



Emergency Response Procedures

Objectives

In addition to the ongoing measures of the school's Communicable Diseases Plan, Columbia Academy conducts regular drills to familiarize students with the following emergency procedures.

All students must follow the instruction of Columbia Academy staff in the event of an emergency. The principal and other trained staff members can respond to first aid needs in the event of accident or injury.

Columbia Academy regularly collects and updates cell phone, email and emergency contact details. This information may be used to alert students in the event of an emergency.

Familiarize yourself with the school floor plan posted at the main entrance of the school and identify emergency exits.

In the event of an Evacuation or Lockdown, if you are off campus, do not proceed to the school address. Await an "All Clear" message (email, text, and/or Fire (Evacuation) phone call).

I. LOCKDOWN RESPONSE

Step 1 - Issue Lock-Down Command

- a. Issue prearranged signal with staff to lock down the facility and account for all students.

CODE RED, "Red Day:" Proceed to step B.

CODE YELLOW, "Yellow Day:" Lock doors and continue classroom activity. No one may enter or leave the room until instruction is received by an administrator or police authority.

Administration will escort students from hallways and washrooms to secure rooms.

- b. Students in classrooms get down low, move to a wall where windows are located, stay below windowsill, and remain silent. Students should be out of sight of the room door window. If students are in the hallway or washroom, they should go to the washroom as soon as possible and lock themselves in a stall with their feet up.
- a. Staff should lock their area and turn off lights, and close their window blinds.
- b. Teachers should place their red card in the exterior windowsill if anyone in their room is injured or if there is a heightened risk of danger in their room, if they can do so without endangering themselves.
- c. Teachers take attendance. Teachers should text or email the principal or principal designate with the names of missing students, if they can do so without endangering themselves.
- d. Everyone stays in position until instructed by police or school official to move.

Step 2 - Call Police

Police will handle the evacuation of the building once officers are in position. Provide police with floor plans of the school.

- Daily attendance and staff sign-out sheets should be made available.

Step 3 - Isolate Intruder with a Weapon, if Possible

If a school employee is faced with an intruder who has a weapon, they need to consider:

- Type of weapon
- Age of suspect
- Mental state of suspect
- Risk to others
- Past history of suspect, if known

Step 4 - Involve Admin Team

Once the school has been evacuated and the situation is under control by police:

- Ensure students do not leave without checking out with admin staff
- Instruct staff to meet with students in groups to discuss what has happened and to defuse the incident.
- Have several staff available for students who may require extra attention
- Release information: Receptionist to answer calls and provide brief information, such as: "The police have the situation under control. No one has been injured."

Step 5 - Prepare a Statement of Facts

- a. Prepare a statement of facts to be shared by staff with students.
- b. If parents arrive, and the incident is over, allow parents to be with their child while the information is shared.
- c. Arrange debriefing groups (allow students and staff members to talk about what happened, where they were, how they felt, to normalize responses and reactions).
- d. Provide individual debriefing sessions for those individuals who were directly involved in the incident.

Step 6 - Prepare For Student Release

If students are not able to return to school, prepare for student release and release students.

Step 7 - Prepare Letter to Parents

School Director or designate:

- a. Send a letter to parents explaining what happened and how the school responded; if appropriate, post this information on the school's website or distribute through the school's established email list as well.
- b. Inform parents when an information session will be held.
- c. Mention who is the appointed media spokesperson for the school.

Step 8 - Prepare Incident

Report to Head of School or designate:

- a. Prepare a detailed report, as soon as possible, about how the incident was handled.
- b. Check with school lawyers concerning whether the school has any legal responsibilities in this incident.
- c. Is anyone likely to have to give depositions? If so, who will prepare them?

Step 9 - Arrange For Debriefings

Head of School or designate to arrange for staff and student debriefings for those who were directly involved and impacted by the trauma.

II. FIRE RESPONSE PROCEDURE

Step 1 - Activate Alarm

- a. For drills only: Do not activate the alarm.
- b. Staff Member - Activate fire alarm. (locations on floor plan maps posted by each classroom door or elevator)

Step 2- Evacuation Procedure

Evacuate:

-**Evacuate** the building by the nearest stairs. Avoid elevators. Teachers bring emergency clipboards.

- i. If students are injured or trapped, assist them or send assistance once everyone who can evacuate is free. The goal is to ensure the safety of the largest number of students first.
- ii. Disabled individuals should be carried down the stairs, if ramps are not available. If possible have someone carry their chair down for them so they can regain their independence once out of immediate danger.
- iii. Keep students with hearing or visual impairment within arms' reach, or assign them a hearing "buddy" so you can get their attention quickly if necessary.
- iv. Designated personnel will "sweep" their assigned areas (all classrooms, washrooms, library, offices) to ensure individuals have evacuated.

-Proceed to the meeting place: South West corner of Dunsmuir Street and Richards Street. Teachers are to align students against the wall, grouped by class.



Step 3 - Contact Emergency Personnel

- Office personnel to call 911; notify fire department and police; give location of school and fire.
- Principal or designate to be available when fire department arrives and provide:
- Location and type of fire, if known

- Location of anyone remaining in building, if known

Step 4 - Account for all Students and Staff

- a. Teachers will take attendance on their paper sheets from their clipboards; they will hold up the green laminated sheet if everyone is present and safe; otherwise, teachers will hold up a red sheet, indicating someone is missing, injured, or another problem that requires attention.
- b. Principal: ensure all students and staff members are accounted for.

Step 5 - Await Instructions from Emergency Personnel

The fire marshal will tell you whether or not the building may be re-entered. If it is safe to do so, the Principal or designate issues re-entry command; if the school facility is not safe to re-enter, prepare for student release and release students

Step 6 - Prepare Letter to Parents

School Director or designate:

- a. Send a letter to parents explaining what happened and how the school responded; if appropriate, post this information on the school's website or distribute through the school's established email list as well.
- b. Inform parents when an information session will be held.
- c. Mention who is the appointed media spokesperson for the school.

III. EARTHQUAKE RESPONSE PROCEDURE

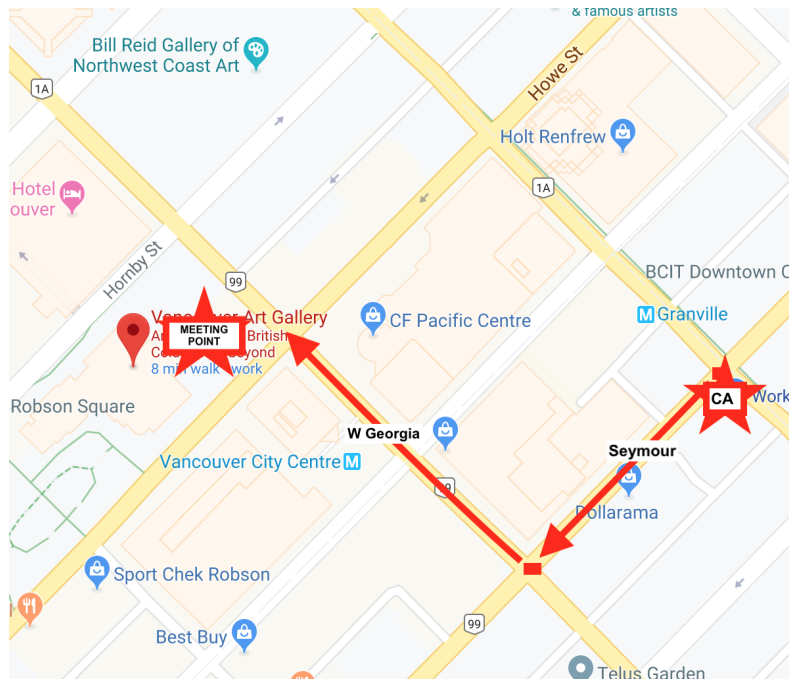
Step 1 - When the Ground Starts Shaking (Drop, Cover, Hold On)

1. Have students **drop** to their hands and knees to avoid falls from shaking. A strong earthquake can knock a person down, resulting in potentially serious injuries.
2. Students should take **cover** under a desk or table, facing away from windows and other glass.
3. If no sturdy objects like desks or tables are available (such as in a hallway), sheltering in a strong doorway or near a structural wall can work.
4. Avoid taking shelter near windows or heavy objects that may fall.
5. Students in wheelchairs should lock their wheels, lean forward (if they can) and protect the back of their head and neck with their arms.
6. **Hold on** and wait out the shaking. There can be short breaks between shaking, so hold out for several moments after the shaking ends before standing.
7. Try to keep calm, as fear can be a bigger risk than the shaking in some cases.

Step 2 - When the Shaking Stops (Evacuate)

1. **Evacuate** the building if it is unsafe to remain indoors, but remain inside if safe to do so. Evacuate by the nearest stairs. Avoid elevators.
 - v. If you must evacuate and there is inclement weather, remind students to grab warm *clothes they may have handy*. Students may not leave the group to collect clothes.
 - vi. If students are injured or trapped, assist them or send assistance once everyone who can evacuate is free. The goal is to ensure the safety of the largest number of students first.
 - vii. Disabled individuals should be carried down the stairs, if ramps are not available. If possible have someone carry their chair down for them so they can regain their independence once out of immediate danger.
 - viii. Keep students with hearing or visual impairment within arms' reach, or assign them a hearing "buddy" so you can get their attention quickly if necessary.
 - ix. Designated personnel will "sweep" their assigned areas (all classrooms, washrooms, library, offices) to ensure individuals have evacuated.
2. Proceed to the eastern side of Vancouver Art Gallery in the open lot (see map). Notes:
 - a. Aftershocks can occur. Prepare students that they may need to take shelter again while evacuating before beginning the evacuation.

- b. If you are unable to evacuate an unsafe location, try to place your red card "Help" sign in a window to indicate you need assistance.
- c. Stay out of damaged buildings.
- d. Avoid open flames, including smoking, if there is any chance a gas line may have ruptured nearby.
- e. Aftershocks can occur. Prepare students that they may need to take shelter again while evacuating before beginning the evacuation.
- f. If you are unable to evacuate an unsafe location, try to place your red card "Help" sign in a window to indicate you need assistance.
- g. Stay out of damaged buildings.
- h. Avoid open flames, including smoking, if there is any chance a gas line may have ruptured nearby.



3. Students assemble with their current block teacher in the open space of the meeting point. Classes must remain together with their teacher.

Step 3 - Account for all Students and Staff

1. Teachers will take attendance on their paper sheets from their clipboards; they will hold up the green laminated sheet if everyone is present and safe; otherwise, teachers will hold up a red sheet, indicating someone is missing, injured, or another problem that requires attention.

2. Principal: ensure all students and staff members are accounted for.
3. Have students check each other for unnoticed injuries. Adrenaline and stress can make it so that individuals may not even know they've been hurt immediately. Don't forget to have yourself checked.

Step 4 - Await Instructions from Emergency Personnel

If it is safe to do so, the Principal or designate issues re-entry command; if the school facility is not safe to re-enter, prepare for student release and release students

Step 5 - Prepare Letter to Parents

School Director or designate:

- a. Send a letter to parents explaining what happened and how the school responded; if appropriate, post this information on the school's website or distribute through the school's established email list as well.
- b. Inform parents when an information session will be held.
- c. Mention who is the appointed media spokesperson for the school.

IV. BUS EVACUATION PROCEDURES (FOR CHARTERED FIELD TRIPS)

For chartered buses during long-distance field trips, Columbia Academy will follow the bus evacuation procedures of the company that is responsible for our safe transportation.

The following procedures will act in concordance with the driver's responsibilities, which will be discussed by the field trip coordinator(s) prior to any students boarding the bus:

Determine Need to Evacuate Bus

The first and most important consideration is to recognize the hazard. If time permits, bus drivers should contact their dispatcher to explain the situation before deciding to evacuate the vehicle. As a rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one.

A decision to evacuate should include consideration of the following conditions:

- Is there a fire or danger of a fire?
- Is there a smell of leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the bus and not come in contact with the material.

Mandatory Evacuations

The driver must evacuate the bus when:

- The bus is on fire or there is a threat of a fire.
- The bus is stalled on or adjacent to a railroad-highway crossing.

- The position of the bus may change and increase the danger.
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill.

Evacuation Procedures: Be Prepared and Plan Ahead

When possible, assign two responsible, older student assistants to each emergency exit. Teach them how to assist the other students off the bus. Assign another student assistant to lead the students to a safe place after evacuation. However, it must be recognized that there may not be older, responsible students on the bus at the time of the emergency. Therefore, emergency evacuation procedures must be explained to all students. This includes ensuring that they know the location of and operation of the various emergency exits, and the importance of listening to and following all instructions given to them.

General Procedures

- Determine if evacuation is in the best interest of safety.
- Determine the best type of evacuation:
 - Front, rear, or side door evacuation, or some combination of doors.
 - Roof or window evacuation.
 - Secure the bus by:
 - 1. Placing transmission in Park, or if there is no shift point, in Neutral.
 - 2. Setting parking brakes.
 - 3. Shutting off the engine.
 - 4. Removing ignition key.
 - 5. Activating hazard-warning lamps.
 - If time allows, notify the dispatch office of evacuation location, conditions, and type of assistance needed.
 - Dangle radio microphone or telephone out of driver's window for later use, if operable.
 - If no radio, or radio is inoperable, dispatch a passing motorist or area resident to call for help. As a last resort, dispatch two older, responsible students to go for help.
 - Order the evacuation:
 - 1. Evacuate students from the bus.
 - Do not move a student you believe may have suffered a neck or spinal injury unless their life is in immediate danger.

- Special procedures must be used to move neck spinal injury victims to prevent further injury.
 - 2. Direct a student assistant to lead students to the nearest safe place.
 - 3. Walk through the bus to ensure no students remain on the bus. Retrieve emergency equipment.
 - 4. Join waiting students. Account for all students and check for their safety.
- Protect the scene. Set out emergency warning devices as necessary and appropriate.
- Prepare information for emergency response.

Safe Place to Evacuate (Tips)

- A safe place for the students will be at least 100 feet off the road in the direction of oncoming traffic. This will keep them from being hit by debris if another vehicle collides with the bus.
- Lead students upwind of the bus if fire is present.
- Lead students as far away from railroad tracks as possible and in the direction of any oncoming train.
- Lead students upwind of the bus at least 300 feet if there is a risk from spilled hazardous materials.
- If the bus is in the direct path of a sighted tornado and evacuation is ordered, escort students to a nearby ditch or culvert if shelter in a building is not readily available, and direct them to lie face down, hands covering their head. They should be far enough away, so the bus cannot topple on them.
- Avoid areas that are subject to flash floods.

Front Door Evacuation

- Set the parking brake, put on 4-way hazard lights, shut off engine, take the key, and instruct the students to evacuate the bus using the front door and to take nothing with them.
- The front door assistant leads the students off the bus to a safe place, 100 feet or 40 paces from the bus, or instructs the students exactly where to go. WARN ALL STUDENTS: Walk. DO NOT RUN. Use the handrails.
- The students follow the door assistant off the bus in numerical order (i.e., seats 1-24).
- After all the students are off the bus, the driver walks to the rear of the bus to make sure that all students have departed.

- Take the fire extinguisher, reflectors, and first aid kit with you off the bus.
- Make sure the students are in a safe area and behaving in an orderly manner.
- Set out the reflectors.
- Stay with the students until the emergency has been resolved.

Rear Door Evacuation

- Set the parking brake, put on 4-way hazard lights, shut off engine, take key, and instruct the students to evacuate the bus using the rear door and to take nothing with them.
- The two rear door assistants seated on the aisle exit the rear emergency door, and stand one on each side of the door to assist the rest of the students off the bus. The third rear door assistant leads the rest of the students to a safe area, 100 feet or 40 paces from the bus, or instructs the students exactly where to go. **WARN ALL STUDENTS: Walk. DO NOT RUN.**
- Instruct the students to sit on the floor with feet outside and ease out onto the ground when exiting the rear door of the school bus.
- The students follow the door assistant off the bus in reverse numerical order (i.e., seats 24-1).
- After all students are off the bus, the driver walks to the rear of the bus checking the bus to make sure that all the students have departed.
- Take the fire extinguisher, reflectors and first aid kit with you off the bus.
- Make sure the students are in a safe area and behaving in an orderly manner.
- Set out reflectors.
- Stay with the students until the emergency has been resolved.