



EMERGENCY PREPAREDNESS POLICY

Policy Type:	1000-Emergencies	Initially Approved:	2017
Last Revised:	2017	Review Scheduled:	January 2023

Overview

During an emergency, the safety of students and staff is our top priority. To provide an effective response to any school crisis, emergency plans are in place for Selkirk Montessori School and we work in conjunction with local agencies to plan for, respond and to communicate during emergency events.

State of Emergency

Should a state of emergency be called by a level of government, the school will refer to the Business Continuity Plan to maintain or resume operations. Should there be specific guidelines in relation to health and welfare during the state of emergency, these will take precedence. All public health guidelines will be reviewed, and practices documented and adjusted according to expectations outlined by the governing body.

Earthquake

In the event of an earthquake, students will be instructed to drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table, and hold onto it until the shaking stops. Evacuation will proceed as outlined in the School Emergency Preparedness Guide. Earthquake drills are practiced a minimum of three times per year at each grade level.

Fire

In the event of a fire at school, the fire alarm will be sounded by the person discovering the fire. Students will be evacuated from the building using the nearest safe exit and will assemble at a predetermined location where attendance will be taken, and the names of missing students and their possible location are reported to the Head of School or their delegate. Fire drills are practiced on a regular basis.

Hold & Secure

A 'hold & secure' should be used when it is desirable to secure the school due to an ongoing situation outside the school and not related to the school (e.g., a robbery occurs near a school, a cougar has been sighted in the neighbourhood, etc.). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

Lockdown

A 'lockdown' is only to be used when there is a major incident or threat of school violence within the school, or in relation to the school. The school will follow the established lockdown procedures. Parents should wait for information from the Head of School or their delegate before picking up their children. Lockdown drills are practiced at the school, at least one per year, and include the Victoria police department.

Critical Incident Response Team

The Victoria School District Critical Incident Response Team (CIRT) provides support to schools and families dealing with critical incidents through a provision of expertise, resources and additional counseling. This team may be consulted to develop an action plan in response to a critical incident and may invite the district CIRT to provide further support. Alternatively, a school-based team may be initiated to address emerging or ongoing critical incidents.

Violence Threat Risk Assessment

Fair Notice, from time to time it may be necessary to complete a Violence Threat Risk Assessment (VTRA) in response to threatening behavior toward students or staff. To ensure the safety of students, staff, parents and others, threats must be taken seriously, investigated, and responded to. The VTRA will allow the school to plan the interventions necessary to prevent traumatic events in schools.

Drills

Drills will be completed annually, with the following frequency:

- Five fire drills per year
- Three earthquake drills per year
- 2 lockdown drills per year

All procedures for drills can be found in the Staff Handbook. See next pages for excerpt.

Meadow Montessori School

Emergency Preparedness & Response

Refer to complete procedures included in the BC School Emergency Preparedness Guide

School: Meadow Montessori School

Executive Director: Kristine Lande

Principal: Maria Bober

Alternative Evacuation Site Location: Hammond Community Centre

Protocols could not possibly be outlined for every emergency situation. The professional judgment of the administrator will always be important in determining actions. The following is a quick reference for some of the processes in place to deal with emergency situations.

EMERGENCY DRILLS AND SUPPORT INFORMATION

CIRT The Critical Incident Response Team provides support to schools and families in dealing with critical incidents through a provision of expertise, resources and additional counseling. The team will develop an action plan in response to a critical incident and may invite the district CIRT to provide further support.

EARTHQUAKE In the event of an earthquake, students will be instructed to drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table, and hold on to it until the shaking stops. Evacuation will proceed as outlined in the School Emergency Preparedness Guide. Earth quake drills are practiced a minimum of twice per year at each grade level.

FIRE In the event of a fire within a school, the fire alarm will be sounded by the person discovering the fire. Students will be evacuated from the building using the nearest safe exit and will assemble at a predetermined location where attendance will be taken and the names of missing students and their possible location are reported to the Principal. Fire drills are practiced on a regular basis, once per month at elementary and every two months at middle and secondary.

HOLD & SECURE A 'hold & secure' should be used when it is desirable to secure the school due to an ongoing situation outside the school and not related to the school (e.g. a robbery occurs near a school, a cougar has been sighted in the neighbourhood). In this situation the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved. After any hold & secure, a communication should go out to parents/guardians briefly outlining the situation and how it was handled.

LOCKDOWN A 'lockdown' should only be used when there is a major incident or threat of school violence within the school, or in relation to the school. The school will follow the established lockdown procedures. Parents should wait for information from the school district before coming to the school. After any lockdown, a communication should go out to parents/guardians briefly outlining the situation and how it was handled. Lockdown drills are practiced at the school, at least one per year, and include the school liaison officer.

VTRA Fair Notice, from time to time it may be necessary to complete a Violence Threat Risk Assessment (VTRA) in response to threatening behavior toward students or staff. To ensure the safety of students, staff, parents and others, threats must be taken seriously, investigated and responded to. The VTRA will allow the school to plan the interventions necessary to prevent traumatic events in schools.

PARENT INFORMATION In the event that students cannot be released from the school site, our alternative student pick-up location site is Hammond Community Centre. ***Student's will only be released to the parent/guardians or individual(s) listed as an emergency designate.

Emergency Terminology Quick Reference

Lockdown

Used in response to an armed or dangerous assailant WITHIN the school

- ◆ Gather people in your vicinity into a secure room – do this quickly
- ◆ Close and secure doors
- ◆ Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
- ◆ Silence all cell phones and ask that they be placed face down on floor
- ◆ Alert other occupants by any means available and/or call 911 – only if safe to do so OR Leave Safe. If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

**Normal activities in the school cease. Await police response.*

Hold & Secure

Used if there is a security concern in the neighbourhood

- ◆ Bring everyone into the school and remain inside
- ◆ Secure exterior doors and windows
- ◆ Close exterior window blinds/drapes (if available)
- ◆ No one may enter or exit the school during Hold & Secure

**Typically normal activities continue WITHIN the school.*

Evacuate

Used to move people out of the school when a hazard exists inside

- ◆ Direct students and other staff to exit the school via the shortest safe route
- ◆ Report to and assemble outside at the designated assembly site

**Principal or designate will determine next steps.*

Shelter In Place

Used if an environmental hazard may impact the school

- ❖ Bring everyone into the school and remain indoors
- ❖ Secure exterior doors and windows
- ❖ Close exterior window blinds/drapes (if available)
- ❖ Turn off all ventilation systems (if locally available/situation dependent)
- ❖ Staff designates will monitor access to the school via the main entrance
- ❖ Access may be denied if a risk exists that jeopardizes the safety of occupants

**Typically normal activities continue WITHIN the school.*

Room Clear

Used to move people away from a hazard contained in one room/area

- ❖ Direct students to leave the room/area and report to designated area (Ex. Library)
- ❖ Summon assistance as needed and appropriate (Ex. call First Aid Attendant, Principal/Vice Principal, 911)

**Staff should remain to manage the situation or exit if the room is unsafe.*

Drop, Cover & Hold On

Used in the event of an earthquake, explosion, or any event that shakes the school

- ❖ Quickly move away from obvious hazards
- ❖ **DROP** – low to the ground
- ❖ **Cover** – take **Cover** under a sturdy table, desks, furniture, or other large sturdy items
- ❖ **HOLD ON** – to the furniture you are under and stay there until the shaking stops After the shaking stops, wait 60 seconds and then **EVACUATE** via the shortest safe route. Report to and assemble outside at the designated assembly site.

**Principal or other designate will determine next steps.*

School Drills

FIRE

6 drills per year

3 per semester – fall and spring

Note: actual alarms and false alarms count as drills

EARTHQUAKE

2 drills per year

October – Great BC Shakeout

LOCKDOWN

3 drills per year (min 2)

HOLD & SECURE + SHELTER IN PLACE

1 review of procedures per year with all employees

FIRE DRILL PROCEDURE

Monthly fire drills will be practiced and recorded in the preschool. Five fire drills will be held yearly in the elementary.

SIGNAL: Whistle or loud continuous bell.

PROCEDURE (2 teacher class)

1. Teacher #1 blows one long blast on the whistle or rings the bell and shouts Fire Drill with attendance list in hand.
2. Children immediately stop what they are doing, stand up and walk quickly to the door and line up where Teacher #1 is standing.
3. Teacher #1 takes the attendance and leads the children outside. No talking.
4. Teacher #2 checks the bathroom and premises to see that no one is left inside, takes First Aid bag which contains Emergency Consent Cards and cell phone and then joins the others outside. Check that exits are clear. Door must be closed. **DO NOT LOCK.** (Later entry/exit may be required.)
5. In assembly area, teachers take roll and accounts for each child. Keep children in orderly and quiet lines until the all clear signal is given. (one long bell whistle blast)

PROCEDURE (1 teacher class)

1. With attendance list & First Aid bag in hand, teacher blows one long blast on the whistle or rings the bell and shouts Fire Drill.
2. Children immediately stop what they are doing, stand up and walk quickly to the door and line up where the teacher is standing.
3. Teacher takes the attendance, checks bathroom if necessary, and leads the children outside. No talking.
4. Close classroom door. **DO NOT LOCK.** (Later entry/exit may be required.)
5. In assembly area, teachers take roll and accounts for each child. Keep children in orderly and quiet lines until the all clear signal is given. (one long bell whistle blast)

PROCEDURE DURING P.E. or DANCE

1. Teacher, or supervising adult, stops play, organizes class(es) into silent and orderly lines and conducts class(es) to assembly area.

Parents, guests and community people on the grounds during a drill must participate. Adults are reminded that no talking is allowed. Please be good role models for the children.

EARTHQUAKE DRILL PROCEDURE

SIGNAL: Announce drill.

PROCEDURE

1. Teacher gives command “DROP, COVER and HOLD ON”. (See below)
2. Teachers and students:
 - Take cover under desk or tables
 - Face away from windows, move away from bookshelves
 - Hold on with head down
 - Count aloud to 60 – earthquakes rarely last longer than 60 seconds and counting is calming

“Drop/Hold” Inside Classroom

- A. Upon command, drop down to knees.
- B. Get under/below equipment (desks, tables, chairs, etc.); back to windows.
- C. Grasp equipment (legs, etc.) with both hands, hold tight.
- D. Keep body under or below equipment.
- E. Wait for further instructions.

“Drop/Hold” Outside School Buildings

- A. Get clear of all buildings, power lines, light poles or sources that may be dangerous.
- B. Assume “Drop/Hold” position if possible.
- C. Wait for further instructions of all clear.

“Drop/Hold” To and From School

- A. Move away from building, trees, hazards of any kind.
 - B. Assume “Drop/Hold” position if possible.
3. Wait for shaking to stop.
 4. Teachers will escort classes to the Emergency Assembly Area. They will take with them the emergency folder, attendance cards, class roster, etc. to enable them to take roll.
 5. At the Emergency Assembly Area (EAA), take roll and check for missing children/paraprofessionals. Teachers account for all students.
 6. At the Emergency Assembly Area (EAA), check for injuries, send class list and Missing Individual Report to the Incident Command Center (ICC). Send injured children/paraprofessionals to the First Aid Station.
 7. ICC accounts for all students and staff.
 8. EMERGENCY PLAN TEAMS BEGIN DUTIES
 9. Teachers/aids supervising students should continue to monitor the health and mental status of these students and report any individuals needing assistance to the ICC.

The ICC will update staff members of the status of the emergency. All questions/requests must be directed to the ICC.

10. Children are to be released only after receiving notice from the ICC. They will be escorted to the reunion gate.
11. Staff members will be relieved of their assignments by the ICC.