EAGLE HARBOUR MONTESSORI SCHOOL

EMERGENCY PLAN

Eagle Harbour Montessori School

Emergency Response Plan

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Emergency Response Plan

Emergency Numbers - Quick Reference

Address: 5575 Marine Drive, West Vancouver, BC V7W 2R4
Phone: (604) 981 1380

Emergency Numbers	
Fire, Police, Ambulance Emergency	**911**
EHMS Office	604-981-1380
Principal Craig Cantlie	Cell: (604) 218 7464 Extension: 1209
Vice Principal Val Stevenson	Cell: (604) 306 4937 Extension: 1292
B.C. Hydro	604 983-3894
Terasen Gas	604 298-1400
BC Poison Control	604 682-5050
Municipal Engineering - District of West Vancouver	604 925-7020 (After hours) 604 925-7100
24 Hr Crisis Line	604 872-3311

Non-Emergency Numbers	
WV Fire Rescue	604 925-7370
WV Police Dept	604 925-7300
WVPD School Liaison Officer	604 925-7300
BC Ambulance	604 872-5151
Lions Gate Hospital	604 988-3131
Vancouver Coastal Health	604 983-6700
School Board Office	604 981-1000
Superintendent's Office	604 981-1031

Assistant Superintendent's Office	604 981-1032
Assistant Superintendent's Office	604-981-1034
Communications Officer	604 981-1054
Director of Facilities	604 981-1079
Facilities Manager	604 981-1075
Assistant Supervisor – Custodial	604 981-1075
Manager of Human Resources	604 981-1043
North Shore Emergency Management Office	604 983-7440

Eagle Harbour Montessori School

Emergency Response Plan

Introduction

It is the aim of the EHMS Emergency Preparedness Plan to identify the immediate needs of our school population in the event of a **fire, earthquake or lockdown**. This booklet provides instructions for pre-evacuation, evacuation and post evacuation. It outlines emergency procedures, provides maps showing the location of essential supplies and services, and lists contents of supply kits.

All persons likely to be involved (parents, teachers, support staff, administration and children), must have a good knowledge of the plan and their role, so that their efforts are coordinated and effective.

Fire Procedures

1. Evacuate the building to the grass field

- Take '**Emergency**' Bag
- Never open a closed door without first checking it for heat.
- Use nearest exit to evacuate.

2. On-Field Assembly

1. Proceed to a spot on the grass field. Students MUST be silent.
2. Teachers take attendance.
3. Display RED/GREEN sign to Incident Commander. Stay with your class at all times until directed by Incident Command. NO STUDENT runners. In the case of a RED SIGN or NO SIGN, Incident Commander will send a runner to help.
4. Non-enrolling teachers and support staff are to sign-in with Incident Commander.

Earthquake Procedures

Stage 1 - In Class Procedure

1. "DROP, COVER, HOLD" - At the first tremor, staff will issue this order.

- Drop to the ground under a desk, table, door frame in the fetal position. If there is nothing to get under, move to an interior wall (exterior walls collapse more often).
- Hands covering head, facing away from windows.
- Count out loud to 60 (counting reduces panic) repeat if tremor continues.

2. Evacuate

1. When the shaking stops, building evacuation should occur as soon as possible.
2. Teachers lead pupils out in single file to their designated assembly area on the grass field, leave seriously wounded. Use designated evacuation route as posted in classroom. If exit is blocked, take next most feasible route.
3. Take classroom 'Emergency' kit.

Evacuation Signal

- intercom/bells (if working)
- Air horn blast
- Human voice
- If no call - staff is always to initiate evacuation once tremors have STOPPED.

IMPORTANT EVACUATION NOTES

- Non-enrolling teachers in charge of a few students should evacuate those students to the field to rejoin their class.
- If the teacher is injured, children are to evacuate as practised, and tell the first adult they meet about the injured teacher.
- Children in washrooms, medical room, or corridors at time of earthquake, should go outside by nearest exits on their own and then join their class on the field.
- During noon hour or before/after school, teachers evacuate by the most practical routes. Do not travel through the school for 'Grab-N-Go' kits and Emergency Clipboards.
- During assemblies or gym classes, teachers lead pupils out of the gymnasium by the west doors, to the field.
- Students and classes already outside go directly to the grass field.

Stage 2 - On Field Procedure

3. Assembly on Field

1. Proceed to a spot on the field. Students MUST be silent.
2. Teachers take attendance
3. Display RED/GREEN sign to Incident Commander. Stay with your group at all times until otherwise directed by Incident Command. NO STUDENT runners to Incident Command. In the case of a RED SIGN or NO SIGN Incident Command will send a non-enrolling teacher as a runner to your area.

Teachers also:

- Give basic first aid, if necessary.
- Do not allow students to wander about or re-enter the building.
- Wait for “all clear signal” or for further instructions. (It may be that we will be able to re-enter the building).
- Reassure students. Remain calm, maintain order
- Ensure that ALL students remain with their class. NO student is to be dismissed to a parent or Guardian. All parents will be instructed to follow School Emergency Release Procedures.

Stage 3 - Extended Evacuation Layout

4. Incident Command give the order to move to Stage 3

1. Class teachers move all students into large group. Distribute Student and Staff Identification tags from emergency bag for students to wear.
2. Once classes are reorganized staff move to designated Earthquake Roles.
    a. Manager takes attendance and initiates role responsibilities
        i. Collect necessary tubs from Emergency Container

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Emergency Response Plan

Incident Command

Incident Command

Operations Co-ordinator - Vice Principal

Incident Command	**Student Release**	**First Aid**	**Care and Shelter**
Manager: Vice Principal	Manager: Teacher Assistant	Manager: Administrative Assistant	Manager: Teachers
Site safety and security Search and rescue	Set up and organize a student release area on black top near playground	Set up first aid area and morgue	Set up tarps, latrines

Points to Remember:

- We must be flexible
- Incident Command is in charge
- Managers must report directly to Incident Command (Operations Co-ordinator)
- Managers should not act on their own without specific instructions
- Communication is critical
- Each Manager should implement their plan

Incident Commander

Person in charge: Principal or designate

Responsibilities:

• provide overall leadership
• manage and coordinate response actions
• establish an appropriate level of organization; monitor its effectiveness and make changes as necessary

Reports to:

• school district

• municipal Incident Commander, if appointed

Checklist: Response Actions

✓	9 Response Action
☐	Determine the scope of the emergency using immediately available information.
☐	If fire or other imminent danger threatens the safety of students and staff from within the school, order immediate evacuation.
☐	Establish the Incident Command Post either inside or outside of the school.
☐	Assemble key staff for briefing.
	As required, organize response actions and assign staff to the following: **Operations Coordinator:** • damage assessment • search and rescue • security • fire and utility • student release • first aid **Logistics Coordinator:** • documentation • situation and damage reporting • care and shelter • communications • volunteer registration

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Emergency Response Plan

☐	Periodically re-assess staffing needs.
☐	Prepare Operations action plan.
☐	Coordinate periodic briefing updates with coordinators.
☐	Liaise with school district officials with reports on the situation and damage and with requests for resources.
☐	Liaise with municipal emergency response teams when they arrive.
☐	Determine and declare the conclusion of the emergency period.
☐	When staff are released, complete the Staff Release Form
☐	Maintain a log of all actions taken.

Student Release Manager

Person in charge: Teaching Assistant

- school office manager/secretary
- staff to be designated—possibly office staff and teaching assistants

Responsibilities: Manage the orderly release of students according to written procedures

Reports to: Incident Commander

Checklist: Response Action

☐	Lock all doors into the school. When ready, unlock door closest to Reception Centre
☐	Establish a location (inside or outside) for the student release station.
☐	Establish a private room or area for upset parents or guardians, away from the release station if possible.
☐	Post signs and instructions for parents and guardians near the entrance of the release station. If required, establish security at the entrances to direct traffic and address questions and concerns.
☐	Assign a waiting area.
☐	If necessary, assign runners to bring students to parents.
☐	Ensure the release station is adequately staffed.
☐	Have a copy of the written policies for releasing students.
☐	Participate in and contribute to general briefing updates.
☐	Maintain a log of all actions taken.

Release

Follow written procedures for releasing students (see the attached sample procedure).

Manage special considerations:

- Report missing or unaccounted-for students to the Incident Commander.
- Recognize when students show signs of anxiety or reluctance to accompany a parent or guardian. Report your observations to the Incident Commander.
- Maintain flexibility in dealing with authorized people picking up more than one child (for example, from different families).

Maintain a log of all actions taken.

First Aid Coordinator

Person in charge: Administrative Assistant

Responsibilities: Administer first aid to students and staff accordingly

Reports to: Incident Commander

Checklist: Response Actions

☐	Determine the scope of the first aid needed using immediately available information.
☐	Triage students and staff with serious and minor injuries.
☐	Assign tasks to available staff.
☐	Assemble supplies
☐	Set up a morgue area
☐	Report number and type of injuries to Incident Commander.

☐	Keep a list of treatment given on a school directory.
☐	Maintain a log of all actions taken.

Shelter and Care

Person in charge: A full-time teacher

Responsibilities: Manage and maintain order and comfort for students

Reports to: Incident Commander

Checklist: Response Actions

☐	Set up care and shelter area including sanitation center-latrines and handwashing
☐	Assemble supplies.
☐	Set up tarps.
☐	Assign tasks to available staff.
☐	Remain with students keeping them as calm as possible.
☐	Distribute comfort kits.
☐	Supervise the distribution of food and water.
☐	Mark students who are released on a copy of the school emergency contact list.
☐	Maintain a log of all actions taken.

What is a Lockdown?

An emergency **INSIDE** the school requiring students and staff to take **IMMEDIATE** steps to

SEEK SHELTER and **HIDE**

There are other types of danger that may also require some level of security that are **not** School Lockdowns.

Sheltering in place

Weather, accident or animal (bear, cougar) in the area - it's not safe to go outside. (doors not locked)

Lockout (Secure and Hold)

Something happening outside the building that requires the outside doors locked.

School Lockdown

Danger inside the building: You Need To Get To Safety Now!

Lockdown - Danger in the School

1. Announcement: “Initiate full **INTERNAL** lockdown”. - this will be said twice
2. Staff and students go to the nearest room, close the door, and lock if possible and turn off the lights.
    - **This means that all teachers should have access to their classroom key at all times**.
    - Take all students in even if they are not yours. Keep all students in the room until all clear signal is given.
3. Drop to the floor and take cover away from doors. (Emergency Hide-N-Seek)
4. Remain quiet on the floor (with cell phones OFF) until released by police and school designate. This will be done on a room to room basis. Do **not** trust a PA announcement.
    - After the class has been released during a drill, all student stay in the room until all rooms have been released (20 - 30 minutes or after a PA announcement)
    - Employees and students will require great patience as it may be several hours until resolution. Calm all students and give them reassurance.

Additional Notes

- If students and teachers are caught outside, then they should proceed to the safety area and wait for further instructions.
- Students and teachers should remain in this secured area until instructed to return to the school. The West Vancouver Police or an Administrative Officer may deem it necessary to release the students, following the student emergency release protocol(if the situation takes several hours to reach resolution).

Emergency Supplies:

Office Emergency Kit

Master key- earthquake locker
Red folder
Staff ID tags
School emergency contact list
EH emergency plan
Flashlight and batteries
Hand cranked radio
First aid kit
Paper /pens/paper/tape
Box cutter
Duct tape
Emergency weather alert radio
Small airhorn
Dettol
Hand sanitizer
Clock
whistle
volunteer name tags
work gloves
safety glasses

Classroom Emergency Kit

Red folder
Emergency class status report form
School emergency contact list
Student emergency identification & release forms
EH Emergency Plan
clip board
flashlight and batteries
2 emergency ponchos
2 emergency blankets
Reflective vest for teacher
1 small first aid kit
1 pair work gloves
Paper/pens/box cutter

30 paper cups
1 roll toilet paper
1 safety glasses
whistle
1 roll paper towel
24 light sticks
5 garbage bags
2 masks
hand sanitizer
student comfort kits
whistle

Earthquake Locker

Tools:

2 shovels
1 axe
1 crowbar
1 wrench
11 hardhats
stakes
tarps
rope
orange safety fencing

Safety:

1 Megaphone
23 flashlights
20 masks

Cleaning/Shelter/Food/Water:

1 Canopy/Pop up Tent
broom
5 paper towel rolls
kleenex
box of garbage bags
3 boxes drinking cups
12 5 gallon water jugs and pump
wet ones
80 ponchos

90 emergency blankets
rope and tarp
granola bars

Latrine:

portable 5 gallon toilet
toilet waste bags
toilet deodorant
pop up privacy tent

Command Centre Bins:

2 flash lights
am/fm radio
20 AA batteries
masks
light sticks
paper cups
first aid kit
garbage bags
6 safety glasses
8 emergency blankets
pens, paper, boxcutter, matches
labels
map
signal horn (small)
army knife
whistles
twist ties
felt pens
drinking water tablets
1 crowbar
1 axe
1 wrench
1 wire cutter
hammer
Nails
duct Tape
2 rolls caution tape
gloves
safety glasses
5 safety vests
4 dust pans and brushes

Emergency Preparation Volunteers

In September

1. Get copies of updated classroom lists for each class
(need one copy for each class & one for office emergency kit)

Class emergency kit:
-add updated class lists (each classroom kit has lists for all classes)
-For students who have left, remove:
(1) Comfort Kit
(2) Emergency ID
(3) Emergency Contact Form
-For new or returning students, add or update:
(1) Comfort Kit
(2) Emergency ID
(3) Emergency Contact Form

Office Emergency kit:
-add updated class lists
-update staff emergency contact forms & comfort kits
-For students who have left, remove:
(1) Emergency ID
(2) Emergency Contact form
-For new students, add:
(1) Emergency ID
(2) Emergency Contact form

Ongoing throughout the year:

-When notified by office staff, as students leave the school or new ones arrive update the above information in classroom and office emergency kits, as applicable.

At Fall and Spring Daylight Savings:

(or identify two other times per school year)

1. Review contents of each class's first aid kit. Remove and replace any missing and/or expired items. See information on next page for suggestions for maintaining first aid kits.
2. Check each classroom and office emergency kit to ensure fully stocked (as per list from school)

Information re: first aid kit maintenance

taken from
http://www.sja.ca/English/Safety-Tips-and-Resources/Pages/Workplace%20Safety/Products/First_Aid_Kits.aspx

A) Many of the items in a first aid kit do have expiration dates, typically 3-5 years from the date of manufacture. First aid kits should display an expiration date on the components that do expire. Care should be taken to discard items safely after the expiry date has passed.

B) Check your first aid kits regularly, at least every three months, to be sure the flashlight batteries work and to replace supplies that have expired.

C) "Some first aid supplies don't expire so much as they just dry out or degrade. Things like cotton gauze may last for years without needing to be replaced. Other items, like adhesive bandages or medical tape, may need to be replaced more frequently because the glue and latex can break down over time. A visual check of these supplies can confirm that the packaging is still secure and the contents uncontaminated. Replace if the products seem old or weathered". (Armstrong, 2012)

D) "If you pick up a roll of tape and the surface without adhesive is slimy, sticky or leaves a residue on your fingers, replace it. If you do not find any of these issues, inspect it for cleanliness, yellowing, damage and check whether the adhesive is still viable." (Blue Ocean Divers, 2011).

E) "Abdominal pads, etc. come in opaque packages. Inspect the package for signs of faded printing, water spots, yellowing or damage. Generally the packaging has adhesive around the outside edge to seal it closed with one corner or edge that is not completely sealed to facilitate opening. If the seal is open or compromised, do not consider the contents sterile" (McCafferty, 2014).

8) Inspect scissors or shears for any signs of rust, corrosion or other defects. If you lubricate them, use any lubricant sparingly. Surface rust can be cleaned. Residue from adhesive tape should be cleaned with an appropriate solvent. Remember scissors or shears lose their value if they are dull. To confirm sharpness and strength, cut a piece of tape and/or a gauze pad that isfolded to double its thickness. See more at: http://www.alertdiver.com/First_Aid_Kit_Inspection

9) Try to keep the contents of the first aid kit at room temperature.