

APPENDIX D

BUILDING EMERGENCY PLAN TEMPLATE

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Site Emergency Management Plan

Site Name

Address

Contents

- **Site Information**
- **Emergency Contacts**
- **Definitions**
- **Designation of the Site Incident Commander**
- **In the Event of an Earthquake or Explosion**
- **In the Event of Fire**
- **In the Event of Lockdown**
- **Response Function Site Map**
- **Facility Plan**
- **Area Maps**
- **Class Lists**
- **Appendices**

Site Information

Site Profile

Name of School/Site:			
Address:			
Phone No.:		Facsimile No.:	
Business Hours:		Grades:	
After Hours Emergency Contact			
	Name:	Phone:	
Numbers			
Students:		Floors:	
Mobility Challenged Students:		Classrooms:	
Staff:		Portables:	

Building Contacts

Position	Name	Cellular No.	Home Phone No.
Principal/Site Manager:			
Vice-Principal/Designate:			
Vice-Principal/Designate:			
Administrative Assistant:			
Custodial Leadhand:			
Day Custodian:			
Alternate Custodian:			

Emergency Contacts

External Agencies:	Emergency	Non-Emergency
Delta Fire & Emergency Services	911	604-946-8541
Delta Police		604-946-4411
BC Ambulance Service		604-872-5151
Fraser Health Authority		604-587-4600
Emergency Management BC		1-800-663-3456
FortisBC Gas		1-800-663-9911
BC Hydro		1-888-769-3766
District Contacts:	Name	Contact Number
During School Hours:		
Zone Assistant Superintendent:		
Director of Facilities & Planning:	Frank Geyer	604-616-8565
Director of Learning Services - Inclusive Learning:	Joanna Angelidis	604-952-5230
District Safety, Health & Emergency Preparedness Officer:	Vanessa Ezaki	604-617-4530
Maintenance Services:	604-946-5088	
After School Hours: <i>(proceed down the list until contact is made)</i>		
Monitoring Station:	604-731-4126	
Assistant Manager - Facilities:	Mark Bain	604-830-2093
Assistant Manager - Facilities:	Harry Kumar	604-968-6090
Manager, Facility Services:	Ken Janzen	604-866-3451
Energy Manager/Project Engineer:	Debra Eng	604-841-3330
Manager, Information Technology Services:	Paul Parsons	604-841-0127
Manager, Maintenance Services:	John Vantol	604-992-3454
Director of Facilities & Planning:	Frank Geyer	604-616-8565
Other Key Contacts:	Contact Number	Alt Contact Number

Definitions

Emergency: an event or circumstance that is caused by accident, fire, explosion, technical failure, human action or force of nature that requires prompt coordination of action or special regulation.

Disaster: an event, generally considered to have an even greater impact than an emergency, caused by an accident, fire, explosion or technical failure, or by the forces of nature, and has resulted in serious harm to the health, safety and/or welfare of people, or in widespread damage to property.

Critical Incident: any incident, whether natural or human-caused, that has a negative emotional impact on those affected resulting in a state of stress or discomfort and feelings of loss of control.

Designation of the Site Incident Commander

The Principal/Site Manager or designate will be known as the Site Incident Commander during an emergency, disaster or critical incident and will have full authority within the provisions of this plan and the District Emergency Management Plan in addition to the other responsibilities of his or her office. A predetermined chain of command will be established should the Principal/Site Manager not be available to delegate his or her authority.

In the Event of an Earthquake or Explosion

INSIDE THE SCHOOL BUILDING

1. AT THE FIRST INDICATION OF AN EARTHQUAKE, EXPLOSION OR OTHER EVENT THAT CAUSES THE BUILDING TO SHAKE, TAKE IMMEDIATE ACTION. The teacher shall issue the **DROP, COVER AND HOLD** command to students.
2. Students and teacher shall immediately face away from windows and
 - **DROP** - drop to ground to lower a person's centre of gravity
 - **COVER** - take cover under a sturdy desk, table or counter.
 - **HOLD** - brace yourself and hold onto a table leg and cover back of neck and head area with one arm until the shaking has stopped. During the drill, count aloud as it is calming.
3. Students, teachers and/or staff separated from their class (i.e. in hallways, stairwells, washrooms or other areas where no cover is available) should **SQUAT AND COVER** - move to an interior wall, turn away from windows, kneel alongside the wall, bend over into a "crash" position and bring head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.
4. Teachers must immediately take steps to protect themselves and prevent personal injury during an earthquake as they play an extremely important role in comforting and assisting students through the post disaster stages. If the teacher is injured, two student monitors should have designated authority to give instructions.
5. After the shaking has stopped, start counting aloud again to sixty (60).
6. Before standing, students should be instructed to stay quiet, look and listen carefully for injuries and hazards. Experience has shown that once the shaking has stopped after a major earthquake, the primary cause of injury is due to peoples' actions such as stepping on broken glass, touching live electrical wires, using damaged stairs, moving toppled fixtures like cupboards and shelves. If there is noticeable damage such as broken windows, fallen light fixtures, power failure, broken water lines, smell of gas, contents knocked off of shelving, or structural damage, the area should be evacuated.
7. Check self for injuries by running your hands over your head, limbs, etc. then check other people around you and ask if they are okay. Apply lifesaving first aid only – do not delay the evacuation of uninjured occupants. The seriously injured must be left for the school's Search and Rescue Team to extract.
8. If the building or area of the building becomes unsafe, evacuation may be called for. Proceed to next steps.
9. Collect classroom emergency supplies (including Classroom First Aid Kits, any Comfort/Survival Kits, teacher vest, class list, emergency student release forms and student identification tags) and if possible gather coats.

10. Evacuate building in a CALM quiet orderly manner, single file WEARING SHOES, following instructions by school teachers or monitors to designated assembly point. DO NOT USE ELEVATORS.
11. Follow predetermined evacuation routes. Be prepared to use alternate evacuation exits or routes if planned routes or exits are blocked.
12. If an aftershock occurs during evacuation, assume SQUAT AND COVER position as per Step 3 above. After shaking has stopped, resume procedures from Step 5 above on.
13. Go to the designated EVACUATION ASSEMBLY AREA(S), steer clear of any overhead power lines, and line up classes so that they face away from the building.
14. Contact the Superintendent's Office by telephone, or if lines are down, by two-way radio, to advise of the situation.
15. Check attendance against class list, hand out student and teacher identification tags and send a runner to the Principal (or designate) to indicate those present, missing or injured and to report any hazards noted.
16. Give additional first aid as required (do not use classroom emergency supplies during a drill - teachers should use this opportunity to discuss contents of emergency supply kits with students).
17. If there is a requirement to evacuate the school, the school should not be re-occupied until instructed by the Principal/Site Manager.
18. Prior to re-occupying the building, the "Simple Building Damage Assessment Inspection" checklist contained in the District Emergency Management Manual may be used as a guide for school staff if no noticeable damage was observed during the evacuation. If unsure as to the condition of the building, contact the District Emergency Operations Centre.

OUTSIDE THE SCHOOL BUILDING

1. If outside the building but on the school grounds when an earthquake occurs, proceed immediately to the nearest designated EVACUATION ASSEMBLY AREA and wait for further instructions.
2. After the earthquake, if on the way to school, continue to school. If on the way home, continue home.

In the Event of Fire

IF YOU DISCOVER A FIRE

1. ACTIVATE a fire alarm pull station.
2. CLOSE doors.
3. PHONE 9-1-1 if possible; give your name, location and nature of fire or emergency.
4. FIGHT the fire ONLY if it is SMALL and you are NOT alone.
5. EVACUATE the building via the nearest safe exit. DO NOT use the elevator.
6. ASSIST persons requiring assistance.
7. PROCEED to the main entrance (outside) and REPORT to the Fire Department.

IF A FIRE ALARM IS SOUNDED

1. All instruction and activity shall cease, machinery should be shut down, gas/oil-burning apparatus and appliances other than those used for heating the building should be shut off, lights turned off and the pupils should remain still to await further orders.
2. The teacher will take the class register book or other such record of attendance as may be available, as well as copies of the emergency student release forms and keep possession of them until the end of the alarm.
3. The teacher will open the classroom door, determine the evacuation route to be taken and lead the class out of the building in a quiet, orderly manner to the EMERGENCY EVACUATION AREA.
4. Staff and students outside the classroom and still in the building shall go to the nearest corridor, leave the building and report to their class outside the building.
5. Staff will check to see if washrooms or other rooms are unoccupied.
6. Once assembled at the EMERGENCY EVACUATION AREA, the teacher shall check the names and the number of students. Each teacher must send a runner to report that the students in the division are all accounted for. The names of missing students should be sent to the Principal (or designate).
7. Teachers, Teaching Assistants and other adults not enrolling classes should report directly to the Principal (or designate).
8. Students will remain at their location until dismissed by the Principal or person-in-charge. Three bells will be rung to indicate it is safe to return to the school.
9. No person shall enter the school until the 3 bells have been sounded.

In the Event of Lockdown

CODE RED

1. Lockdown signal is given via P/A system - "**This is a Code RED Lockdown announcement ...**" (repeated 3 times).
2. Office staff call 911.
3. Call the Superintendent's Office or as soon as safely possible.
4. All persons report to nearest securable room.
5. Teachers/Staff check hallways for students and follow pre-set instructions to:
 - Secure and barricade doors
 - Turn out lights
 - Cover windows
 - Pull shades
 - Move students out of line of sight of door and windows
 - Hide
 - No Talking!
6. Teachers/Staff are not allowed to open doors for ANYONE under ANY circumstances.
7. Teachers/Staff take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions.
8. Teachers/Staff log onto their Staff Conference on First Class (FC) and monitor for updates.
9. All activities cease. Ignore Fire alarms unless first-hand knowledge of fire or e-mailed information to respond. If exiting, go to rally point – predetermined site or to where directed by police.
10. Students/Staff outside building must evacuate to a predetermined, off-campus, location. This includes field trips. Rally point may change under direction of police.
11. In the event of an Active Shooter/Homicide in Progress:
 - Follow instructions above. Stay secure/barricaded and hidden!
 - Proximity = Jeopardy. In the presence of deadly threat, discretion to remain in lockdown, confront the intruder or to evacuate immediately leave by means other than hallways may have to be exercised.
 - Go to the rally point.
 - When evacuating leave with hands up until clear of police perimeter.
12. "**Code GREEN – All Clear**" (repeated 3 times) will be announced on the P/A system and on the FC Staff Conference. Called only after building is secured and most have been evacuated by police. Only open/come out for identified police officer.

CODE YELLOW (Hold & Secure)

1. Lockout signal is given via P/A system - **“This is a Code Yellow - Lockdown announcement...”** (repeated 3 times).
2. Office staff may call 911 and then call the School Board Office.
3. Staff/Students return to home classrooms. Have students who are outside immediately return to school building by bell tone or bullhorn signal.
4. Administrators and/or assigned staff - check that all exterior doors and entrances are locked and secure. Non-enrolling teachers/staff report back to the nearest classroom.
5. Teachers/Staff secure classrooms, cover exterior windows, take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions.
6. Teachers/Staff log onto their Staff Conference on First Class (FC) and monitor for updates.
7. Students do quiet seatwork. Do not open doors (no bathroom/drinks). Ignore fire alarms unless first-hand knowledge of fire or e-mailed information to respond. If exiting, go to rally point - not grounds.
8. Monitor main entrance and allow only AUTHORIZED personnel into building through this point.
9. **Code YELLOW may move to Code RED should threat become immediate and active.**
10. **“Code GREEN – All Clear”** (repeated 3 times) will be announced on the P/A system and on the FC Staff Conference. Called only after threat has been resolved.

SHELTER IN PLACE

A shelter in place order is used when personal safety is considered to be in danger if anyone leaves the school. It is usually associated with an environmental hazard where hazardous materials are released into the atmosphere in the immediate vicinity of the school. Shelter in place might also be used in the case of a wild animal in the vicinity of the school.

1. Shelter in place signal is given via P/A system - **“This is a Shelter in Place announcement...”** (repeated 3 times).
2. Office staff may call 911 and then call the School Board Office.
3. Staff and students are to immediately go indoors, and to close and lock windows and doors.
4. In the case of hazardous outside air, all ways in which outside materials may enter the building should be eliminated, including sealing openings in and around doors with masking tape and plastic.
5. Contact Maintenance Services (604-946-5088) to request shutting off of ventilation or climate control systems.
6. **“Code GREEN – All Clear”** (repeated 3 times) will be announced on the P/A system only after threat has been resolved.

Response Function Site Map

Insert site plan of facility indicating locations of:

- *Building, driveways, parking and fronting street(s)*
- *Emergency container*
- *Potential hazards (i.e. overhead & underground power lines, gas mains, water mains, chain link fences which may become energized if in contact with power lines)*
- *Emergency Evacuation Assembly Area (containing Command Centre, Response Function Teams and Student Groups)*

Facility Plan

Insert floor plan of facility indicating locations of:

- *Natural gas, water and electrical shut-offs;*
- *Medical kits;*
- *Emergency equipment;*
- *Emergency supplies of water in the school (i.e. Hot water heaters);*

Area Maps

Insert aerial and road maps of the surrounding areas downloaded and printed from DeltaMap and/or Google Maps.

Class Lists

Insert up-to-date class lists.

Appendices

- SCHOOL EARTHQUAKE HAZARD ASSESSMENT CHECKLIST
- ANNUAL SCHOOL EMERGENCY PREPAREDNESS REPORT PERSONS REQUIRING ASSISTANCE INFORMATION SHEET
- EMPLOYEE EMERGENCY PREPAREDNESS SKILL INVENTORY
- COMMUNITY VOLUNTEERS INVENTORY
- DUTY ROSTERS - RESPONSE FUNCTION TEAMS
- SCHOOL CRITICAL INCIDENT RESPONSE TEAM CONTACTS
- EMERGENCY CONTAINER CONTENT INVENTORY
- SIMPLE BUILDING DAMAGE ASSESSMENT CHECKLIST
- TENANTS INFORMATION LIST

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