

APPENDIX E

CHECKLISTS AND INVENTORY LISTS

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SCHOOL EARTHQUAKE HAZARD ASSESSMENT CHECKLIST



Each school or site, through its Occupational Health & Safety Committee, should assess and make notes on possible hazards using the following checklist. Where possible, hazards should be eliminated or corrected.

<p><u>Classroom Hazards</u></p>	
<input type="checkbox"/> Unsecured Bookcases <input type="checkbox"/> Unsecured Wall Shelving <input type="checkbox"/> Unsecured Freestanding Cabinets <input type="checkbox"/> Cabinets Without Door Latches or Restrained Shelves <input type="checkbox"/> Heavy Loose Objects (on shelves or hanging more than 1 metre above floor)	<input type="checkbox"/> Unsecured Audio/Video Equipment <input type="checkbox"/> Unsecured Computers & Monitors <input type="checkbox"/> Rolling Pianos (casters unlocked) <input type="checkbox"/> Large Plates of Glass or Mirrors <input type="checkbox"/> Unsecured Aquariums <input type="checkbox"/> Miscellaneous Clutter (restricts movement, especially in exit routes)
<p><u>Science, Industrial Education, Kitchen Hazards</u> (in addition to classroom hazards listed above)</p>	
<input type="checkbox"/> Unsecured Gas Cylinders (when not in use, pressure regulators must be removed and caps in place) <input type="checkbox"/> Improper Storage of Hazardous Materials (when not in use, chemicals must be capped and stored in a closed & latched approved chemical storage cabinet secured to prevent tipping, or in a designated storage room)	<input type="checkbox"/> Emergency Systems (fire suppression, safety showers, eye wash stations, spill containment equipment) not in Proper Operating Condition <input type="checkbox"/> Gas Supply Not Turned-Off and Locked (when not in use) <input type="checkbox"/> Unsecured Shop or Kitchen Equipment <input type="checkbox"/> Unsecured Loose Material Storage
<p><u>Office Hazards</u></p>	
<input type="checkbox"/> Awkward Desk Placement (restrict movement) <input type="checkbox"/> Clutter Under Desk (restricts "Drop & Cover") <input type="checkbox"/> Unsecured Bookcases <input type="checkbox"/> Unsecured Wall Shelving <input type="checkbox"/> Improper Placement of File Cabinets (if tip over, blocks exit routes)	<input type="checkbox"/> Heavy Loose Objects (on shelves or hanging more than 1 metre above floor) <input type="checkbox"/> Open Desk, File & Cupboard Drawers <input type="checkbox"/> Unsecured Computers & Monitors <input type="checkbox"/> Important Computer Files Not Backed-up <input type="checkbox"/> Miscellaneous Clutter (restricts movement, especially in exit routes)
<p><u>Hallway & Common Area Hazards</u></p>	
<input type="checkbox"/> Hanging Framed Pictures <input type="checkbox"/> Unsecured Display Cases	<input type="checkbox"/> Miscellaneous Clutter (restricts movement, especially in exit routes)

SIMPLE BUILDING DAMAGE ASSESSMENT CHECKLIST



This is a quick assessment of a structure for obvious structural and non-structural hazards, which needs to be completed after the initial shock as well as any subsequent aftershocks. If found, these hazards could make the structure or parts of the structure UNSAFE for continued use. Refer to Page 2 for visual examples.

STEP 1: Survey the Building from the Outside
Examine the structure on all accessible sides for damage. Look for cracking of exterior walls, broken glass and other signs of excessive drift. Examine exterior non-structural elements, such as cladding, parapets, signs, and ornamentation, for damage before entering the building. Look for new fractures in the foundation or exposed lower walls of the building.
STEP 2: Examine the Site for Geotechnical Hazards
Look for fissures, bulged ground, and vertical ground movements in the area. In hillside areas, examine the area for landslide displacement or debris encroaching onto the site. Remember that geotechnical hazards can extend over an area of several buildings or more.
STEP 3: Inspect the Structural System from Inside the Building
Before entering building, make sure you are wearing a safety hardhat and other protective gear, and look for falling or collapse hazards. Do not enter obviously unsafe buildings. Look in stairwells, corridors, classrooms, mechanical rooms and other exposed areas to view the structural system. Examine the vertical-load-carrying system. Look for situations where a column may show signs of failure, where the floor or roof framing has begun to pull away from its vertical supports, or where the slab or beam system has failed or begun to fail. Examine the lateral-load-carrying system. Any residual storey drift means some structural damage has been sustained. Inspect the lower floors and walls for cracks and bulges.
STEP 4: Inspect for Non-Structural Hazards
Inside the building, look for damage to non-structural elements such as ceilings, partitions, light fixtures, roof top tanks and other appendages.
STEP 5: Inspect for Other Hazards
If damage is suspected, elevators should not be restarted without inspection by a qualified person. Look for spills or leaks in areas of stored chemicals or other hazardous materials. Inspect stairs for structural stability and exits for jammed doors and obstructions.

Evacuate and cordon off all UNSAFE AREA(S) to protect people and CONTACT MAINTENANCE SERVICES FOR FURTHER INSTRUCTION.

SIMPLE BUILDING DAMAGE ASSESSMENT - EXAMPLES



Building has collapsed, partially collapsed, or moved off its foundation. Condition: **UNSAFE**



Building or any story is significantly out of plumb. Condition: **UNSAFE**



Obvious damage to primary structural elements, severe cracking of walls, or other signs of severe distress Condition: **UNSAFE**



Obvious parapet or other falling hazard. Condition: **AREA UNSAFE**



Large fissures in the ground, massive ground movement or slope displacement. Condition: **AREA UNSAFE**



Other hazard(s) present (e.g. toxic spill, ruptured gas line, downed powerline, overturned propane tank). Condition: **AREA UNSAFE**

EMERGENCY CONTAINER CONTENT INVENTORY

Should be inspected by School and PAC personnel at least annually



✓	Description	Quantity	Comments
	COMMAND POST/GENERAL		
	Incident command vests		
	Folding table		
	Folding chairs		
	Incident command station signage		
	Copy of School Emergency Plan binder		
	Copies of class lists		
	Two-way radios for all teams, labelled with channel to use		
	Flashlights		
	Glow sticks		
	6-volt lantern or spot lamp		
	Battery-operated portable radios		
	Batteries for radios, flashlights	Type:	
		Type:	
		Type:	
	Mylar rain ponchos		
	Past year's class or student photos		
	Felt markers		
	Pencils & pencil sharpeners		
	Clip boards		
	Poster board - for posting information		
	Notebooks or ream of paper		
	Map of community		
	Duct tape		
	Scissors		
	Stapler		
	Multi-bit screwdriver		
	Vise-grip pliers		
	Crescent wrench		
	FIRST AID		
	School trauma first aid kit		
	Disinfectant		
	Gloves - nitrile (non-latex)		
	Box of pre-moistened towelettes		
	FOOD & WATER SUPPLY		
	Food rations	Expiry date:	
		Expiry date:	
	Water rations	Expiry date:	
		Expiry date:	
	Packs of water purification tablets		

Emergency Container Content Checklist (cont'd)

✓	Description	Quantity	Comments
	SANITATION		
	Black polyethylene (for latrine privacy screening)		
	Pick		
	Shovel		
	Buckets		
	Kitchen waste bags (to line buckets) and twist ties		
	Rolls of toilet paper		
	Sanitary pads		
	SEARCH & RESCUE		
	Class B hardhat		
	Safety goggles		
	Leather work gloves		
	Dust masks		
	Flashlights		
	6-volt lantern and batteries		
	Glow sticks		
	Double-end 36" crowbar		
	Fire axe		
	Emergency blankets		
	Duct tape		
	Heavy-Duty multi-blade knife		
	Whistle		
	SHELTER		
	Tarpaulins (for temporary cover)		
	Nylon rope 1/4"		
	Nylon rope 3/8"		
	Ladder		
	Tent pegs		
	Tent poles		
	Blankets		
	Garbage bags		
	Heavy-Duty multi-blade knife		
	Sledge hammer		
	Handsaw		
	Box of fire logs (i.e. "Duraflame")		
	Waterproof matches		
	OTHER ITEMS		

PERSONS REQUIRING
ASSISTANCE INFORMATION SHEET



Name:	
Disability:	
Division:	
Room Number:	
Special Information:	
Assistant(s):	

Name:	
Disability:	
Division:	
Room Number:	
Special Information:	
Assistant(s):	

Name:	
Disability:	
Division:	
Room Number:	
Special Information:	
Assistant(s):	

Name:	
Disability:	
Division:	
Room Number:	
Special Information:	
Assistant(s):	

DUTY ROSTERS - RESPONSE FUNCTION TEAMS

Refer to Appendix K of the District Emergency Management Manual for descriptions, roles and responsibilities of teams and team members



School:	Year:
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COMMAND CENTRE

Name	Duty	Room No.

SITE SECURITY TEAM

Name	Duty	Room No.

FIRST AID TEAM

Name	Duty	Room No.

SHELTER AND CARE GIVING TEAM

Name	Duty	Room No.

RAPID DAMAGE ASSESSMENT TEAM

Name	Duty	Room No.

SEARCH AND RESCUE TEAM

UNIT #1	Name	Room No.
UNIT #2	Name	Room No.
UNIT #3	Name	Room No.
UNIT #4	Name	Room No.
UNIT #5	Name	Room No.

SANITATION TEAM

Name	Duty	Room No.

VOLUNTEER MANAGEMENT TEAM

Name	Duty	Room No.

HAZARD CONTROL TEAM

Name	Duty	Room No.

FATALITY CARE TEAM

Name	Duty	Room No.

SCHOOL CRITICAL INCIDENT RESPONSE TEAM CONTACTS



Refer to Appendix O of the District Emergency Management Manual for descriptions, roles and responsibilities of teams and team members

School:	Year:
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Name of Member	Position	Phone No.	Alt. Phone No.
Alternates			

DISTRICT RESPONSE SUPPORT TEAM

Name	Position	Phone No.
	Assistant Superintendent, North	604-952-5345
	Assistant Superintendent, South	604-952-5346
	Director, Learning Services (Special Programs)	604-952-5323
	District Principal, Special Programs	604-952-5322
	Manager, Communications	604-952-5397
Ministry of Children & Family Development Child and Youth Mental Health	North Office	604-501-3237
	South Office	604-940-7900
Deltassist Family and Community Services Suicide Prevention Counsellor		604-594-3455
Child and Youth Crisis Program		604-585-5561

BUILDING TENANTS INFORMATION



School:	Year:
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Tenant Name	Room No.	Contact Person(s)	Phone No.(s)

Tenant Name	Room No.	Contact Person(s)	Phone No.(s)

Tenant Name	Room No.	Contact Person(s)	Phone No.(s)

Tenant Name	Room No.	Contact Person(s)	Phone No.(s)