



# **EMERGENCY PROCEDURES MANUAL**

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**(1) FILL IN SCHOOL SPECIFIC INFORMATION FOR ALL \* PAGES  
(2) PLEASE POST/STORE BY STAFF TELEPHONES**



# **EMERGENCY CONTACT INFORMATION**

School District No. 33 (Chilliwack), under the threat of, or in an actual emergency, will rely mainly on the following organizations for assistance:

<b>Emergency Response (POLICE, FIRE, AMBULANCE)</b> .....	<b>911*</b>
<b>*Whenever calling 911 the 2<sup>nd</sup> call is to the</b>	
<b>School District Administration Office</b> .....	<b>604-792-1321</b>
<b>Chilliwack Fire Department</b> .....	<b>604-792-8713</b>
<b>Chilliwack Search &amp; Rescue (via RCMP)</b> .....	<b>604-792-4611</b>
<b>RCMP</b> .....	<b>604-792-4611</b>
<b>Fortis Gas</b> .....	<b>1-800-663-9911</b>
<b>Chilliwack General Hospital</b> .....	<b>604-795-4141</b>
<b>Poison Control Centre</b> .....	<b>1-800-567-8911</b>
<b>St. John Ambulance</b> .....	<b>604-792-1338</b>
<b>BC Hydro</b> .....	<b>1-888-769-3766</b>
<b>School District Critical Incident Response Team</b> .....	<b>604-845-3348</b>
<b>Ministry of Children &amp; Family Development</b> .....	<b>604-310-1234</b>
<b>After Hours</b> .....	<b>1-800-663-9122</b>
<b>Xyolhemeylh Children &amp; Family Services</b> .....	<b>604-858-0113</b>
<b>Fraser Valley Regional District</b> .....	<b>604-792-9684</b>
<b>Maintenance Department</b> .....	<b>604-792-4327</b>
<b>Transportation Department</b> .....	<b>604-792-1255</b>
<b>Health &amp; Safety</b> .....	<b>604-798-4851</b>

**School District  
Administration Office  
604-792-1321**

**Indicate to the Receptionist that you have a school emergency and need immediate assistance.**

## **CELLULAR NUMBERS for use after office hours**

<b>Superintendent</b> .....	<b>604-819-1062</b>
<b>Secretary Treasurer</b> .....	<b>604-798-2962</b>
<b>Assistant Superintendents</b> .....	<b>604-798-2353</b>
.....	<b>604-819-0041</b>
<b>Director of Operations</b> .....	<b>604-795-6739</b>
<b>Manager of Transportation</b> .....	<b>604-819-8134</b>
<b>Manager of Facilities</b> .....	<b>604-845-2440</b>

*These Emergency Procedures will be updated on a regular basis. Should you have any suggestions or comments that you would like to see appear in the next publication of this manual, please direct them to the District's Health & Safety Manager.*

# ABDUCTION

## BACKGROUND

To avoid abductions:

- Do not release a child to anyone other than the designated parent/guardian, as indicated in the student file.
- Do not accept substitutes for the designated parent/guardian without proof of prior approval from the parent/guardian and the office.

### **EXAMPLE:**

A parent attempts to pick up a child in contravention of a court order.

## PROCEDURE

### ***Teacher or Supervising Adult***

1. Report abduction, or attempted abduction, to the office immediately.
2. Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.

### ***Administrative and Support Staff***

- Issue appropriate emergency procedures.
- Call **911** and stay on the line. Have second person call the School District Administration Office at **604-792-1321**.
- Refer all media inquiries to School District Administration Office at **604-792-1321**.

### **Suspicious Person Alert**

If children, staff or parents express concern about a stranger loitering on or near school property or following students between home and school, report it immediately to the RCMP at **604-792-4611** and the School District Administration Office at **604-792-1321**.

For non-threatening behavior on school property, call Griffin Security at **604-703-0888** and/or the RCMP at **604-792-4611**.

# **BOMB OR SUSPICIOUS DEVICE**

## **BACKGROUND**

A bomb threat could be written, recorded or communicated orally. Most bomb threats, however, are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

1. The caller knows or believes an explosive or incendiary device has been or will be placed and wants to minimize personal injuries and/or property damage (the caller may or may not be the person who placed the device); or
2. The caller wants to disrupt normal activities by creating anxiety and panic.

The call recipient must remember to do many things, all of which will aid in the search for the device (unless the threat is unfounded) and provide authorities with as much information as possible for their later investigation. An outline of the **Bomb Threat Phone Checklist** should be kept by every phone to guide the call recipient.

**\*Take your:**

- ✓ **Mark Book, Attendance Sheet or Class List; and**
- ✓ **Emergency Procedures Manual**

## **PROCEDURE**

### ***Teacher or Supervising Adult***

1. Do not touch or approach a bomb or suspicious device.
2. Notify Principal or person-in-charge immediately.  
**Do not discuss with other personnel.**
3. Follow Principal's instructions for appropriate emergency procedures.
4. Avoid use of two-way radios and cell phones, computers and fax machines.
5. Avoid causing vibrations (e.g. from running, fire alarms and other movement) since they can detonate some devices.
6. Get students out of the immediate area and wait for directions from the office.
7. Account for all students and remain in designated area.

### ***Administrative and Support Staff***

- In all cases, the Principal is to immediately notify the RCMP by calling **911** (stay on the line). Have second person call the School District Administration Office at **604-792-1321** and Facilities Office at **604-792-4327**.
- Notify all students and staff of the potential danger.
- Have absentee lists and school plan available for the RCMP.
- Work with police and fire officials to determine nature of the device.
- Refer all media inquiries to School District Administration Office at **604-792-1321**.

# **BOMB THREAT**

(Reference Board Policy 708.1)

## **PROCEDURE**

### ***Teacher or Supervising Adult***

1. Notify Principal or person-in-charge immediately.  
**Do not discuss with other personnel.**
2. Follow Principal's instructions for appropriate bomb threat emergency procedures.
3. If told to evacuate, try to get at least 100 meters from the building.
4. Account for all students and remain in designated area.
5. Have an absentee list available.

### ***Administrative and Support Staff***

- In all cases, the Principal is to immediately notify the RCMP by calling **911** (stay on the line). Have second person call the Reception Desk at the School District Administration Office at **604-792-1321**.
  - Do Threat / Risk Analysis:
    - *How much time to make your decision to evacuate or not?*
    - *Do you have time to wait for the RCMP to arrive?*
    - *Can the students remain in the classrooms while a reasonable search is made?*

### **Course of Action:**

- The RCMP will determine if an evacuation of the school/site is necessary. The Principal will follow the **Directed Evacuation**.
- Have absentee lists and school plan available for the RCMP.
- Do not allow re-entry to the building until authorized by police/safety officials.
- Post incident analysis.
- Refer all media inquiries to School District Administration Office at **604-792-1321**.

# BOMB THREAT PHONE CHECKLIST

(Page 1 of 2)

*\*Use this checklist page to record information if a notepad is not available.*

## WRITE DOWN:

1. Time of incoming call: \_\_\_\_\_ AM / PM
2. If "Call Display" is available, record number displayed: \_\_\_\_\_
3. Time the call was terminated: \_\_\_\_\_
4. The exact words of the caller, if possible.

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5. If incoming number is not displayed, initiate **Call Trace before line is used again (either incoming or outgoing)** by lifting handset and listening for dial tone. **Dial \*57**. A voice prompt confirms that the call has been traced. The details of the call are stored at the TELUS Security Department. This information will be released from TELUS to the RCMP, at their request.

## QUESTIONS TO ASK:

- What time is the bomb set to explode?

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- Where is the bomb located? Floor? Area?

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- Is it in the open? Concealed? Disguised?

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- What kind of bomb is it?

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- What does it look like?

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- Why was it placed in the school?

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- How did it get in the school? \_\_\_\_\_

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**DESCRIPTION OF CALLER:**

Is the caller:

- Male
- Female
- Calm
- Frightened
- Young
- Middle-aged
- Old
- Does the caller speak with an accent? What type? \_\_\_\_\_  
\_\_\_\_\_
- Does the caller use slang expressions? If so, what are they?  
\_\_\_\_\_
- Is there background noise? What does it sound like?  
\_\_\_\_\_  
\_\_\_\_\_

Note any other clues:

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# CHILD ABUSE & NEGLECT

(Page 1 of 2)

## BACKGROUND

### WHAT IS ABUSE?

***Section 14 of the Child, Family and Community Services Act requires every person to report promptly to a Child Protection Social Worker when they have reason to believe a child needs protection.***

A child needs protection in the following circumstances:

- (a) if the child has been, or is likely to be, physically harmed by the child's parent;
- (b) if the child has been, or is likely to be, sexually abused or exploited by the child's parent;
- (c) if the child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by another person and if the child's parent is unwilling or unable to protect the child;
- (d) if the child has been, or is likely to be, physically harmed because of neglect by the child's parent;
- (e) if the child is emotionally harmed by the parent's conduct;
- (f) if the child is deprived of necessary health care;
- (g) if the child's development is likely to be seriously impaired by a treatable condition and the child's parent refuses to provide or consent to treatment;
- (h) if the child's parent is unable or unwilling to care for the child and has not made adequate provision for the child's care;
- (i) if the child is or has been absent from home in circumstances that endanger the child's safety or well-being;
- (j) if the child's parent is dead and adequate provision has not been made for the child's care;

**PROCEDURE**

If a child is in immediate danger, call the Police.....**911**. 2<sup>nd</sup> call to School District Administration Office.

If you suspect that a crime has occurred, or is occurring, call the RCMP without delay at **604-792-4611**.

If you, or any school district employee, have reason to believe that a child is in need of protection you must report it immediately to the Ministry of Children & Family Development at **604-702-2311**. If a child is Aboriginal (on or off reserve) call Xyolhemeylh Child & Family Services at **604-858-0113**.

After hours (4:30 p.m. – 8:30 a.m.) call **604-310-1234**.

**Do not contact the parents of the child.** Inform your Principal/Site Supervisor that you have made a report, but keep details of the report confidential.

***WHAT TO REPORT***

You will need to provide the Child Protection Social Worker with basic demographic information (child's name, address, telephone number, parent/guardian's name, name of siblings, if known) and the details of what you have observed, comments the child has made, and why you believe the child may be in need of protection.

***DOCUMENTING YOUR REPORT***

School District employees should complete the *Confidential Report of Suspected Child Abuse and Neglect* form and secure it according to the guidelines on the accompanying envelope.

School District employees are required by law to cooperate with investigations undertaken by the Ministry of Children and Family Development or the RCMP.

***WHEN A SCHOOL DISTRICT EMPLOYEE, CONTRACTED SERVICE PROVIDER OR VOLUNTEER IS SUSPECTED OF ABUSE:***

If the child is in immediate danger, call the Police...911

- Call the Office of Superintendent of Schools and inform him/her of the situation;
- **DO NOT** notify the Principal/Site Supervisor that you have made a report; and
- **DO NOT** notify the school district employee, contracted service provider or volunteer that you have made a report.

***ABUSE BETWEEN CHILDREN***

- Immediately inform the Principal/Site Supervisor.
- The child's behaviour will be assessed by school personnel and appropriate action taken.
- If any party has reason to believe that a child needs protection, a report must be made to a Child Protection Social Worker.
- Call the RCMP if a crime has occurred or is occurring.
- If you are in doubt – call a Child Protection Social Worker for clarification.

# **COMMUNITY DISTURBANCE**

## **BACKGROUND**

A demonstration on school grounds can:

- Disrupt school activities.
- Cause injury to staff and students.
- Damage property.

**TIPS:** If available, have a bullhorn, cell phone and/or two-way radio available for communication.

Have a camera, tape recorder or camcorder available to document the disturbance and to help in identifying participants.

## **PROCEDURE**

### ***Teacher or Supervising Adult***

1. Issue a Lockdown directive, unless principal indicates use of an alternative procedure.
2. Account for all children and remain in a classroom or designated area until contacted.

### ***Administrative and Support Staff***

#### **In an Emergency**

- Issue lockdown emergency procedures.
- Call **911** (stay on the line) if violent or uncontrolled behaviour is occurring or probable.
- Have a second person Call the School District Administration Office at **604-792-1321**.
- Notify all students and staff of the potential danger.

#### **In a Non-Emergency**

- Call the School District Administration Office at **604-792-1321**.
- Call Griffin Security 604-703-0888.
- Work with police at the scene.

# **DEATH, SERIOUS INJURY OR MEDICAL CONDITION**

## **BACKGROUND**

The cause of a possible death or injury (natural or unnatural) and the circumstances surrounding the incident (violent or not) will affect your behaviour during the event and during post-trauma procedures.

If the death or injury is the result of aggressive behaviour by a student or intruder, protection of students and staff becomes a key issue in how the event is handled.

Never assume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.

A First Aid designated staff person will be sent immediately to your location by the Principal.

Refer to the Medical Assessment Procedure to analyze the severity of the condition.

## **PROCEDURE**

### ***Teacher or Supervising Adult***

1. Notify the office immediately.
2. Issue appropriate emergency procedures to ensure that students are not unnecessarily exposed to trauma (e.g. Room Clear if in the classroom).
3. Call the SD33 Health & Safety Manager 604-798-4851. Do not remove or move anything at the scene. Health & Safety will call WorkSafeBC.
4. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
5. Rejoin your students as soon as possible.
6. Account for all students and remain with them.

To access the  
**District Critical Incident Response Team**  
– call the District Principal of  
Student Services at Learning Services:  
**604-794-5553 or 604-845-3348(cell)**

### ***Administrative and Support Staff***

- Issue appropriate emergency procedures. Call **911** and stay on the line. Have second person call the School District Administration Office at **604-792-1321**.
- Send First Aid designated staff person to problem location immediately.
- Ensure that students have adult supervision.
- Call family members of the injured person.
- Refer all media inquiries to the School District Administration Office at **604-792-1321**.

# DIRECTED EVACUATION

## BACKGROUND

**WHAT:** Directed Evacuation is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package in the hall or a bomb threat.

**WHEN:** Directed Evacuation is used when the location of a potential threat is known, allowing:

- An evacuation route away from the threat.
- A gathering point outside the building that is as far as possible from the threat.

**EXAMPLE:** A hazardous spill has contaminated one part of the building.

## PROCEDURE

### *Teacher or Supervising Adult*

1. Leave building immediately, in a calm orderly manner, using only the exit and directions given.
2. Get to and remain at your designated area away from the building.
3. Stay with students, keeping them in a group.
4. Account for all students and remain on the same side of the building to which you were evacuated. Follow school procedures for reporting information.
5. Wait to be contacted. Do not return to or move to another side of the building unless told to do so.
6. Refer all media inquiries to the School District Administration Office at **604-792-1321**.

**\*Take your:**

- ✓ **Mark Book, Attendance Sheet or Class List and;**
- ✓ **Emergency Procedures Manual**

**First Aid Emergency Supplies are located:**

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**The Designated Safe Area for my class is:**

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\*Principal and district staff will arrange transport to another site if weather is a problem.

**SCHOOL SIGNAL:**

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# DIRECTED RESPONSE

## BACKGROUND

**WHAT:** Directed Response is used to move students and staff to a specific location inside the building when it is safer to remain in the building than to leave.

**WHEN:** Directed Response is used when the location of an actual or potential threat:

- Is known and can be confined to a specific area,
- Is far enough from the designated area that safety is ensured.

**EXAMPLE:** A potentially violent disturbance is occurring outside the building.

## PROCEDURE

### *Teacher or Supervising Adult*

1. Immediately take students in a calm, orderly fashion to the area designated by the Principal.
2. Follow route indicated.
3. Stay with students, keeping them in a group.
4. Account for all students and remain in designated area until contacted. Follow school procedures for reporting information.
5. Report information to the Principal.

**\* Take your:**

- ✓ **Mark Book, Attendance Sheet or Class List; and**
- ✓ **Emergency Procedures Manual**

**SCHOOL SIGNAL:**

\_\_\_\_\_

# EARTHQUAKE

\*Refer to  
School/  
District  
Emergency  
Plans

## BACKGROUND

Earthquakes strike without warning, so you must be prepared to begin appropriate protective action immediately.

Since structural damage caused by the earthquake may mean that communications systems will stop working, be prepared to take actions (such as evacuating the building after the ground stops moving) without instructions from the Principal or other authorized personnel. May require the implementation of specific school plans for an extended stay with students and / or emergency evacuation to another site.

The designated  
**SAFE OUTDOOR AREA**  
is:

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## PROCEDURE

### *Teacher or Supervising Adult*

#### IF INDOORS:

1. If the Principal sounds an earthquake signal or if you see or feel signs of an earthquake (the ground shaking, hanging objects swaying, objects wobbling on shelves):
  - Take cover immediately under desks, tables or other heavy furniture. (Duck, cover and hold.)
  - Turn away from windows.
2. Stay away from windows, light fixtures and suspended objects.
3. Remain calm, reassuring students by speaking and giving instructions in a firm calm voice.
4. When the quake is over follow **Directed Evacuation** procedures.
5. Remain outside the building until it has been inspected and declared safe by authorized personnel.

#### IF OUTDOORS:

1. Move away from the building if the Principal sounds an earthquake signal or if you see or feel signs of an earthquake.
2. Go to a clear, open space if possible, such as a playing field.
3. Avoid utility poles, trees and overhead wires.
4. Remain calm, reassuring students by speaking and giving instructions in a firm, calm voice.
5. Account for all students. Remain outside the building until authorized to re-enter. Follow school procedures for reporting information.

**The Superintendent's office will contact Transportation if needed and any other support required.**

### *Administrative and Support Staff*

- Issue appropriate emergency procedures.
- Call **911** and stay on the line. Have second person call the School District Administration Office at **604-792-1321**.
- Inspect evacuation route and then evacuate the building as soon as the quake stops.
- Do not allow anyone to re-enter the building until it has been inspected for safety by Maintenance personnel.

# **ELECTRICAL OUTAGE**

## **BACKGROUND**

This may present a number of situations, which may include loss of light, heat and water. An appropriate response will depend on the circumstances at each school.

## **PROCEDURE**

### ***Teacher or Supervising Adult***

1. Remain where you were when the power went out or return to assigned classroom or work area and remain there.
2. If moved to another area, account for all students again.

### ***Administrative and Support Staff***

- Determine why power is out and plan accordingly. For example, outage as a result of severe weather conditions may require a wait in the building. Outage as a result of electrical problems may require an evacuation.
- Use the emergency phone lines (fax lines). (This call should come from the location of the outage; BC Hydro system provides a response based on the location of the caller.)

### **Contact BC Hydro at 1-888-769-3766.**

- Call Maintenance at 604-792-4327 (press 0 for reception) or Electrical Call Out list after hours.
- Direct staff to locate all students and teachers.
- Contact **911** (stay on the line) if building is unsafe (electrical problems, etc.).
- Have a second person contact the School District Administration Office at **604-792-1321**.
- Emergency lighting may only last about 20 – 60 minutes unless your site has a generator



# EMERGENCY CLOSURE

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(Reference Board Policy Administrative Regulation 708.3 (AR))

## General

1. Public announcements affecting the closure of any school(s) will be made only by the Superintendent or designate.
2. For purposes of announcing emergency closures prior to opening of schools, the following radio stations will be contacted:

<b>STAR FM</b>	<b>98.3 FM</b>	<a href="http://www.starfm.com">www.starfm.com</a>
<b>THE DRIVE</b>	<b>89.5 FM</b>	<a href="http://www.895thedrive.com">www.895thedrive.com</a>
<b>CBC</b>	<b>91.7 FM</b>	<a href="http://www.cbc.ca/news/canada/british-columbia">www.cbc.ca/news/canada/british-columbia</a>

During school hours, school announcements will be made by direct contact with Principals.

## Schools Not In Session

1. When it becomes necessary to cancel the scheduled normal opening of a school, pupils may be excused from attendance for a specified or indefinite period of time. Staff shall report to school and carry on such duties as the principal may direct. If, in the opinion of a staff member, conditions are too treacherous to attend school, he/she should contact the Principal to explain their situation.

## Schools in Session

1. A school or schools, once in session, may be closed for the balance of the day on the consent of the Superintendent or designate when it is believed that the health and/or safety needs of students and staff are, or will be, endangered by further attendance at school.
  - Bus students shall be dismissed due to inclement weather on the recommendation of the Manager of Transportation and approval of the Superintendent or designate. Students who are bussed are to be dropped off only if a parent/guardian is confirmed to be at home.
  - Non-bus students shall be dismissed due to inclement weather only at the request of the parent/guardian and with the confirmation that a parent/guardian is at home to receive them.
  - Bus and non-bus students may also be picked up directly from the school by their parent/guardian.
2. When a school, once in session, is affected by a power outage or furnace breakdown, students, with the consent of the Superintendent or designate, may be dismissed for a specified period of time. Staff shall be assigned other duties by the Principal and shall be available for possible re-opening of that school during the day.

**PROCEDURE**

***Administrative and Support Staff***

The Superintendent’s office will notify you if it is unsafe for children;

- To remain in school until the normal dismissal time.
- To go home at the usual dismissal time.

If early dismissal is involved, the Manager of Transportation will begin a special pick-up program.

If there is an early dismissal, the district will issue a media release.

Keep teachers and students up-to-date on weather conditions and transportation arrangements.

**If the Principal/  
Site Supervisor  
identifies a  
weather problem  
that may require  
early dismissal,  
he/she must  
consult with the  
School District  
Administration  
Office at  
604-792-1321.**

**CONSIDERATIONS FOR EARLY DISMISSAL**

**For Elementary Students:**

In conjunction with your school plan:

1. Determine that the method each student will use to get home is safe and reliable (school bus, walking short distances, pick-up by parent).
2. For students taking a bus, go with them to the pick-up site to ensure the bus is available as planned.
3. If students are being picked up by parents, keep them with you until the parent arrives.
4. Account for all children, keeping a record of how and when they left school.

**For Secondary Students:**

In conjunction with your school plan:

1. Determine that students can get home safely by bus, car or foot.
2. For students taking a bus or being picked up by parents, provide a supervised area where they can wait.

**CONSIDERATIONS WHEN STUDENTS MUST REMAIN IN SCHOOL**

- Begin making arrangements for any special requirements, such as serving meals or snacks, providing sleeping arrangements or planning recreational activities.
- Direct teachers and students to a safer place in the building if necessary.
- During severe windstorms the safest places to be are interior halls, lower floors and basements.
- During windstorms avoid gymnasiums, auditoriums, proximity to windows and areas exposed to the windward force of the storm.

# FIELD OR BUS TRIP EMERGENCY

(Page 1 of 2)

## BACKGROUND

Considerations of the following questions will serve to prepare you in case of an emergency:

1. Have the program planners specify:
  - Where the group will go?
  - How they will get there?
  - Who will supervise?
  - When the group will arrive?
  - When the group will leave?
  - How can they be contacted in an emergency?
2. Have the rules and regulations for student conduct on the field trip been established and communicated to students and parents/guardians in advance of the trip?
3. Is there a roster of all participating children and adults? Has each teacher been instructed to bring the class roster with him/her? Roster to include; school, first and last names of all passengers and DOB and phone numbers of all adults and non-school age children. (DOB and phone numbers of students are available on the Transportation Information System.)
4. Have identification badges been made for all district and school staff who are involved in supervising students?
5. Has emergency medical information been gathered on each student, staff member, and adult volunteers?
6. Have parental/guardian release forms been obtained?
7. If private cars are used to transport students, has the Volunteer Driver Information form been completed?
8. Have Criminal Records background checks on adult volunteers been completed?
9. Do supervising personnel have CPR or emergency medical training?
10. If the field trip is a beach or water outing, will there be adequate life guarding staff whose certifications are current?
11. Is an emergency first aid kit available for the trip?
12. Is there radio communication or cellular phone capability?
13. What arrangements have been made for student supervision and for parents or guardians to pick up students after the field trip?

**PROCEDURE**

In the event that an accident or emergency occurs:

\*Follow procedures as outlined in the **Driver Training Manual.**

***The Bus or Van Driver***

1. Remain with the bus / van.
2. Secure bus in a safe location, turning off power, ignition and lights (4-way hazards may be required).
3. Account for all students and evaluate first aid needs and make appropriate notes.
4. Evaluate need for evacuation. If need to evacuate, move the students at least 30 meters away from the bus.
5. Place triangle reflectors.
6. Contact Transportation by radio or phone at **604-792-1255** or the School District Administration Office at **604-792-1321**.

*If contact cannot be made or after duty hours use the emergency phone list.*

Provide the following information to dispatcher:

- Bus number / Route number
- Name of school
- Location of the accident and intersecting street
- Names and number of students on board
- Injuries, if any? Ambulance required?
- Have the police been called?
- Can the bus be driven?
- Is a back-up bus needed to take the students to school?

**Contact the  
Transportation  
Manager at  
604-792-1255**

7. At the scene, do not discuss the accident with any onlookers. Never speculate about what happened. ***Never accept or place blame.***
8. If necessary, complete the Vehicle Accident Information form.

***Teacher or Supervising Adult***

- Stay with the students. Evaluate first aid needs.
- Assist driver as needed.
- Contact school principal.
- Release students only to parents, guardians or authorized representatives.
- Record name of person to whom students were released.
- Record name of person sent to hospital and name of hospital.

***Administrator or Support Staff***

- Contact School District Administration Office at **604-792-1321**.
- Co-ordinate appropriate assistance.
- Refer all media inquiries to the School District Administration Office at **604-792-1321**.
- Give roster to driver who will call names in to Dispatcher, driver will return roster.

# **FIRE OR EXPLOSION**

## **BACKGROUND**

There is a fire or explosion in the building.

\*REMINDER: **Stop, drop and roll procedure.**

If a student or staff member's clothing catches on fire, do not allow him or her to run. Try to smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, etc.) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.

**A fire or potential explosion in the vicinity of the school may require the implementation of specific school plans for the emergency evacuation to another site.**

## **PROCEDURE**

### ***Teacher or Supervising Adult***

1. Follow Principal's instructions for appropriate fire drill/emergency procedures.
2. If told to evacuate, try to get at least 100 meters from the building.
3. Account for all students and remain in designated area.

\*Take your:

- ✓ **Mark Book, Attendance Sheet or Class List; and**
- ✓ **Emergency Procedures Manual**

### ***Administrative and Support Staff***

- Issue appropriate emergency procedures.
- Call **911** and stay on the line. Have second person call the School District Administration Office at **604-792-1321** and the Facilities Department at **604-792-4327**
- Notify all students and staff of the potential danger.
- Close doors to fire or explosion area as soon as all students and staff are out of the area.
- Provide any other necessary support to ensure student safety.
- Do not allow re-entry to the building until authorized by fire safety officials.
- Refer all media inquiries to School District Administration Office at **604-792-1321**.

**The School District Administration Office will contact the Maintenance Department and other appropriate agencies.**

# HAZARDOUS MATERIAL SPILL

## BACKGROUND

\*The first priority is student and staff safety.

Location, quantity, concentration and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, **do not try to clean up the spill.**

Check the CANADA SDS Website to assess potential or actual threat.

Search by ID #, by description, or by company

[sd33.canadasds.com](http://sd33.canadasds.com)

Username: **sd33\_msds**

Password: **msdmsds**

**There may be a major hazardous material spill or potential explosion in the vicinity of the school. This may require the implementation of specific school plans for an emergency evacuation to another site.**

## PROCEDURE

### ***Teacher or Supervising Adult***

1. Notify the office immediately.
2. Issue a Room Clear for appropriate emergency procedures.
  - Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
  - Attempt to contain the material if possible when leaving the area by shutting doors, windows, etc.
3. Follow Directed Evacuation procedures.

**\*Take your:**

- ✓ **Mark Book, Attendance Sheet or Class List; and**
- ✓ **Emergency Procedures Manual**

**IF AFTER HOURS CALL  
GRIFFIN SECURITY:**

**604-703-0888**

### ***Administrative and Support Staff***

- Issue appropriate emergency procedures.
- Call **911** and stay on the line. Have second person call School District Administration Office at **604-792-1321** and Facilities Department at **604-792-4327**.
- Contact Health & Safety Manager at 604-845-0795.
- Notify all students and staff of the potential danger.
- Refer all media inquiries to the School District Administration Office at **604-792-1321**.

**The School District Administration Office will contact the Maintenance Department and any other support required.**

# LOCKDOWN

(Page 1 of 2)

## BACKGROUND

**WHAT:** Lockdown protects staff and students from a threat inside the building, such as an intruder, when it may be more dangerous to leave the building than to stay in a secured room. All schools have an RCMP large yellow folder. It contains master school keys, a laminated site google map, and building layout with markers.

**WHEN:** Lockdown is used when:

- It is safer to stay in an area that can be secured than to move through the building where the potential threat may be encountered.
- There is no possibility of uncontrolled fire or explosion.

**EXAMPLES:** Dangerous intruder  
Active shooter  
Barricaded suspect

## PROCEDURE

Anyone observing a threat or serious potential threat must immediately activate the lockdown. To activate lockdown:

**SCHOOL SIGNAL:**  
**Activate lockdown**  
**Activate lockdown**  
**Activate lockdown – NOW!**

- School staff member will immediately announce the lockdown over the PA
- 911 must be called simultaneously
- Contact the School Board Office and Facilities Department as soon as possible

### ***Teacher or Supervising Adult***

1. Lock and barricade (if possible) classroom doors(s) and close window coverings.
2. Shut off all lights and try to make the room appear uninhabited.
3. Check bathroom(s) for students and staff.
4. Staff and students need to get on the floor in the designated safe area in the room.

5. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
6. Cell phones are not to be used except to communicate to emergency services. Cell phones should be put on silent.
7. Should the fire alarm activate during a lockdown, use critical thinking skills. Evacuate only if fire/smoke are detected.
8. Remain in secured rooms until notified by Police that it is safe to exit.
9. Designated Individual to await Police arrival outside to give Police access to the building.

**SCHOOL SIGNAL:**

**Activate lockdown**

**Activate lockdown**

**Activate lockdown – NOW!**

## **HOLD AND SECURE**

### **BACKGROUND**

**WHAT:** Hold and Secure protects staff from an outside threat when it is safer to staff and students to remain inside the building.

**WHEN:** Hold and Secure is used when there is an emergency situation occurring outside and is not related to the school.

**EXAMPLES:** Robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police near a school.

### **PROCEDURE**

#### ***Teacher or Supervising Adult***

1. Person in charge makes the following announcement:  
***“Attention all staff, the school is now in Hold and Secure”***
2. All exterior doors must be locked and monitored to allow any students from the outside to enter.
3. Person in charge will receive confirmation from police when school can return to normal functioning.



# SHELTERING IN PLACE

## BACKGROUND

- WHAT:** Sheltering in Place is used when personal safety is in jeopardy if anyone leaves the school. Everyone remains in the building and protective measures are taken.
- WHEN:** This is used mainly for environmental or weather related events.
- EXAMPLES:** Weather events such as a sudden blizzard, environmental events such as a chemical spill, dangerous wild animal.

## PROCEDURE

### *Teacher or Supervising Adult*

1. Close and lock all windows and exterior doors.

***“Attention all staff, the school is now in Sheltering in Place”***

2. If necessary, heating and air conditioning systems may need to be turned off to avoid drawing air from outside.
3. Remain inside the building until advised by authorities (Utility Co., B.C. HYDRO/FORTIS B.C.) or Police that conditions are safe.

# MEDIA COMMUNICATIONS

(Page 1 of 2)

## BACKGROUND

Facing the media is one of the most difficult aspects of managing a crisis. The responsibility to protect the students and to respond to the community's concern is enormous. It is important to have an established plan of communication with the media when a crisis occurs.

The Superintendent or designate is the official spokesperson for the School District, and **all inquiries from the media should be directed to the Superintendent of School's office**. However, it is likely that in the event of injury or death, media will visit the site.

## PROCEDURE

All media inquiries should be directed to the Superintendent (or designate) at **604-792-1321**.

- Inform the Superintendent (or designate) that you have been contacted by the media and provide the Superintendent or designate with accurate, pertinent information.
  
- The Superintendent (or designate) will determine who will be the District spokesperson for the issue at hand.
  
- Continue to solve or defuse the crisis, referring all media inquiries to the Superintendent (or designate).
  
- Continue to communicate with the Superintendent (or designate), who will set up an internal communications system.
  
- Internal communications will be used to share information between staff members and to help you prepare accurate communications for parents and family members.

However, there may be times when speaking with a reporter is necessary or cannot be avoided. At these times:

- Do not allow the media to roam buildings, hallways or grounds or allow them access to students.
- Provide accurate information; we want to be the reliable source of information in crisis situations.
- Speak conversationally, otherwise your voice will go up in pitch and sound strained. (Do not repeat the reporter's questions when answering. Just provide a quick clear answer).
- Answer each question honestly and then stop speaking. Do not embellish, elaborate or change your statements. Don't let a reporter's friendly sympathetic manner lead you to provide additional information or assume that your comments are off the record. **Never assume a comment is off the record!** The safest thing is to say nothing about a particular issue if you are unsure.
- If you do not know the answer, say so. If appropriate, indicate when you would be able to supply the information.
- If the information is known, but you cannot supply it, say so and explain why (e.g. an injured student's parents have not been contacted yet and you do not want to release the name). It is best not to say "no comment." This phrase makes you sound evasive.
- If a reporter interrupts you, stop speaking, wait for him or her to finish and then continue with what you were saying.
- If a reporter asks more than one question at a time, ask which question you should answer first. This will help you avoid sounding confused or rattled.
- If a reporter asks a **broad question** – be careful! Ask him/her to be more specific.

# MEDICAL ASSESSMENT PROCEDURE

## BACKGROUND

If a student, volunteer or staff member has a serious injury or medical condition, use the following procedure to analyze the type of assistance needed.

## PROCEDURE

### 1. ASSESS THE SCENE

Is it safe for all staff? **NO** → **Call 911**

**YES**



### 2. ASSESS THE VICTIM →

- Does there appear to be a life-threatening condition?
- Does there appear to be breathing difficulty?
- Is there severe bleeding?
- Is the victim unable to walk?

IF **NO** TO **ALL** OF THE ABOVE



**If YES to ANY items:**

- **Call 911**
- **Get First Aid designated staff person to the scene and begin first aid.**
- **Send someone to direct ambulance to the scene.**
- **Have a second person contact the following:**

**School District  
Administration Office  
at 604-792-1321**

**Health & Safety Manager  
at 604-798-4851**

If 911 is not needed and staff do not feel the person needs to see a doctor, ensure someone is responsible to advise teacher and family of the incident (as well as other pertinent individuals, i.e. Daycare staff, care aide, etc).

### 3. **PREPARE** ahead of time by identifying:

Location of first aid kit(s): \_\_\_\_\_

Designated lie-down space: \_\_\_\_\_

First-Aid Trained Personnel: \_\_\_\_\_

### 4. Complete an Incident Report.

# MISSING CHILD

## BACKGROUND

A child could be missing from your class for a variety of reasons - which could include abduction, sickness, truancy, disorientation, adventurism or a variety of other reasons.

Missing Child(ren) procedures are difficult to generalize as each school may have a somewhat different set of procedures.

### **WHEN FOUND:**

- Advise all searchers
- Interview child and parents

## PROCEDURE

### ***Teacher or Supervising Adult***

1. Notify the office immediately.
2. Check closets and surrounding classroom area.

### ***Administrative and Support Staff***

- Call on the PA for the child to come to the office.
- Interview contacts – teachers, siblings, noon-hour supervisors, classmates, secretary, to determine:
  - Who was the last contact; and
  - Who spoke with the child.
- Search site – washrooms, playground and common areas.
- Have School Secretary:
  - Prepare hard copy of pupil information sheet;
  - Contact home or emergency contact number; and
  - Check for custodial or restraining order and if present, make a copy for the RCMP.
- Notify the School District Administration Office at **604-792-1321**.
- In consultation with parents/guardians notify RCMP. Provide them with description, pictures and what clothes the child was wearing.
- Send staff by the house, check with neighbors about other information or possible sightings.
- Other areas to concentrate on:
  - Local stores
  - Malls
  - “Best friends”

# ROOM CLEAR

## BACKGROUND

**WHAT:** Room Clear, issued by the teacher or supervising adult, is used to send students away from a potential threat, such as a violent dispute between students. Successful use of Room Clear requires:

- That there be a designated safe area.
- That students understand they must go directly to the designated area when a Room Clear is issued.
- That there be an established procedure to ensure that the office is notified.

**WHEN:** Room Clear is used when the teacher must remain in the dangerous situation but can send students to a designated safe area.

**EXAMPLE:** A violent situation arises in the classroom.

## PROCEDURE

### *Teacher or Supervising Adult*

1. Tell students to go directly, in a calm orderly fashion, to the agreed-upon designated area.
2. Notify office immediately. Include requested response, such as calling **911**.
3. Remain with the problem situation, working to defuse the crisis by remaining calm. Reassure everyone involved that everything possible is being done to return the situation to normal.

**The Designated Safe Area  
for my class is:**

\_\_\_\_\_

**An ALTERNATE  
Safe Area for my class is:**

\_\_\_\_\_

**SCHOOL SIGNAL:**

\_\_\_\_\_

# SPILLED BODY FLUIDS

## BACKGROUND

All body fluids (blood, vomit, urine, feces, and saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illnesses.

Custodial employees are familiar with safe clean-up and disposal procedures. If possible, ask for assistance.

**First Aid Emergency Supplies  
are located:**

---

## PROCEDURE

### ***Teacher or Supervising Adult***

1. Notify the office immediately.
2. Follow the cleanup instructions bulleted below.
  - Clean up spilled fluids with the disinfectant "**Percept**" available from the Maintenance Department. Ensure that you have checked the expiration date.
  - Place contaminated fluids and clean up materials in a plastic bag, seal the bag and place it in a plastic-lined garbage receptacle.
  - Hand washing is the best single way to prevent the spread of germs from one person to another. **WASH** hands thoroughly with soap and water for at least 15 – 20 seconds.

### ***Administrative and Support Staff***

- If an employee or student is exposed to body fluids via eyes, mouth, open sores or wounds, call the local Health Unit at **604-702-4900** or Hospital Emergency department (**Switchboard 604-795-4141**) immediately.

### ***Reference and Cross Reference Material***

First Aid ..... Biological Agents Exposure Control Plan  
Occupational Health & Safety Regulations.. Part 6 – Chemical & Biological Agents  
Canadian Centre for Disease Control..... <http://www.cdc.gov>  
BC Health Link ..... <http://www.bchealthlinkbc.ca>

# SUICIDE ATTEMPT

## BACKGROUND

Teachers should make every effort to:

- Protect students from witnessing a traumatic event.
- Prevent a suicide by calling for assistance immediately and remaining calm when communicating with the person.

## PROCEDURE

### *Teacher or Supervising Adult*

1. Notify the office immediately.  
(Provide the person's name if known.)
2. Issue Room Clear to remove students from scene.
3. Remain calm and reassure students that everything possible is being done to return the situation to normal.
4. When the principal, police and / or medical personnel have arrived, rejoin your students in the designated Room Clear area.

**A First Aid  
designated staff  
person will be  
sent immediately  
to your location  
by the Principal.**

### *Administrative and Support Staff*

- Issue appropriate emergency procedures. Call **911** and stay on the line. Have second person call the School District Administration Office at **604-792-1321**.
- Ensure that an adult who can supervise students is in the designated Room Clear area.
- Contact your school counselor and arrange for post-trauma assistance, a safety plan and community support if needed.
- Refer all media inquiries to the School District Administration Office at **604-792-1321**.



# SUICIDE THREAT

## BACKGROUND

School employees should take suicide threats seriously and respond promptly. Indicators of suicidal ideation may include:

- Direct threats to harm oneself.
- Comments such as “I wish I were dead” or “you’d be better off without me”.

Other indicators may include:

- Mood and behaviour changes (*eg. withdrawal, depression, apathy, falling grades, taking unusual risk, aggressiveness, hyperactivity, physical complaints, prolonged grief after loss or sexual promiscuity, poor coping skills*)
- Giving away possessions.
- Desire to end one’s life may show up in artwork, poetry, essays, listening to heavy metal music or preoccupation with an occult group or activity.
- Previous suicide attempt.
- Substance abuse.

## PROCEDURE

### ***Teacher or Supervising Adult***

1. Immediately notify the Principal (elementary) or Counselor (middle and secondary) of your concerns.
2. Principal/Counselor should follow the **Ask Assess Act model** as outlined in the **Community Suicide Intervention Protocol** for Children and Youth flip-chart.
3. Once a risk assessment has been completed, the School Based Team or Case Conference Team will develop a Safety Plan (*eg. notify parents; ask parents to contact family physician, call **Suicide Prevention Counselor**, if needed **604-792-6632**; call **911** or escort to Hospital Emergency Department, if necessary; document and coordinate follow-up services*). If calling 911, have a second person call the School District Administration Office at 604-792-1321.

# SUSPICIOUS OR DANGEROUS PERSON ON SCHOOL GROUNDS

## BACKGROUND

A **Suspicious Person** could be someone on school grounds who does not appear to have a legitimate purpose for being there.

## PROCEDURE

To deal with suspicious persons on school grounds:

- Direct all strangers or visitors to the office for registration.
- Notify the office immediately of suspicious persons or behaviour.

If appropriate, the following **Verbal Order (Section 177)** from the **School Act** would be given by the principal or designate to a suspicious person on school grounds:

***“Pursuant to Section 177 of the School Act, you (name) are hereby directed to immediately leave the lands and premises of this school. Failure to comply with this Order constitutes an offence under the School Act.”***

## BACKGROUND

A **Dangerous Person** is someone whose behaviour suggests a possible threat.

## PROCEDURE

### ***Teacher or Supervising Adult***

2. Notify office immediately of dangerous or suspected dangerous person.
3. Report immediately to homerooms (Secured Room) or designated safe areas (Room Clear).
4. If the dangerous person is not in your room, follow emergency procedure instructions from the office.
5. Stay with students, keeping them together.
6. Account for all students and remain in the area to which you were sent. (or rejoin your students as soon as possible if you are issued a Room Clear).

**\*If at recess or outside the building, go immediately to closest safe cover.**

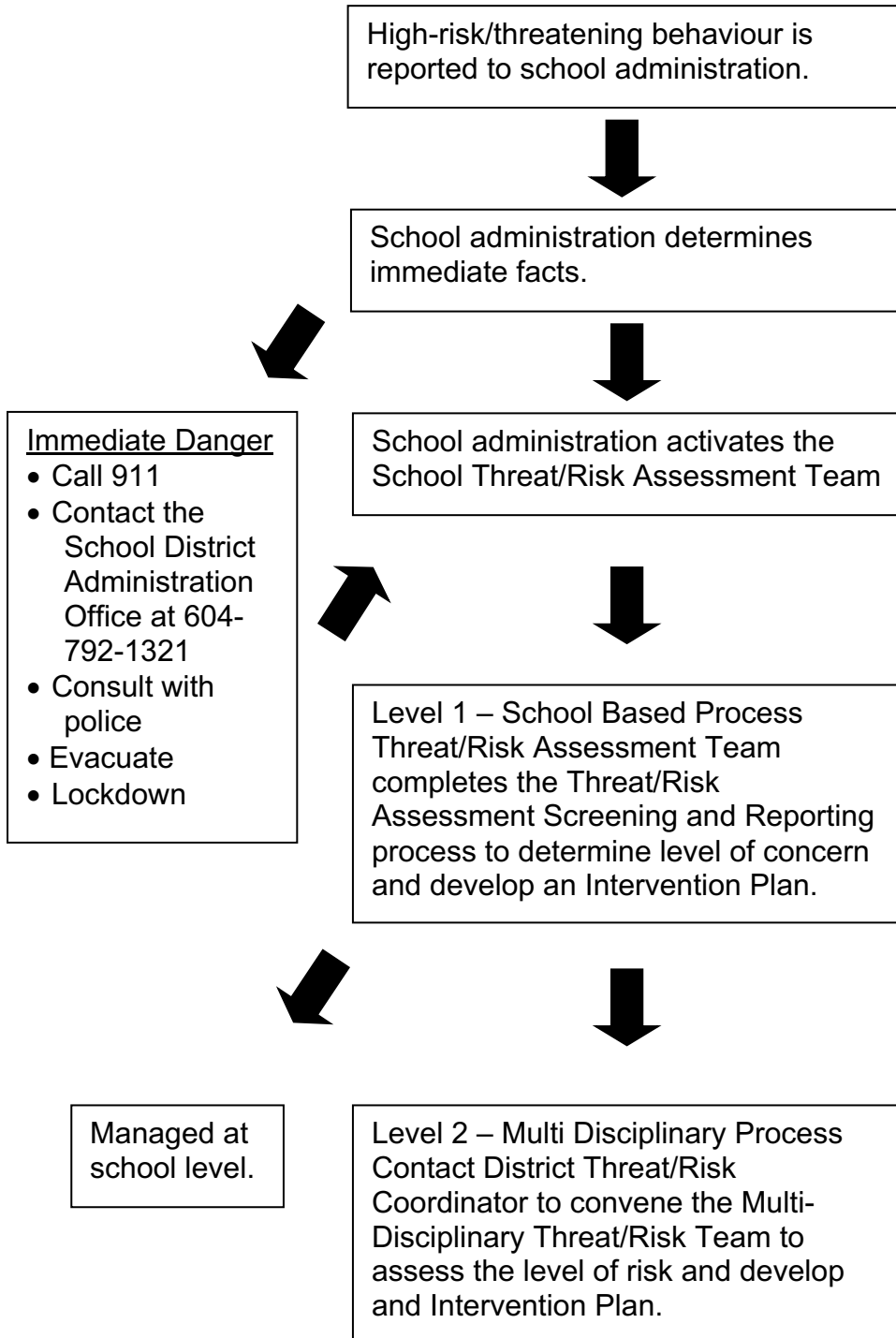
### ***Administrative and Support Staff***

- Issue appropriate emergency procedures.
- Call **911** and stay on the line. Have second person call the School District Administration Office **604-792-1321**, Facilities Department **604-792-4327** and Griffin Security **604-703-0888**.
- Notify all students and staff of the potential danger.
- Provide police with a floor plan and follow their instructions for moving students and staff.
- Refer all media inquiries to School District Administration Office at **604-792-1321**.

# THREAT ASSESSMENT PROTOCOL

## Flow Chart of Assessment Process

### Overview of Procedure



Schools should have a Crisis Management Team, typically composed of the Principal, Vice Principal, a teacher-counsellor, Health and Safety Committee Chairperson or representative, teacher representatives and support staff representatives.

**The School Threat/Risk Assessment Team is a sub-group of this Crisis Management Team and typically consists of the Principal or designate, a counsellor and the RCMP School Liaison Officer, all of whom have been trained.**

1. Any SD # 33 (Chilliwack) employee having knowledge of student threat-making behaviour shall promptly report the information to the Principal or designate who will respond accordingly.
2. The Principal, in consultation with another member of the Threat/Risk Assessment Team, shall determine whether activation of the team is necessary. If the threat is deemed to be “worrisome behaviour” then it can be dealt with as a disciplinary or counselling issue. A meeting with the student and the students’ parents/guardians is typically appropriate.
3. If the threat is deemed to be of greater concern, then the Threat/Risk Assessment Team meets to begin the risk assessment process. Parents should be informed and involved.
4. The threat is reported to the Superintendent through the appropriate Assistant Superintendent or Director of Instruction.
5. Additional community support resources can be accessed, in consultation with the District Contact, as appropriate to the situation. Examples include Adolescent Crisis Response Team (Child and Youth Mental Health, Mental Health), Ministry for Children and Family Development and Community Services.
6. The School Threat/Risk Assessment Team investigates, makes an assessment of the level of risk posed by the threat, and develops an intervention plan based on their assessment of the situation.  
**Assessments are based on data and are multidisciplinary.** The principal shall be responsible for maintaining documentation on the incident.
7. **Reminder of WorkSafe requirement:** If any district employee is the target of threats or violence, please contact the Superintendent’s Office.