against students or staff. (See *Appendix B*)

Trained VTRA members include: Gayle Volanska, James Corrin, Sean O'Neill, Kim Coley

Developing a School Emergency Management Plan (SEMP)

A ten step process for developing a SEMP, and instructions regarding implementation of the individual steps, appears in *The Guide* (pp. 25-32). It is highly recommended that schools engage in the process prescribed in these pages, so as to have a procedure in place should an untoward event occur.

Response

When an emergency occurs, it is too late to look up what should be done. Action must be taken immediately, and effects of the emergency will be mitigated most effectively if staff and students are well-trained to take the appropriate actions. Such a response can only occur if extensive preparation has taken place.

Steps in the Emergency Response procedure are outlined in *The Guide*. Five standard all-hazard emergency responses, which can be adapted to a wide variety of situations, are outlined in Appendix A.

Training and Drills

The school needs to have an adequate number of staff members trained in First Aid and CPR, based on the size of the school (one per 100 students and staff).

1. Drills for each type of emergency preparedness should be run so that students and staff are familiar with procedures. These include:
 - ◆ Fire (6 annually mandated)
 - ◆ Earthquake (3 annually mandated)
 - ◆ lock down (2 annually mandated)
 - ◆ intruder
 - ◆ evacuation, and
 - ◆ controlled dismissal
2. Emergency and First Aid supplies kept on the school premises need to be examined on a regular basis to make sure everything is in order and fully stocked.
3. Emergency contact information for all students and staff is updated at least annually.

Risk Assessment

Principal and Administrative Coordinators are required by law to control or eliminate hazards. Establishing a School Safety Committee (SSC) and clearly outlining its duties constitutes a conscientious effort to fulfill this obligation.

SSC Risk/Hazard Assessment and Analysis

1. Conduct workplace inspections and identify risks/hazards (see *The Guide* templates).
2. Make an inventory of hazardous materials kept on the premises and their location.
3. Establish procedures for a variety of emergency situations and inform staff of appropriate actions to be taken in each type of emergency.
4. Develop safety plans, responses, and reporting of incidents.
5. Provide orientation for staff members, including:
 - Emergency procedures, including alarm announcements, communication strategies, exits and meeting points, off-site meeting points, fire alarm and extinguisher locations, earthquake kits, and lock down procedures
 - Procedures for emergencies involving hazardous materials
 - Procedures for reporting an accident, violent incident, or injury
 - Procedures for cleaning up blood and other bodily fluids
6. Provide name of First Aid Attendant(s) and location of medical room and supplies.

Crisis Prevention: Ten Tips

1. **Be empathic.** Avoid judging or dismissing the feelings of the person in crisis.
2. **Clarify messages.** Ask questions to encourage clear communication. Use both silence and restatements of the statements made by the person in crisis strategically to create a calm environment in which to deal with the emergency.
3. **Respect personal space.** Stand at least 1.5-3.0 feet from a person who is acting out. Invading personal space may increase anxiety or aggressiveness.
4. **Be aware of your body position.** Standing eye-to-eye and toe-to-toe sends a challenging message. Stand one leg-length away and at an angle to the side.
5. **Ignore challenging questions.** When challenged by a person under your authority, redirect his/her attention to the issue at hand. Avoid power struggles.
6. **Permit verbal venting when possible.** Releasing energy by venting verbally may avert escalation to physical altercation. If suitable, state reasonable limits during lulls in the venting process, always in a calm and level tone of voice.
7. **Set and enforce reasonable limits.** State limits and directives clearly and concisely. Offer choices and enforceable consequences to the acting-out individual.
8. **Keep your nonverbal cues nonthreatening.** The more the individual loses control, the less s/he listens to your actual words. More attention is paid to your nonverbal communication. Keep gestures, facial expressions, movements, and tone of voice relaxed and calm.
9. **Avoid overreacting.** Remain calm, rational, and professional. Your response will affect the acting-out person's behaviour.
10. **Use physical techniques only as a last resort, and only if the individual or others are in danger.** Use the least restrictive method of intervention possible. Physical interventions should be used only by competent/trained staff, as they may be dangerous.

Accident Investigation

All serious accidents, accidents resulting in medical attention, and close-call incidents must be investigated immediately after occurrence.

An administrator or supervisor must lead the investigation and may involve other employees in it. These other employees include:

- A person knowledgeable of the activity being performed at the time of the accident,
- A member of the SSC

The purpose of the accident investigation is to *find the causes* rather than to establish fault.

Procedure for Accident Investigation

A. Immediate Investigation

Administrator or supervisor must immediately initiate the investigation of any incident by:

- Summoning the employee most suitable to assist with the investigation
- Using the WorkSafeBC form found at <http://www.worksafebc.com/forms/assets/PDF/52E40.pdf>
- Inspecting the scene of the accident and taking notes of all equipment, materials, weather and environmental conditions, etc., that were being used or may have contributed to the occurrence
- Interviewing eyewitnesses
- If the incident was serious, obtaining written statements from witnesses and other people who may have been involved in the incident
- Taking pictures, if appropriate
- Completing the *Incident Investigation Report* and forwarding it to the Health and Safety Officer or Administrator.

B. Implement Remedial Actions

The administrator must implement all necessary measures to prevent further consequences or similar future occurrences.

C. Discuss the Investigation Results

The administrator must provide a report of the findings of the investigation to the SSC.

Reporting Procedures for Workers Compensation Act

The Workers Compensation Act makes the school responsible for reporting accidents within set time frames, as follows:

Required Procedures:

- A. Serious Incidents
 - Must be reported immediately via phone call to WCB at 604-273-2266 (Richmond).
 - Include serious injuries or sudden health changes that may result in death or severe incapacities, such as heart attacks, strokes, explosions, collapse of structures, etc.
- B. Accidents Requiring Medical Attention
 - Must be reported within three days via WCB Form 7 or Employer Connect, *Employer's Report of Injury* form.
 - First Aid Attendants must record in first aid log and assist in filling of Form 7.
- C. Pressure Vessels Incidents
 - Must be reported immediately to the government's Boilers and Pressure Vessels Branch
 - Include boiler explosions or serious malfunctions
- D. Chemical Spills and Discharges
 - Must be reported immediately to the Fire Department fire hall closest to your school at phone number 604-543-6700 (Surrey Fire Service) or 911.
- E. Communicable Diseases causing illness in 10% or more of the student population
 - Must be reported to the Regional Health Authority phone number 604-575-5100.

Recommended Procedures:

- A. Injured Employee must report incident immediately to administrator or supervisor via WCB Form 6A *Worker's Report of Injury or Industrial Disease to Employer* or school approved form. If the employee sought medical attention, s/he must report doctor visit to administrator and first aid attendant as soon as possible.
- B. First Aid Attendant must report to the administrator all first aid treatment cases.
- C. Administrator or Supervisor must report to the SSC all incidents within 24 hours, by faxing or sending an electronic copy of *Interim Incident Report Form* and WCB Form 7. Form 7 should also include First Aid information.
- D. SSC must report to WCB all incidents reported by administrators and supervisors within the set time period.

Emergency Procedures for Specific Events

Bomb Threat

CAUTION: Do not use radios, cellular phones or pagers, as they may trigger an electronic detonator. Do not touch a suspicious device or assume that there is just one device.

Procedure for Assessing Threat

1. Note the time of the call.

2. Ask the following questions:

What time is the bomb set to explode?
Where is the bomb located?
Is it in the open? Disguised?
What kind of bomb is it?
What does it look like?
Why was it placed in the school?
How did it get into the school?

3. Assess the caller. Is the caller:

Male or female?
Calm or frightened?
Young, middle-aged or old?
Any background noise?

4. After the call:

Call 911
*57 – call trace
*69 – caller ID
Assess threat (nature, time, location, suspect) and perform a quick check of location
Consult with Principal.
If immediate evacuation is necessary, proceed to **Evacuation Procedures** (below)

Evacuation Procedures

Bomb in known location:

- Evacuate students and staff from the area nearest the threat and then in stages evacuate the surrounding areas of the school.
- Do not use the Fire Alarm.

Bomb in unknown location:

- Use Fire Alarm and relevant evacuation procedures to evacuate all students and staff.
- Police will lead a comprehensive search of the school site.
- Do not re-enter building until an “All Clear” is given by police or the authority.

Bullying

The Healthy Schools BC website contains several good organization contacts and ideas to promote healthy social relationships free of fear and intimidation in schools. Find more information at <http://www.healthyschoolsbc.ca/category/18/anti-bullying>.

The ERASE Bullying online forum and reporting tool available to all students in BC is at <http://www.erasebullying.ca/>.

Child Abuse Reporting / Attempted Suicide

***Refer to FISA BC Child Abuse and Neglect Policy Template for Detailed Information**

Procedures for Reporting Child Abuse and/or Neglect by a Parent/Guardian or Other Person:

- If any employee of **Diamond School** has reason to believe¹ that a student is in need of protection², this employee must promptly report³ by phone the matter to the local child protection office where the child has residence (see phone numbers listed in the Emergency Numbers section of this document). It is the responsibility of the child protection worker to assess and, if needed, investigate, not the responsibility of the person doing the reporting.
- When making the report, inform the Principal or Counselor in a timely fashion.
- Document the report and maintain confidentiality of the report.
- Do not contact the alleged person involved in the abuse.

¹The belief need not be certain and is based on information the employee has received or has witnessed.

²A student needs protection in any of the following circumstances: if the student has been, or is likely to be, physically harmed, sexually abused, neglected or exploited, physically or emotionally harmed by the child's parent and/or parent's conduct. The matter must also be reported when harm may be coming from another person and the child's parent is unwilling or unable to protect his or her child.

³Before reporting, make sure you have relevant information about the child and the child's family. This includes details about the circumstances and the reporter's reasons for making the report.

Cleaning up Body Fluid Spills – Standard Precautions

1. Spills of body fluids such as blood, feces, nasal and eye discharges, saliva and vomit must be cleaned up immediately.
2. Wear disposable gloves. Be careful not to get any of the spilled fluid in your eyes, nose, mouth, or open sores.
3. Clean and disinfect any surfaces on which body fluids have been spilled. An effective disinfectant solution is Virox AHP.
4. Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance.
5. Non-disposable mop heads and contaminated clothing should be laundered at a minimum of 60 degrees C in water and detergent.

Concussion

A concussion is an injury to the brain caused by a blow or jolt to the head, face or neck. A concussion causes disruption of normal brain functioning. An individual does not have to lose consciousness to sustain a concussion.

Concussions can occur in sports, as a result of a motor vehicle crash, from an assault or in a fall. If the victim exhibits any of the following symptoms, call 911 immediately:

- **Is vomiting repeatedly**
- **Has unequal pupils**
- **Is confused or agitated**
- **Has weakness on one side of the body**
- **Passes out or is unconscious**
- **Is very drowsy or unable to wake up**
- **Has neck pain after a fall**
- **Has slurred speech**
- **Has a seizure**

Further information regarding symptoms and strategies for recovery can be found at:

http://www.bced.gov.bc.ca/specialed/docs/concussion_brochure.pdf

Death and Serious Illness

- ❖ Confirm details.
- ❖ Call 911.
- ❖ Notify Principal.
- ❖ Where death or serious injury occurs to a non-employee in connection with a school activity, contact the Business Administrator to appoint an insurance investigator.
- ❖ Activate the SSC.
- ❖ Create a communication plan for staff, students, parents, and media.
- ❖ Media communications are coordinated by the Principal.
- ❖ Meet with staff.
- ❖ Prepare a statement for staff to read to students.
- ❖ Prepare a letter to be sent home to parents/guardians.
- ❖ Encourage students to stay in school unless they are released to parents; emphasize the process of caring and grieving, which can be facilitated best in school.
- ❖ Make sure that students sign out before they are released to go home.
- ❖ Ensure students are supervised until they are picked up or released.
- ❖ Circulate among students and staff as they change classes, eat lunch, etc.
- ❖ Set aside specific rooms and identify staff to provide support to other students/staff.
- ❖ Obtain assistance of community agencies as required.
- ❖ Re-establish routine as quickly as is reasonably possible.
- ❖ Complete an accident report if incident occurred at school or en route to or from school.

Disposal of Sharps

1. Never place loose needles and other sharps (those that are not placed in a sharps disposal container) in the household or public trash cans or recycling bins, and never flush them down the toilet.
2. Place all needles and other sharps in a sharps disposal container immediately after they have been used and follow FDA guidelines to dispose of sharps containers.
<http://www.fda.gov/MedicalDevices/ProductsandMedicalProcedures/HomeHealthandConsumer/ConsumerProducts/Sharps/ucm263240.htm>

Earthquake

Refer to <http://sd64.bc.ca/wp-content/uploads/2012/01/EQministryguidebook.pdf>

If you are Indoors:

- ❖ Stay under desks, in doorways, away from windows, against walls.
- ❖ Cover head for at least one minute or until safe to vacate the building.
- ❖ Hold onto the object you are under so that you remain covered. If you cannot get under something strong, flatten yourself against an interior wall. If you are in a wheelchair, lock the wheels and protect the back of your head and neck.

If you are Outdoors:

- ❖ Stay outside.
- ❖ Go to an open area away from buildings or trees.
- ❖ If you are in a crowded public place, take cover where you won't be trampled.

Avoid the Following:

- ❖ Doorways
- ❖ Windows
- ❖ Bookcases
- ❖ Tall furniture
- ❖ Light fixtures
- ❖ Elevators
- ❖ Downed power lines
- ❖ Ocean coastline

Additional Instructions:

- ❖ Wait for shaking to stop. Check yourself and others around you for injuries.
- ❖ Be alert to aftershocks.
- ❖ Decision to evacuate all or part of school should not be automatic. There may be more danger outside the building than inside.
- ❖ Identify safe evacuation routes and safe assembly area (pre-planning necessary).
- ❖ Signal staff and students to evacuate. **DO NOT USE FIRE ALARM.** Do not use elevators.
- ❖ Determine names, ages and possible locations of unaccounted for students/staff, including any students/staff waiting in secure areas of the school for assistance to be removed from the building.
- ❖ Ensure all power, fuel and water mains have been shut off.
- ❖ Check for possible fires, utility leaks, hazardous material spills, and call 911 if help is needed.
- ❖ Implement procedures for communication, safety glasses, face masks, hard hats, search and rescue, first aid, shelter, supervision, student/staff release, etc.
- ❖ Ensure staff/students remain away from buildings, overhead power lines, trees, or other hazards that may fall while outside.
- ❖ Consider school plans for an extended stay with students and/or emergency evacuation to another site.
- ❖ Schools will remain open indefinitely until every child has been released to a parent/guardian.

Earthquake Drill

A. *In class procedures; Students will:*

1. Immediately DROP AND TAKE COVER under desks or tables.
2. TURN AWAY FROM WINDOWS.
3. ASSUME CRASH POSITION. The CRASH POSITION is - on knees, head down, eyes closed tightly, hands clasped on back of neck or head covered with book or jacket. Physically disabled students will stay in wheelchairs and cover heads if possible.
4. COUNT ALOUD to 60 and remain in sheltered position.
5. BE SILENT AND LISTEN FOR INSTRUCTIONS.
6. Elementary School Building: Sweepers (Janice upstairs, James downstairs) will alert homeroom teachers when it is safe to exit the building, and the location of the muster point and the relevant exit to use (if there are no changes, the exits will be Classrooms EK and E1 will exit through the Main elementary doors (East). Students in Classrooms E2 and E3 will exit through the west elementary doors. Students in M1 and M2 will exit through the downstairs door between the Meeting Room and M2. Students in M3 will exit by the south classroom door. Students in the gymnasium or performing arts room will exit by the most suitable and closest door respectively.
 - 6a. Secondary School Building: Sweepers (Sean and Arthur) will alert homeroom teachers when it is safe to exit the building, and the location of the muster point and the relevant exit to use (if there are no changes, the exits will be Classrooms H4 and H5 will exit through the doors on East side. Students in Classrooms H6 and H7 will exit through the west doors. Students in H3 and FA will exit through their exit doors. Students in H1 and H2 will exit through the north door.
 - 6b. Students in portables will exit by the most suitable and closest door of the portable.
7. On each floor of the building there will be a sweeper that checks that the floor is empty and report that to the Principal (Gayle). For the top floor the sweeper is Janice, for the ground floor the sweeper is James.
8. The last person out of a classroom and the sweeper on each floor should close all the doors – Report to Gayle.
9. Students are to move away from the exits and assemble at the allotted muster point. Other Faculty and Staff should assemble with Gayle.
10. Once headcount is completed, teachers complete the '*Class Status Report - Fire & Earthquake*' form, located on their homeroom clipboards.

11. The sweepers are to collect the forms and give them to Gayle, ensuring that all grades have been collected. The sweepers also check the head counts of each class, and report the details to Gayle.
12. Students are not to re-enter the building until they are instructed to do so by Gayle. Upon re-entry, students are to proceed quietly to continue their scheduled program unless specifically instructed otherwise.

B. *Out of class* procedures and procedures for Physically disabled students; Students will:

1. Immediately DROP AND TAKE COVER with books or jackets held over head. Clasp hands behind neck and cover side of head with arms. Physically disabled students will stay in wheelchairs and cover heads if possible.
2. Move to an interior wall and TURN AWAY from windows, shelters or heavy objects that may fall.
3. ASSUME CRASH POSITION.
4. Stay still until shaking stops. Count aloud to 60.
5. BE SILENT AND LISTEN FOR INSTRUCTIONS. Do not leave building until instructed to leave using the same procedures as used above in points 6-12.

Additional Instructions on school campus:

- Wait for shaking to stop. Check yourself and others around you for injuries.
- Be alert to aftershocks.
- Decision to evacuate all or part of school should not be automatic. There may be more danger outside the building than inside.
- Principal/Administrative Coordinators identify safe evacuation routes and safe assembly area.
- Principal/Administrative Coordinators signal staff and students to evacuate. DO NOT USE FIRE ALARM.
- Principal/Administrative Coordinators determine names, ages and possible locations of unaccounted for students/staff, including any students/staff waiting in secure areas of the school for assistance to be removed from the building.
- Principal/Building Manager ensure all power, fuel and water mains have been shut off. Check for possible fires, utility leaks, hazardous material spills, and call Provincial Emergency Response Management Centre if help is needed.

In case of fire: Fire Department No. 8 on 17572 57 Ave. Surrey
Tel.: 604-543-6700

In case of gas leak: 24-hr Emergency Line Fax: 604 586-4334 or 1-800-663-9911

Hospital Emergency 604-581-2211

In case of a power outage: BC Hydro 604-875-4111 or 1-800-224-9376

- Principal/ACs ensure staff/students remain away from buildings, overhead power lines, trees, or other hazards that may fall while outside.

- Principal/ACs consider school plans for an extended stay with students (if the building is safe to re-enter) and/or emergency evacuation to another site.
- Parents/guardians will be notified about emergency evacuation by e-mail via MySchool, or emergency contact phones/phone trees.
- Diamond School will remain open indefinitely until every child has been released to a parent/guardian.
- Principal/ACs implement procedures for communication, search and rescue, first aid, shelter, supervision, student/staff release, etc.
- In case, no communication is possible, students will stay under supervision of teachers/staff on the Diamond School field for the appropriate duration of time and conditions until students are picked up by a parent or designated guardian.

C. Out of School Procedures (*field trips, parks, sports facilities*):

6. Teachers/TAs, supervisors assess the situation. Based on assessment of the situation:
 - a) either return to school campus
 - b) or move to the nearest Disaster Support Hub

Emergency School Closure

Closure Before School Day Begins:

Consult with Principal and obtain recommendations.

- ◆ In the event the Principal is unavailable, contact the Director of Instructions, the Principal's Designate.
- ◆ Contact BC Hydro 604-875-4111 or 1-800-224-9376 in the event of a power outage, if necessary
- ◆ Principal contact local radio and TV stations to request school closure announcement
Global News tips@globalTVBC.com
- ◆ Contact TOCs to inform them of school closure
- ◆ Teachers may not be required to attend when the school has been declared closed, based on school policy.
- ◆ Support staff should consult with their supervisor.

Closure During School Day / Early Dismissal:

Contact Principal and obtain recommendations.

- ◆ In the event the Principal is unavailable, contact the The Director of Instructions, the Principal's designate.
- ◆ Call 911/BC Hydro 604-875-4111 or 1-800-224-9376 in the event of a power outage, if necessary.
- ◆ In a power outage, ensure all students and staff remain in or return to assigned classroom and wait for instructions from administration about closure.

- ◆ Ensure that there are no risks to students from damaged trees or building before issuing the “All Clear.”
- ◆ Elementary, Middle School, and special needs students are to be supervised until arrangements are made with parents/guardians for students to return home.
- ◆ Secondary students may leave the school as directed by the Principal.

Fire

- Activate the site fire alarm for building evacuation.
- Confirm the location of the fire.
- Call 911 for Fire Department, providing details of incident (e.g. location, nature)
- Determine whether staff and students have safely evacuated the school building.
- Check access routes, gates, and fire lanes to ensure they are not obstructed.
- Inform Fire Department of students/staff waiting in secure areas of the school for assistance to be removed from the building.
- Inform Fire Department of names, ages, and possible locations of unaccounted for students/staff.
- Notify Principal of the fire.
- Stand by and be of assistance to the Fire Department as required.
- Ensure that staff and students remain in designated areas until Fire Department gives “all clear.”
- Activate School Safety Committee as necessary.

Fire Drill

A. At the sound of the alarm:

1. Students are to leave the building in an orderly and quiet fashion so that instructions can be heard. Students form a line at the closest door to the exit, with the teacher at the back of the line to ensure all students leave the room. Students and staff are to exit onto the field.

Elementary School Building: Students in Classrooms EK and E1 will exit through the Main elementary doors (East). Students in Classrooms E2 and E3 will exit through the west elementary doors. Students in M1 and M2 will exit through the downstairs door between the Meeting Room and M2. Students in M3 will exit by the south classroom door. Students in the gymnasium or performing arts room will exit by the most suitable and closest door respectively.

Secondary School Building: Students in Classrooms H4 and H5 will exit through the doors on East side. Students in Classrooms H6 and H7 will exit through the west doors.

Students in H3 and FA will exit through their exit doors. Students in H1 and H2 will exit through the north door.

2. The use of cell phones is strictly prohibited. Students with mobility concerns will need to be assisted down the stairwells by appointed members of staff (sweeper staff).
3. On each floor of the building there will be a sweeper that checks that the floor is empty and report that to the Principal (Gayle). For the top floor the sweeper is Janice, for the ground floor the sweeper is James.
Sean and Arthur are sweepers for the Secondary School Building.
4. The last person out of a classroom and the sweeper on each floor should close all the doors – Report to Gayle.
5. Students are to move away from the exits and assemble on the field to the south of the building. Other Faculty and Staff should assemble with Gayle.
6. Once headcount is completed, teachers complete the 'Class Status Report - Fire & Earthquake' form, located on their homeroom clipboards.
7. The sweepers are to collect the forms and give them to Gayle, ensuring that all grades have been collected. The sweepers also check the head counts of each class, and report the details to Gayle.
8. Students are not to re-enter the building until they are instructed to do so by Gayle. Upon re-entry, students are to proceed quietly to continue their scheduled program unless specifically instructed otherwise.

Hazardous Material Spill / Explosion Policy

Hazardous Materials Policy:

Critical areas for possible hazardous materials may be custodial storage areas, scientific laboratories, shop classes, photographic dark rooms, and art classes. Some of these materials have special disposal considerations. Principals should ensure that personnel involved with these materials are aware of regulations and procedures regarding their safe deployment. Information should be handy in the office regarding the location, purpose, and significance of any hazardous materials kept in the workplace.

Workplace Hazardous Materials Information System (WHMIS) regulations require that Material Safety Data Sheets (MSDS) be readily available to employees handling or exposed to any products that could affect their well-being.

http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/laboratory_handbook.pdf

Materials in Science Labs: <http://www.bced.gov.bc.ca/irp/resdocs/scisafe/moescisaf.pdf>

Arts and Crafts Materials: <http://www.hc-sc.gc.ca/hi-vs/iyh-vsv/prod/arts-eng.php>

Hazardous Material Spill / Explosion Procedures

Procedures (if spill is large or the chemical poses a health risk to students/staff):

1. Notify the office immediately.
2. Seal off room by closing doors/windows.
3. Use PA system to announce to all students and staff that a chemical spill has occurred, and give instructions regarding evacuation or remaining in classroom.
4. Call 911 and tell dispatcher this is a HAZMAT incident.
5. Notify Principal, Gayle Volanska and Facilities Manager, Arthur Lam.
6. If necessary, evacuate school building by activating fire alarm system.
7. Ensure that students and staff do not assemble downwind from the escaping fumes.
8. If evacuation is necessary, do not allow anyone to re-enter, even to render first aid, until material has been identified.
9. Determine nature, type of material involved, location and size of spill/explosion/accident.
10. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
11. Indicate location on a site plan for responding crews.
12. Provide name of First Aid Attendant and location of medical room and supplies.
13. Make available the person or persons with firsthand knowledge of products used.
14. DO NOT clean up spill unless familiar with health risks and clean up protocol.
15. Do not release students/staff or re-enter until "All Clear" is issued by Fire Department.

AFTER HOURS: Call Principal at 604-671-8024 and Building Manager at 604-916-1076.

WHMIS Symbols



Hostile Individuals / Intruders

Responding to an incident involving a hostile individual causes all of us concern. Hostile people are usually unpredictable and we are often uncertain how best to respond to their aggressive behaviour. While each incident is unique and will require modifications as the level of hostility increases, there are general safety considerations that will make such interventions easier.

- **Model control, don't demand it.** Maintain a calm, professional demeanor. By demonstrating self-control, you may avoid increasing anger and anxiety in others.
- **Assess as you approach.** Approach overtly. Disperse any crowd of onlookers. When possible, assign tasks. E.g. "Go to the office and ask for another teacher to come here."
- **Watch the periphery of the area.** Any weapons involved will often be passed to individuals on the periphery. Watch for weapons and other problem individuals.
- **Work in pairs.** Person 1 makes contact and gives direction. Person 2 monitors incident while standing approximately 3 meters from Person 1.
- **Ensure you have a clear exit.** Prior to entering the area, ensure you can leave easily. Never stand with your back to a door as it blocks the exit for the intruder.
- **Allow the intruder a clear exit.** Always ensure there is an exit available to the aggressor. If the aggressor chooses to leave, allow him/her to go.
- **Keep your hands free.** Avoid carrying anything in your hand. It is difficult to appear in control when your hands are not free.
- **Identify yourself by name and/or position.** Don't assume this will bring about immediate compliance. However, it is less likely to trigger a comment such as, "Who do you think you are?" from the aggressor.
- **Listen, listen, listen.** Let them talk. If an angry individual is willing to talk, let him/her talk, regardless of whether or not you agree with him/her. It is a great way to "let off steam."
- **Maintain casual eye contact.** While the issue of eye contact has many variables (gender, culture, etc.) it is important to maintain at least casual eye contact.
- **Keep a barrier between yourself and the individual when possible.** This will allow you to keep a safe distance away and discourage direct and possibly physically violent contact.
- **If you approach a vehicle.** Note the licence plate number and description of the vehicle. DO NOT stand in front of or behind the vehicle. DO NOT stand beside the doors. DO NOT lean into the vehicle.

Intruders

- Determine the location, description and any other information about the intruder. Initiate Intruder Alert Procedures (below) if there is potential risk to staff and students.
- Advise the main office of the incident and where you are going.
- Do not approach the intruder alone.
- Approach in a non-confrontational manner and assess the situation/intruder.
- Maintain a safe distance.
- Identify yourself and ask why the intruder is there.
- Ensure that you do not block the intruder's exit, and identify an exit for yourself.
- Ask the intruder to accompany you to the main office, explaining the safety concerns.
- If the intruder refuses to cooperate, direct the intruder to leave the school site.
- If the intruder refuses to leave, instruct staff to call 911 for police immediately.
- Avoid further confrontation by observing the intruder from a distance.
- Initiate Intruder Alert Procedures (below) if situation escalates and poses a risk to students/staff.

Intruder Alert Procedures:

- Notify Principal.
- Instruct main office staff to announce over the PA system ***"This is a Lockdown Safety Alert – All staff and students report to the nearest classroom. All staff and students must remain in their classroom with the doors secured until further notice."***
- Instruct staff to call 911 immediately for police assistance, providing location, description of intruder, and seriousness of the situation.
- When authorities arrive, be available to direct them.
- Ensure contact with all PE, music, and technology classes.
- Turn off the bell system if possible.
- When the situation is safe, announce ***"All Clear."***
- Activate SSC as necessary.

Emergency Procedures – Lock Down, Hold & Secure

LOCKDOWN – CODE RED	HOLD & SECURE – CODE YELLOW
<p>Lockdown is initiated only when there is an imminent and major danger to school safety.</p> <p><i>Note: during Lockdown, the school becomes an emergency site under the authority of the local police service.</i></p> <p>Initiating Lockdown: the Principal must be notified at the first indication of a major incident of school violence. Lockdown commences immediately. The Police may initiate Lockdown.</p>	<p>Hold and Secure is initiated when a threat is proximate to, but not in, the school building or portables. The threat poses no immediate danger to students or staff unless they leave the building. Examples may include: Police activity in the vicinity, a crime in progress, or police searching for an offender.</p>
Students	Students
<p><i>In all instances,</i></p> <ul style="list-style-type: none"> ● Follow directions of staff ● Turn off cell phones or place on vibrate. Give cell phone to staff if so directed. Do not send text or other messages. ● If safe to do so, staff will gather students in immediate vicinity into the classroom or secure area <p><i>In classroom,</i> follow the direction of your classroom teacher.</p> <p><i>If in washroom,</i> evacuate washrooms if safe to do so and move to nearest classroom. Otherwise, secure washroom door, enter stall, lock door, and climb on top of toilet</p> <p><i>If during lunch,</i> seek shelter in any secure area or hide behind objects, and remain under the supervision of the teacher</p> <p><i>If outside,</i> move quickly away from the building to another safe location.</p>	<p><i>In all instances,</i></p> <ul style="list-style-type: none"> ● Follow directions of staff ● Turn off cell phones or place on vibrate. Give cell phone to staff if so directed. Do not send text or other messages. ● Be prepared for changes in your daily routines <p><i>In classroom,</i> follow the direction of your classroom teacher.</p> <p><i>If in washroom or hallway,</i> return to your classroom immediately</p> <p><i>If during lunch,</i> return at once to your classroom.</p> <p><i>If outside,</i> move into the building with your class</p>

Lockdown - Effective Practices

It is recommended that, before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. Once inside a secure area, staff and students should:

- stay away from doors and windows
- turn off lights
- close blinds
- beware of sight lines
- if there is a window in the classroom door, consider covering window
- take cover if available (get behind something solid)
- lock or block doors
- remain absolutely quiet
- teachers to take attendance and note who is not in class at that time (keep with you)
- no cell phone use unless necessary to communicate regarding the incident. Cell phones should be shut off or put on vibrate.

Medical Emergencies, Communicable Diseases, and Mental Health

Medical Emergencies

- Don't move the individual unless there is immediate danger and don't leave him/her alone.
- Evaluate first aid needs and send for assistance.
- Call 911 as necessary.
- Identify witnesses.
- Check the health record of the individual to identify any pre-existing medical conditions or allergies to medication.
- Notify the parents/guardians.
- If the individual is taken to hospital a staff member should accompany him/her.
- Send pertinent personal and medical information to hospital with the individual.
- Contact Principal.

Communicable Diseases

- Report to Frazer Health Region (604-575-5100) all students with a suspected communicable disease (i.e. whooping cough, measles, etc.).
- For a complete list of communicable diseases and other school health resources refer to the Frazer Health website at www.frazerhealth.ca.

- Report to Fraser Health Valley health Unit any disease that is affecting a large number (10%) of your school population (e.g. influenza, chicken pox, etc.).
- Fraser Valley Health Health Unit is responsible for all communications and for providing information to parents and staff during a communicable disease outbreak.

Mental Health

- If immediate physical threat, call police.
- Don't argue with the individual.
- If possible, decrease contributing stimuli.
- Consider moving the individual to a quiet room in the building with someone.
- Individuals (12-18 yrs) in an acute crisis state with mental health indicators are to be referred to Adolescent Crisis Response Program.
- All other individuals should be referred to Mental Health.
- Check health card for pre-existing conditions and medications.
- Ask individual if they have a current mental health therapist and contact if possible.
- Contact school-based counselor to determine related history if possible.
- Notify parent/guardian.
- Notify the Principal.

Removal of a Student from School for Health Reasons

The BC *School Act* makes the following provision for the removal of a student from school, and the same provision may apply to an independent school:

- 91 (4) If a teacher, principal, vice-principal, or director of instruction suspects a student is suffering from a communicable disease or other physical, mental, or emotional condition that would endanger the health or welfare of the other students, the teacher, principal, vice-principal or director of instruction must report the matter to the school medical officer, to the school principal, and to the superintendent/headmaster, and may exclude the student from school until a certificate is obtained for the student from the school medical officer or from a private medical practitioner, permitting the student to return to school.
- The school must continue to make available an educational program for any student removed or excluded from school for health or safety reasons.

Missing Student

- Notify Superintendent/Headmaster/Principal.
- Check the sign-out book to determine if a student is out on a school activity or for medical reasons.
- Check school records to determine who has legal custody of missing student.
- Contact parents/guardians to determine whereabouts of child.
- If student is in the care of Ministry of Children & Families, report to 1-877-387-7027.
- Organize a thorough search of the school.
- Obtain the following information, if possible:
 - Where/when the student was last seen
 - What the student was wearing
 - Names of student's siblings and close friends
 - Names of witnesses (if abduction is feared)
 - Student's route and means of transportation to/from school
- Call 911 for police assistance.
- Activate School Safety Team as necessary.
- If student returns, re-notify all parties involved.

Power Outage

Ensure all students and staff remain in/return to assigned classroom and wait for instructions from administration about closure.

- Contact the Principal.
- Call BC Hydro (1-800-224-9376) to determine reason for power outage, and how long it might last.
- Contact Facilities Manager.
- See procedures for "School Closures."
- Ensure that there are no risks to students from damaged trees or buildings before issuing the "All Clear."

Social Media Reputation Management – School

If your school has a social media presence, it is important to manage it proactively.

- If someone complains publicly, respond publicly with an apology or explanation or rebuttal, as required. Your school will gain points for responsiveness and credibility.
- Don't delete negative posts unless they are extremely inappropriate. Rather, address the problem head on (see above).
- If someone is voicing an issue online, address it as soon as possible and publish how you responded online.
- Don't be afraid to admit a mistake or change a policy if necessary.
- Avoid posting thoughtless or sarcastic comments or jokes, as they are sure to backfire.

- Establish a social media crisis response plan so you are ready to handle situations as they occur.

Social Media Crisis Response Plan

- Monitor your online presence:
- Set up GoogleAlerts (www.google.com/alerts). You will receive an email whenever your specified terms appear online.
- If you are on Twitter, regularly conduct a search for your school name
- Create policies and plans for crisis management, so you can take action immediately:
 - a) Who will craft and approve your response?
 - b) How will you communicate your response?
 - c) Who will be responsible for various tasks?
 - d) How will you manage any additional press?

Social Media Posting Guidelines – School

At The Diamond School, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube, Whatsapp and Flickr to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing The Westside School in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school's Technology Use Policy
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) If you are uncertain how to proceed, consult your Principal.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right ...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let your Team Leader/Principal/Head of School know immediately so the school can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Team Leader/Principal/Head of School for guidance.
- Always respect the privacy of school community members.

Post images with care

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the "Do Not Photo" list. (Ask your teacher or see the Administrative Assistant for details.)

Social Media Safety – Students

- **Be careful what you post on the Web.** Once it's on there, it's public property and impossible to remove.
- **Use privacy settings.**
- **Don't accept a "Friend" request** unless you know the person.
- **Create a nickname** for your Facebook, Instagram, Twitter, and other social media accounts. Do not use your real name online, or give out any personal information.
- **Clean up your profile.** Photos of illegal or drunken cavortings can hurt your future education or career possibilities.
- **Avoid a sexy or provocative identity online.** It attracts predators.
- **DO NOT SEXT.** You can't take it back, your enemies can use it against you, or you may even be charged with a crime. Only post pictures you would want your parents, teachers, or employers to see.
- **Report** any nude or inappropriate picture you receive on your cell phone to an adult that you trust. Do not delete it; get an adult involved immediately.
- **Be careful what you look at.** Once you see it, it's with you forever and may have a permanently negative effect on your mind, your life, and your future.
- **Do not go alone to meet someone in person that you met on the internet.** They may not be who they pretended to be online. However, if you do, take another

person along and meet in a public place. Take your cell phone along and have an exit plan.

Violent Incidents / Weapons

Prevention of Violent Incidents:

- Report all concerns or threats to the Principal immediately. Enact VTRA procedures.
- *Perform risk assessment.* If there is sufficient indication that uttered threats present a risk, contact Principal.
- Safety Plan may include:
 - Description of behaviour
 - Potential triggers for behaviour
 - Calm down and self-talk strategies
 - Non-physical interventions to prevent behaviour
 - Identification of staff member or team who will intervene
 - Identification of intervention techniques that will be used
 - 911 calling guidelines
 - Communication procedures during and after an incident

If a Violent Incident Occurs:

- Call 911 for police assistance and send for extra staff assistance.
- Assess your ability to intervene safely.
- Walk to the scene with another staff member – do not intervene alone.
- Disperse crowd on approach; give simple, loud, verbal commands – “STOP!”
- Use combatants’ names, if possible.
- Watch for weapons and proceed accordingly (see below).
- Obtain medical assistance, as necessary.
- Assign staff to stay with any injured parties and accompany to hospital if necessary.
- If a crime has been committed, try to screen off the scene to protect evidence.
- Designate staff persons to obtain names of witnesses (keep witnesses separate if the police are attending the scene).
- Contact Principal.
- Activate the School Safety Committee as necessary.
- Notify parents as necessary.
- Complete documentation as required (if staff involvement, complete WCB form).

If Weapons are Involved:

- Keep distance (7 metres minimum).
- Do NOT attempt to take the weapon(s) away.
- Ask the individual to put the weapon down and walk away from it.
- Do not confront the individual in front of others.
- With the assistance of another staff member, escort the individual to the office.
- Immediately secure all weapons with minimum handling.

Responsibilities of Principal and Teachers in Emergency Situations

Safety Alerts to be used in response to a life-threatening emergency to ensure the safety of students, staff, and volunteers. Please refer to the five All-Hazard Emergency Responses in The Guide pp. 35-36. Use the correct applicable term when announcing the Safety Alert.

Principal:

- Principal will issue Safety Alert: ***“This is a (Drop-Cover-Hold On, Evacuate, Lockdown, Lockout, or Shelter in Place) Safety Alert. Secure the area.”***
- Secure any areas where the public address system cannot be heard: fields, parking lots, restrooms, etc.
- Call 911.
- Notify Principal, as required.
- Cancel bells.
- Meet police.
- Evacuate specific rooms if appropriate (decision by principal).
- A PA message of ***“All Clear. The past condition is clear.”*** to resume the regular schedule.
- Issue written notification to students, staff, and parents to explain the reason for the safety alert.

Teachers:

- Gather students into nearest classroom.
- Check the hall for passing students/volunteers and direct them to immediately enter the nearest classroom.
- Teachers instruct students to duck and cover.
- Lock door and stay put.
- Close windows and blinds. Turn out lights.
- Stay away from windows, doors, and outside walls.
- No one is admitted to the room.
- No talking. No phone calls out. Maintain complete silence.
- Police will identify themselves.
- Principal has keys for access if needed.
- Adult answers phone if it rings.
- Write down names of persons in the room.
- Follow direction from the police (RCMP).
- Exit only when you hear the ***“All Clear”*** announcement.
- Bring students to off-site assembly area.
- Write down names again at off-site assembly area, if so instructed.
- Direct students to return to classes as advised.

If classes are not in session, direct all staff and students to the nearest room where space is available and follow Safety Alert procedures as appropriate.