

The Children's Grove School Age Care (SAC)



Emergency Plan & Procedures Manual

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Emergency Plan and Procedures

At The Children's Grove SAC, we follow Pacific Rim SD 70 and Ucluelet Elementary and Secondary School emergency procedures (attached). These procedures are well established, and the children and staff know and practice them during the school year.

General Preparation:

- Staff always have access to first aid-kits, both inside and out.
- Staff are trained in first aid.
- We maintain working fire extinguishers and ensure that our space is in working order (ex. sprinklers are working).
- Emergency kits are kept, and are stocked appropriately, and regularly updated, for the number of children and staff in our care.
- Being on the campus of Ucluelet Secondary School emergency kits are kept in the school's emergency container, located right next to the emergency muster stations.
- Staff are educated in all emergency procedures, and practice routine drills.
- Staff always have immediate access to an emergency backpack - which contains a first aid kit, as well as health information and contact numbers for each child in care.

Important note

In all emergencies staff will take/have the emergency backpack, centre cellphone, and daily sign-in sheet (showing which children are in attendance each day). Children are also counted as they leave the building, and again once the group has relocated to muster station. If a child is unaccounted for during an emergency, one staff will ensure the main group is safe while the second staff looks for the missing child.

Emergency Evacuation:

- Our evacuation site is the Ucluelet Secondary School Field.
- Diagram of exits and path to meeting place is posted by exit doors.
- Fire extinguishers are located near the exit door.
- When the alarm bell sounds, the educator will give the instructions to STAND. All activity will cease. Children will stand still and remain silent. The Educator will gather the first aid kit, with the children's emergency contact cards and the sign in and out book and proceed to the door.
- The Educator will gather the children together, open the door and exit out the building through the exit doors and proceed to Ucluelet Secondary Field
- Once at the field, the Educator will take attendance and show a green card for all clear or red card for an attendance issue, to the principal, if evacuation occurs while staff are on site.
- Call 911 if necessary.
- Wait for an all clear to return to the building.
- If it is not safe to re-enter, call parents to pick up their children.

Ucluelet Elementary and Secondary procedures attached.

FIRE/EVACUATION ALARM PROCEDURE

FOR The Children's Grove School Age Care

WHEN THE ALARM SOUNDS

1. When the alarm bell sounds, the educator will give the instructions to STAND. All activity will cease. Children will stand still and remain silent. The Educator will gather the first aid kit, with the children's emergency contact cards and the sign in and out book and proceed to the door.

BEGIN EVACUATION

2. The Educator will gather the children together, open the door and exit the building out the exit door and proceed to the Ucluelet Secondary Field.
3. The Educator will take attendance and show a green card for all clear or red card for an attendance issue, to the principal in the centre of the field if the evacuation occurs while school staff are on site.
4. Parents are to be contacted once children are safely out of the building and asked to be picked up immediately.

GENERAL RULES

1. Throughout the alarm, it must always be assumed that there is a real emergency.
2. Children must walk quietly.
3. Fire Department Phone Number: 250-726-4784
4. Fire drill will be practiced once a month
5. Date and time of drill will be recorded.

Earthquake and Tsunami Drills

- Earthquake drills should be practiced separately from fire drills.
- Date and time of drill will be recorded.

Earthquake and Tsunami Procedures

In the event of an earthquake, staff will follow standard earthquake procedures and ensure children are safely sheltered under tables or other sturdy structures. If outside, staff will ensure children are together and away from any large, falling risks. Once the earthquake subsides, we will follow our evacuation procedures to our muster location, at field at the Ucluelet Secondary School, contacting families as soon as the children are safe.

In the event of a tsunami, the building is located outside of the tsunami induction zone. If building is safe, we will remain in our classroom, relocating to gym or muster station as directed. Ucluelet Elementary and Secondary is prepared and supplied to keep children on site in the event of a major natural disaster. However, if building safety is compromised, and parent pick-up is not possible, staff will relocate children to Ucluelet Secondary School field which also lies outside of the tsunami induction zone.

Power Outage, Lock In and Out Procedures

- In case of a power outage, The Children's Grove SAC staff will call and ask for children to be picked up, if our power has been disrupted for over 1 hr.
- In the event of a human-caused threat on the school campus, staff will follow school lockdown and lock in procedures (see attached), and keep children away from doors and windows until it is safe to evacuate the building.

Extreme Heat/Air Quality (pollution or wildfire)

During Periods of extreme heat, staff will keep children cool and if possible, stay in an air-conditioned place. We will limit time outdoors between 11 a.m. – 4 p.m. when temperatures and UV radiation are most intense. When outdoors, we will stay in the shade whenever possible (natural or artificial structures). When in the sun we encourage children to cover up. Ensure children wear a wide brimmed hat, UV protective sunglasses, and light and loose-fitting clothing. We will ensure children are well hydrated. Plain water is the liquid of

choice. Sunscreen (SPF 15 or higher) will be applied 20-30 minutes before going outside to ensure absorption.

We will monitor children with disabilities and check the heat on metal and vinyl parts of wheelchairs. Check heat of metal slides, monkey bars etc. in playground areas. Staff should role model appropriate heat and sun safety behaviours for children. Staff will be aware of signs and symptoms of heat cramps, heat exhaustion, and heat stroke. Follow first aid procedures promptly.

Staff will check the air quality health index. This index is often reported in the news. You can also find it at Environment Canada's website at www.ec.gc.ca.

We will go outside early in the morning in the summer and on days where smog may develop. On days that air is stagnant, and temperatures reach over 32°C (90°F), smog levels usually peak in mid-to-late afternoon

Emergency Telephone Numbers

- A list of emergency numbers will be posted by the fire extinguisher and bulletin board when you first walk into The Children's Grove SAC room.
- List will include:
 - Name, address, and phone number of the facility
 - Ministry of Children and Family Development- 250-720-2650
 - Poison Control Centre- 1-800-567-8911
 - Help Line for Children 310-1234
 - Tofino General Hospital- 250-725-4010
 - Emergency Call- 911

UCLUELET ELEMENTARY AND SECONDARY SCHOOL EMERGENCY EVACUATION PROCEDURES

Ucluelet Elementary Emergency (fire, earthquake) school building compromised, P or VP initiate:

- Evacuation of the school building
- Marshalling of students and staff on back field for attendance
- Move all students and staff in a controlled manner to fenced school garden
- Each staff member has a specific role in this type of emergency including:
 - a) Student care
 - b) Student release
 - c) First Aid
 - d) Search and rescue
 - e) Food, water and supplies
 - f) Sanitation

Students will only be released to parents/guardians and those people deemed an emergency contact. This will happen at our school garden gate. Families, please familiarize yourselves with access to our school garden. You can walk through the front playground of our school or the forest, but both routes could be compromised. The plan for release is as follows:

- Ms. Clark will be seated at the garden gate (east facing) and parents/guardians will queue.
- The parent/guardian/emergency contact will let Ms. Clark know who they are there to pick up.
- The parent/guardian/emergency contact will be directed towards the large garden gate (located on North side of garden and the student will be released there.
- We will not have a school phone and likely no internet. We have paper copies of parent/guardian/emergency contacts available for such an emergency.
- All emergency supplies are in the Sea-Can close to the school garden.

UCLUELET SECONDARY EMERGENCY PROCEDURES IN THE EVENT OF A LOCKDOWN

If an intruder is identified, the staff member who sees the intruder should contact the principal/vice-principal/office who will determine if lockdown procedures should be initiated. Based on an immediate threat to school safety, school officials or local law enforcement agencies may then call a lockdown.

- The principal or vice-principal will then call 911 and initiate LOCKDOWN. If there is a need for a lockdown, we will signal this with a PA announcement stating: "ATTENTION: THIS IS A LOCKDOWN. SECURE YOUR ROOMS." (Repeated three times).
- All classroom doors should be keyed to provide teachers the opportunity to lock staff and students within the classroom. During in-class sessions, students will be locked within their home classroom or in the library, music, or gymnasium area.

"Lock Down, Lock Down, Lock Down" will be announced over the PA system

For Students *Inside* the Building

Staff is to:

- Gather any students in your vicinity and go into closest room, lock doors, turn off lights, close blinds and **BE QUIET**
- Keep everyone away from windows, doors, and outside walls
- Admit **NO ONE**
- No phone calls or texting out (except for 911)
- WAIT

Students Outside the Building

- Get away and go somewhere together (off-site assembly area if possible)
- Call RCMP to let them know your whereabouts

(If no cell phone, knock on a door to use their phone)

- Stay put and **WAIT** until you are contacted or visited by RCMP
-

OFFICE STAFF: Roles and Responsibilities Principal, Vice-Principal and Office Secretaries: (Hold and Secure)

- All exterior doors are to be locked. Placards placed on exterior doors if in a “Hold and Secure” situation;
- REMAIN CALM;
- Office secretaries and vice principal are to remain in Main Office at the time of the Hold and Secure.
- Principal will liaise with emergency personnel.
- Contact Board office and Facilities notifying them of situation.

Office Secretary: (Lockdown)

Principal / Vice Principal: (Lockdown)

- Once it has been determined that there is an active threat within the school, notify the police via 911;
- Make the announcement to move into a lockdown state;
- Liaise with emergency personnel as needed;
- The principal and/or the vice principal will then begin assisting staff, students, and emergency personnel with all necessary emergency protocols.

**** NOTE FOR DRILL PURPOSES:**

- The word DRILL will be used in addition to the words LOCKDOWN or Hold and Secure;
- Principal/Vice Principal and police (if available) will check washrooms, gym, staff room, classrooms, and library doors;
- Principal/Vice Principal and police (if available) will check to ensure hallways are clear;
- Principal/Vice Principal and police (if available) will return to office area with report;
- The ALL CLEAR will be given and classes will resume;
 - A follow-up email or announcement or debrief will be given on the success of the drill

UCLUELET SECONDARY EMERGENCY PROCEDURES IN THE EVENT OF A FIRE

Teacher leads class out to the back field quickly, quietly and in a single file. Be sure to bring a class list, emergency backpacks, and walkie talkie.

2. The last student or a designated monitor closes the classroom doors and turns off the lights. If you pass the door of an unoccupied room, close the doors as you pass.
3. Any teacher who is not with their class goes to meet the class on the back field.

Students who are in the washroom or away from their class are to use the nearest exit and report immediately to their class' meeting area.

5. Take attendance. Ensure your students are QUIET for this.
6. Teachers radio in class attendance ASAP as well as the names of any additional adults with them.
7. Report the names of any missing students to Principal/Vice Principal.
8. In the event of a real emergency if a child is reluctant to leave, direct your class to follow another teacher and get the child out by any means possible. (Let your students know that they may under a variety of circumstances be directed to follow another teacher).
9. No students are to re-enter the building until the "All Clear" has been given.

Note: Any teacher who leaves a class unattended must notify the person in charge of the nearest classroom, who will then become responsible for the unattended class and will be required to take charge of both classes in the event of a fire alarm.

UCLUELET SECONDARY EMERGENCY PROCEDURES IN THE EVENT OF A TSUNAMI OR EARTHQUAKE

Earthquakes happen with no warning; therefore, life-protecting actions must be taken at the first indication of ground shaking. Even in the most severe earthquakes, buildings rarely collapse completely. Injury and even death are most often caused by the shattering and falling of non-structural elements such as window glass, ceiling plaster, lighting fixtures, chimneys, roof tiles, and signs. There will be no time to think what to do; therefore, of all earthquake-preparedness measures EARTHQUAKE DRILLS ARE THE MOST IMPORTANT.

Regular earthquake evacuation drills should occur separately from, but with the same frequency as fire drills. Drills should regularly simulate emergencies such as jammed doors, blocked hallways, and stairways.

Indoors or outdoors, when an earthquake occurs, take action at the first indication of ground shaking!

IF INDOORS:

The following are recommended drill procedures for a teacher and class students:

- **TAKE COVER** under desks or tables
- **FACE AWAY** from windows
- **ASSUME "CRASH" POSITION** on knees, head down, 1 hand clasped on back of neck or head covered with book or jacket and 1 hand holding the leg of the desk or table.
- **COUNT ALOUD TO 60;** earthquakes rarely last longer than 60 seconds and counting is calming

The teacher should:

- • Issue the **TAKE COVER** order
- • Also take cover for 60 seconds
- • Review evacuation procedures

If the teacher is injured, two student monitors should have designated authority to give instructions.

In areas of the school, at the first sign of an earthquake, occupants should:

- • Move away from windows, shelves, and heavy objects that may fall
- • Take cover under a table or desk, in a corner or doorway
- • In halls, stairways, and other areas where no cover is available, move to an interior wall, kneel with back to wall, place head close to knees, clasp hands behind neck, cover side of head with arms
- • In the library, move away from where books and bookshelves may fall, take cover, and stay inside; usually the most dangerous place is just outside where building debris may fall; exit only after shaking has stopped
- • In the gym, students should assume safe positions against walls away from any overhead equipment.

After an earthquake, building evacuation should occur as soon as possible, due to the possibility of aftershocks, building collapse, fires, and explosions.

During the earthquake drill, teachers will:

- • Take cover
- • Talk calmly to students
- • Review procedure for evacuating classroom

IF OUTDOORS:

- • Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.

BUILDING EVACUATION PROCEDURES

Building evacuation following an earthquake is **IMPERATIVE** due to the possibility of secondary hazards, such as explosions and fires.

Basic evacuation procedures are as follows:

1. Classes begin evacuation after the shaking has stopped and at the instruction of the teacher. In case the teacher should become incapacitated or is missing, two alternates should be chosen beforehand.
2. Classes evacuate the building in an orderly manner through designated exits (if accessible).
3. Classes assemble in designated assembly areas as predetermined.
4. Teachers conduct headcount and report any missing students or staff members to the Principal at the Command Post

A 'hold & secure' should be used when it is desirable to secure the school due to an ongoing situation outside the school and not related to the school (e.g., a robbery occurs near a school, a cougar has been sighted in the neighbourhood). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

TEACHERS: Roles and Responsibilities (EAs – please support teachers and students as needed)

Hold and Secure: If there is a need to ensure all staff and students remain secure within the building, we will signal this with a PA announcement stating: "We are in a Hold & Secure situation. Please remain inside the building until further notice." (Repeated three times).

- Remain in or go to your respective classrooms;
- Classes that are outside must immediately move into a classroom within the building;
- REMAIN CALM;
- Take attendance and radio to the office indicating who is with you and who is missing;
- Record any additional staff/students in the room;
- Bathroom breaks: only one student at a time, take note of when student leaves and returns to your class.
- If students change classes, attendance must be done and re-submitted to the office;
- All staff and students must remain inside the building – no exceptions!
- Listen for announcements on the PA updating the ongoing situation

"All clear" will be announced after threat has been resolved.