



School District No. 85
EMERGENCY
PREPAREDNESS

Remain Calm, Evaluate The Situation, Take Action

A Quick Reference Guide

Initial Response / Reporting

An emergency impacting normal school operations must be reported immediately to the office of the Superintendent, indicating the location and the nature of the emergency.

Board Office:	(250) 949-6618
Superintendent:	2236
Assistant Superintendent:	2229
Secretary/Treasurer:	2222
Assistant to Superintendent:	2235
Assistant to Sec./Treasurer:	2223
Reception:	0

In the event of a District-Wide Emergency, schools will report as follows:

To the Assistant Superintendent: Alert Bay, AJ Elliott, Sunset, Cheslakees, Woss and NISS

To the Secretary/Treasurer: Eagle View, Fort Rupert, Sea View, PHSS, Eke Me-Xi

To Tacan: Board Office, South Zone Maintenance and Transportation, Robert Scott School, other worksites

Initial Response / Reporting

Emergency Procedures / Media Communications

EMERGENCY PROCEDURES:

- 1) Sound alarms as circumstances dictate**
- 2) Take necessary steps to ensure your safety and the safety of those in your charge**
- 3) Activate your SCHOOL/SITE EMERGENCY PREPAREDNESS PLAN**

MEDIA COMMUNICATION:

- 1) Principals or Managers will provide accurate, factual information to the SUPERINTENDENT**
- 2) All Media Communications will be released or addressed by the SUPERINTENDENT OF SCHOOLS or designate**
- 3) All School Closure or Bus Route Cancellations will be determined by the SUPERINTENDENT OF SCHOOLS in consultation with the Principal or Manager.**
- 4) The SUPERINTENDENT OF SCHOOLS will make a decision to close a school or cancel/alter a bus route by 7:00 am**
- 5) The SUPERINTENDENT OF SCHOOLS will advise the media regarding all school closures or bus route cancellations**

Emergency Procedures / Media Communications

Severe Weather / Power Outages

AFTER HOURS SCHOOL CLOSURE ASSIGNMENTS

In the event of School Closures AFTER HOURS, Principals and Vice-Principals have been assigned specific schools to report to. Principals and Vice-Principals have been provided with keys and codes for their assigned school.

POWER OUTAGES

If a power outage occurs, the school will contact BC Hydro immediately. All schools should have access to an alternate method of communication (i.e cell phone, fax line). The nature of the problem and an estimate of its duration will be obtained and reported immediately to the SUPERINTENDENT.

To Report a Power outage:

- Call BC Hydro at 1-888-769-3766
- Press 0, then 0 again immediately (this bypasses and gives you an operator)
- Provide the account number for your school, request an assessment and estimate of duration (see next page for school hydro account numbers)

In a prolonged outage, the Principal or designate shall determine if the physical conditions at the school are suitable to remain in session and will immediately report concerns to the SUPERINTENDENT for a decision on school cancellation.

Severe Weather / Power Outages

BC Hydro Account #'s for Schools/Worksites

SCHOOL DISTRICT #85 / SITE HYDRO ACCOUNT NUMBERS

SCHOOL / SITE	HYDRO ACCOUNT #	SCHOOL / SITE	HYDRO ACCOUNT #
AJ ELLIOTT	9614 4105 041	PHSS	9614 1001 791
ALERT BAY	7396 609	QUATSINO	9614 8040 701
CESLAKEES	9614 1517 552	ROBERT SCOTT	9614 9243 051 9614 9243 101
COAL HARBOUR	9614 7785 301	SCHOOL BOARD OFFICE	9614 8346 051
EAGLE VIEW	9614 9153 021	SEA VIEW	9614 5913 251 9614 5913 322
EKE ME-XI	9602 516	SUNSET	9614 6933 001
FORT RUPERT	9614 7577 151	TACAN	9614 8464 951
NISS	9614 6715 071	WOSS	6636 492

BC Hydro Account #'s for Schools/Worksites

SCHOOL BUS INCIDENTS/ ACCIDENTS

IN THE EVENT OF A SCHOOL BUS ACCIDENT OR FIRE:

THE DRIVER SHALL:

- Evacuate students from the bus to a safe and secure area
- Contact 911 if possible
- Report the incident immediately to the Transportation Manager or Designate

THE TRANSPORTATION MANAGER (OR DESIGNATE) SHALL:

- Immediately **CALL 9-1-1** (police, fire, ambulance) to confirm their attendance at the scene
- Notify the SUPERINTENDENT with details of the situation
- Arrange for alternate transportation for students and advise the school Principal(s) of the incident

SCHOOL BUS INCIDENTS / ACCIDENTS

HAZARDOUS MATERIAL SPILLS / EXPLOSIONS

When a Hazardous Material (toxic chemicals, flammable and/or explosive substances) spill or explosion occurs involving school-controlled material the Principal or designate will:

- 1) Determine the need for assistance from District Maintenance and/or local emergency services and
CALL 9-1-1
- 2) Contact the SUPERINTENDENT
- 3) Determine the type of material involved (toxic, flammable, explosive – name of material)
- 4) Evacuate school if deemed necessary
- 5) Refer to your site Emergency Preparedness Plan for assigned roles/responsibilities

HAZARDOUS MATERIAL SPILLS / EXPLOSIONS

FIRE

When a fire is located or suspected:

- **Activate the fire alarm before making any attempt to extinguish the fire**
- **Evacuate all occupants immediately to a pre-designated safe assembly area**
- **CALL 9-1-1**

All School Staff, upon hearing a fire alarm:

- **Cease immediately all classroom activities. Shut off gas and equipment where applicable**
- **Ascertain if it is safe to exit the classroom via designated evacuation route**
- **If able to exit safely as planned, direct students to walk in an orderly manner**
- **When exiting, attempt to close classroom windows, if possible.**
- **Do not allow students to go to lockers. They may take only what they have with them.**
- **Ensure the class list and emergency classroom kit are take out with you**
- **When safe assembly area is reached, immediately take class attendance**
- **Immediately report any missing students, staff or visitors to the Principal**
- **If unable to exit classroom, have students sit on the floor against an outside wall**
- **If unable to exit classroom door, open exterior window and evacuate if at ground level or call for help if unable to evacuate through open window.**

Principal (or designate):

- **Ensure fire department has clear access to property**
- **Determine if everyone has been evacuated safely and immediately inform the fire department of unaccounted individuals and their likely location in the building.**
- **Ensure all gates to school property are open**
- **Stand by to assist fire department officials as needed**

FIRE

BOMB THREAT

The following procedures should be activated for a Bomb Threat, at a school or district site.
IF A BOMB THREAT OF ANY TYPE OCCURS, immediately Call Principal or designate and supply details. **EVACUATE SCHOOL and CALL 9-1-1**

For the person taking the call:

- Listen carefully and get information and **DO NOT** interrupt the caller.
- Complete checklist and report bomb threat to Principal or Site Emergency Administrator.

BOMB THREAT CHECKLIST

DO NOT Interrupt The Caller Except To Ask The Following Questions:

When will it go off?

Where is it placed?

What does it look like?

Sex	Background Noises	Characteristics of Voice?
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Don't Know	<input type="checkbox"/> Airplanes <input type="checkbox"/> Animals <input type="checkbox"/> Boats <input type="checkbox"/> Factory Machines <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Street Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Voices <input type="checkbox"/> Other _____ <input type="checkbox"/> Is Caller Familiar with Building?	
Age		Voice Accent?
<input type="checkbox"/> Under 21 <input type="checkbox"/> 21-40 <input type="checkbox"/> Over 40 <input type="checkbox"/> Don't Know		
Manner		Use of Certain Words or Phrases?
<input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Angry <input type="checkbox"/> Nervous <input type="checkbox"/> Other _____		

Printed Name of Person Taking Call:

Location:

Telephone Number:

BOMB THREAT

EARTHQUAKE / TSUNAMI

EARTHQUAKE

WHEN AN EARTHQUAKE OR AFTER-SHOCK OCCURS, IMMEDIATELY:

- **DROP or DUCK, COVER AND HOLD**, taking cover under desks, tables or beside counters
- Assume “**CRASH**” position on knees, head down, with one hand clasped over neck or head and one hand holding onto the furniture
- Count out loud with students until all the shaking has stopped, then recount again to 60 (this allows time for items to finish falling)
- 60 seconds after all shaking has ceased, commence evacuation. **DO NOT WAIT** for instructions from the school office. Take your classroom emergency kit with you.
- If the normal evacuation route is blocked, exit building via an alternate route, in a calm manner



TSUNAMI

The West Coast/Alaska Tsunami Warning Center will issue Tsunami related messages to local Provincial Emergency Program co-ordinators, who will inform the Superintendent of Schools. The messages issued by the center are **WATCH, ADVISORY AND WARNING**:

WATCH – Danger level not yet known – Stay alert for more information

ADVISORY – Strong currents likely – stay away from the shore

WARNING – Inundating wave possible – full evacuation advised

Should a tsunami message be received by the Superintendent during school hours, the School District Emergency Fan-Out system (see chart further on) will immediately be implemented to advise all schools and worksites

The only school located in a Tsunami Zone is Fort Rupert Elementary School. If an earthquake is felt at Fort Rupert School, staff are to immediately evacuate all students to higher ground (Fire Hall 2 and Royal Canadian Legion).

EARTHQUAKE / TSUNAMI

COMMUNITY INFORMATION / WEBSITES

Emergency Information Websites

West Coast/Alaska Tsunami Warning Center <http://wcatwc.arh.noaa.gov>

Drive BC www.drivebc.ca

Environment Canada www.weatheroffice.gc.ca

Community Emergency Information

All communities on the North Island have an Emergency Plan and either a Provincial Emergency Co-ordinator or through the services of the Regional Co-ordinator

If Community Emergency Plans are activated, the Evacuation Centers and Command Centers for communities with schools are:

Community	Command Center	Evacuation Center
Port Hardy	District of Port Hardy office	Civic Center
Port McNeill	Town of Port McNeill office	North Island Secondary School
Port Alice	Village of Port Alice office	Community Center
Alert Bay	Village of Alert Bay office	Alert Bay Elementary School
Sointula	Sointula Fire Hall	AJ Elliott Elementary School
Woss	Woss Hamlet office	Woss Community Hall

District-Wide Emergency Fan-Out



CAROL ROBERTSON
(Acting Superintendent of Schools)
cell: 250-230-2709

JOHN MARTIN
(Secretary Treasurer)
cell: 250-949-1028

DEB PETERS
(Acting Assistant Superintendent)
cell: 250-230-0832

DARBY GILDERSLEEVE
(Manager—Oper. & Maint.)
cell: 250-949-1568

- **SBO Staff**
- **Electronics Technician**
250-949-0771
- **Eagle View**
250-949-6418
- **Fort Rupert**
250-949-6518
* special consideration for tsunami warning
- **Sea View**
250-284-3315
- **P.H.S.S.**
250-949-7443
- **Eke Me-Xi**
250-949-8332

- **Alert Bay** 250-974-5569
- **A.J. Elliott** 250-973-6331
- **Woss** 250-281-2233
- **Sunset** 250-956-4434
- **Cheslakees** 250-956-3411
- **N.I.S.S.** 250-956-3394

- **Tacan**
250-949-8155
- **Maintenance Dept.**
- **Bus Drivers**
- **Courier Driver**
250-949-0134
- **Robert Scott**
- **(other district sites)**

DISTRICT CELL NUMBERS

250-230-4654	Adrian Pendergast	250-974-7688	Jen Turner
250-230-0503	Alison Mercer	250-209-0936	Jennifer Cattermole
250-230-7711	Angela Hagen	250-974-7840	Jill Cook
250-230-2709	Carol Robertson	250-949-0808	Jillian Walkus
250-230-0267	Cheryl Lloyd	250-949-1028	John Martin
250-230-0112	Christina MacDonald	250-949-1009	Jon Nicholson
250-230-2647	Craig McLachlan	250-949-1440	Kelly Amodeo
250-949-1568	Darby Gildersleeve	250-902-9810	Lori Deacon
250-949-0426	D'Arcy Deacon	250-974-8266	Melody Watson
250-230-0832	Deb Peters	250-230-2728	Nadia Wilson
250-949-0771	Don Robinson	250-230-0853	Nicki Kolich
250-230-0917	Dustin Swain	250-230-0519	Patti Burt
250-949-1011	Edward Hill	250-230-0699	Peter Curtis
250-949-1947	Guy Carlson	250-230-1493	Rena Sweeney
250-230-7013	Heather Johnson	250-902-9257	Richard Klaric
250-949-0121	Irene Isaac	250-902-9595	Rick Kolich
250-230-0215	James Ley	250-230-0386	Roger James
250-949-0134	Janice O'Connor	250-949-0784	Sheila McKee
250-230-2864	Jay Dixon	250-949-0565	Stirling Smedley

District-Wide Emergency Fan-Out

Radio – Facility Role Call & Status Procedure



Facility Role Call and Status Procedures

Within 10 minutes of an emergency event, all stations will be “on the air” with their issued radio and cell phone. The School Board Office will systematically make contact with all facilities in the following manner. Radio communication will be attempted first as this is a direct link to schools on our own channel and is a much more efficient system of quickly determining the status of the district as a whole.

Cell services will be used as necessary for communications.

General Check-in

1. Announcement – “All stations stand-by for Role Call and Status”
2. Each station will be called and asked to report that they are “on the air” and their status.
3. Status information will include the following:
 - a. Injuries
 - b. Facilities
 - c. Other immediate needs

Example of Communication order:

1. SBO “All stations stand-by for Role Call and Status”
2. SBO “This is the School Board Office/Superintendent/Designate”
3. SBO “Role Call and Status: Alert Bay”

Response

- a. “Alert Bay is on the air”
- b. “We have evacuated the school, all staff and students are accounted for and there are no injuries”
- c. “The school has some broken windows from the earthquake”
- d.

Specific Follow-up

After the General Check-in, specific follow-up with facilities reporting problems will commence.