

SECTION 4 - EMERGENCY RESPONSE PROCEDURES

4.1 GENERAL

When an emergency occurs, it is too late to refer to this manual. Everyone should know their role and set the plan into motion. Response involves implementation of the school's/site's Emergency Plan, and includes the following actions:

1. **Assess the situation** - scale, severity, resources needed, etc.
2. **Establish command** - Site Incident Commander takes control
3. **Determine and activate appropriate emergency response** - consider the 5 key responses and the nature of the situation.
4. **Activate school/site team** - pre-assigned Response Function Teams functions.
5. **Execute the emergency Plan** - put the plan into action; liaise with the first responders.
6. **Contact School District administration** - alert the Superintendent's Office as quickly as possible.
7. **Manage the incident** - focus on student and staff safety/comfort, deploy human and other resources, manage student release, etc.
8. **Review** - review critical incident response and consider what worked and what could be improved.

It is important to note that some of these actions may occur simultaneously and may take place in a different order. These actions serve as a guide for initiating an emergency response.

4.2 IN THE EVENT OF AN EARTHQUAKE OR EXPLOSION

4.2.1 Inside the School Building

- a) 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.
- b) Students and teacher shall immediately face away from windows and
 - (i) **DROP** - drop to ground to lower a person's centre of gravity
 - (ii) **COVER** - take cover under a sturdy desk, table or counter.
 - (iii) **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.
- c) 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.

- d) 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.
- e) After the shaking has stopped, start counting aloud again to sixty (60).
- f) 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.
- g) 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.
- h) If the building or area of the building becomes unsafe, evacuation may be called for. Proceed to next steps.
- i) 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.
- j) 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.
- k) Follow predetermined evacuation routes. Be prepared to use alternate evacuation exits or routes if planned routes or exits are blocked.
- l) If an aftershock occurs during evacuation, assume SQUAT AND COVER position as per **Section 4.2.1 (c)** above. After shaking has stopped, resume procedures from **Section 4.2.1 (e)** above on.
- m) 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.
- n) Contact the Superintendent’s Office by telephone, or if lines are down, by two-way radio, to advise of the situation.

- o) 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.
- p) 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).
- q) If there is a requirement to evacuate the school, the school should not be re-occupied until instructed by the Principal/Site Manager. The “Simple Building Damage Assessment Inspection” checklist in [Appendix E-3](#) 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.

4.2.2 Outside the School Building

- a) 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.
- b) After the earthquake, if on the way to school, continue to school. If on the way home, continue home.

4.2.3 District Level

- a) The District Emergency Preparedness Committee should convene and a District Emergency Operations Centre (DEOC) should be established at the School Board Office (Tilbury Maintenance Facility as back-up) as a single point of communication with schools, the public and the media. The setup of the DEOC is contained in [Appendix L](#).
- b) The designated senior staff person should go to the Corporation of Delta Emergency Operations Centre at Municipal Hall, complete with two-way radio back to the DEOC, to coordinate municipal efforts with the District.

4.3 IN THE EVENT OF FIRE

4.3.1 If You Discover a Fire

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

4.3.2 If a Fire Alarm is Sounded

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) Staff will check to see if washrooms or other rooms are unoccupied.
- f) 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).
- g) Teachers, Teaching Assistants and other adults not enrolling classes should report directly to the Principal (or designate).
- h) 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.
- i) No person shall enter the school until the 3 bells have been sounded.

4.4 IN THE EVENT OF LOCKDOWN

4.4.1 General

Lockdown is used to prevent intruders from entering occupied areas of a building or when it is necessary to isolate students and staff from a danger outside or within the building. Situations include active shooters or dangerous intruders. Staff and students are restricted in their movements to a specific area which is then protected through locking of exterior and classroom doors and covering windows. There may be other areas of the school that are capable of being locked down and these may also be designated as lockdown locations.

4.4.2 Code Red

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when building has an intruder.

Steps to implement a Code Red lockdown after a threat has been identified:

- a) Lockdown signal is given via P/A system - **"This is a Code RED Lockdown announcement ..."** (repeated 3 times).
- b) Office staff call 911.
- c) Call the Superintendent's Office or as soon as safely possible.
- d) All persons report to nearest securable room.
- e) 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!
- f) Teachers/Staff are not allowed to open doors for ANYONE under ANY circumstances.
- g) Teachers/Staff take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions.
- h) Teachers/Staff log onto their Staff Conference on First Class (FC) and monitor for updates.
- i) 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.
- j) Students/Staff outside building must evacuate to a predetermined, off-campus, location. This includes field trips. Rally point may change under direction of police.
- k) 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.
- l) When evacuating leave with hands up until clear of police perimeter.

- m) **“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.

4.4.3 Code Yellow (Hold & Secure)

This is a procedure, which allows the school to continue with the normal school day, but forbids outside activity and unnecessary room to room transit. No unauthorized personnel are to enter the building. Most commonly used when incident is occurring outside school building, on or off school property, and there is no immediate or active threat.

Steps to implement a Code Yellow lockdown after a possible threat has been identified:

- a) Lockout signal is given via P/A system - **“This is a Code Yellow - Lockdown announcement...”** (repeated 3 times).
- b) Office staff may call 911 and then call the School Board Office.
- c) Staff/Students return to home classrooms. Have students who are outside immediately return to school building by bell tone or bullhorn signal.
- d) 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.
- e) 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.
- f) Teachers/Staff log onto their Staff Conference on First Class (FC) and monitor for updates.
- g) 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.
- h) Monitor main entrance and allow only AUTHORIZED personnel into building through this point.
- i) **Code YELLOW may move to Code RED should threat become immediate and active.**
- j) **“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.

4.4.4 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. For example, a chemical spill or gas leak 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 (e.g. coyote or bear).

In the case of environmental hazards, steps may need to be taken to ensure the school is airtight – turning off furnaces, air conditioning, closing fume hoods and exhaust systems, covering and taping windows – and that the air is safe to breath.