



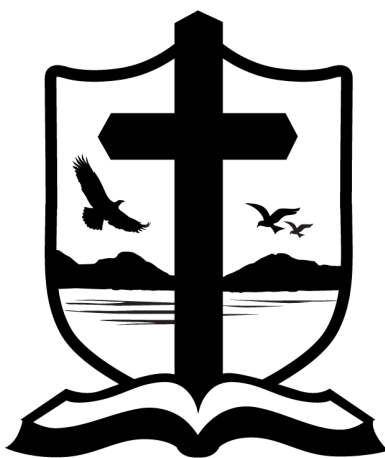
**OKANAGAN  
CHRISTIAN  
SCHOOL**

# *OCS EMERGENCY RESPONSE PLAN*





# Fire, Earthquake & Lock Down Safety Plan



**OKANAGAN  
CHRISTIAN  
SCHOOL**

This fire safety plan has been developed to help owners and managers of industry maintain compliance with Section 2.8 of the B.C. Fire Code.



## EMERGENCY RESPONSE PLAN

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### STUDENT SAFETY & SECURITY

#### Visitors

All visitors to the school MUST sign in at the school office first to let us know you are here and the purpose of your visit. Parents are encouraged to meet with teachers regarding concerns, however, we discourage this from happening when they are in class or on supervision duty. If teachers are visiting with you they do not have their full attention on the students they are supervising. Students wishing to bring a friend to school should inquire with his/her teacher and must make arrangements at least a day in advance. Any visitor wishing to observe after school events (eg athletic practices) and are planning to do so on a repeating basis will be asked to provide medical information on a form provided and that a parent/guardian provides a signature providing approval of their being on campus. Visitors are expected to remain in the close proximity to the event and parents should realize that the same level of supervision after school will be different and variable and should be considered. The administration reserves the right to decline or ask a visitor to leave without reason or cause.

#### Evacuation

This will be required in situations of internal threat to school occupants – ie. fire, chemical spill, weapon etc.

### LOCK DOWN SCHOOL PLAN (2 DRILLS PER YEAR)

This is the procedure we will follow if an intruder enters the school. The following procedure will be followed:

- Administrative staff will make the decision as to whether or not the Lock Down protocol will be followed.
- Administration will alert staff and parents at least a day in advance as to a Lock Down drill is to be conducted within the week time period.
- Roles
  - **Principal or Business Manager** will initiate the Lock Down with a PA announcement “*Mrs. White, please come to the office.*” (spoken twice to ensure effective communication). Principal will then try to assess the response and safety of the staff and students on campus. Will monitor situation and provide assistance to law enforcement personnel. Principal will provide law enforcement personnel with a site map and keys to the building. Principal will be responsible for the displaying of signs to be hung on the front door advising those wishing to come in that we are in a Lock Down situation.
  - **Registrar** will text/email teachers asking them to report that they are in Lock Down mode, determine classroom attendance and identify individuals missing. When deem safe to do so Registrar will, on the advice of the enforcement personnel, begin the process of communicating with parents/guardians as to the retrieval of their children.
  - **Administrative Assistant** will phone 911 and remain on the line providing information as it becomes available.
- **Law enforcement personnel** will be responsible for



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- Assessing the situation and to go through the facility to ensure that the campus is safe.
- Will establish a perimeter as they deem necessary to restrict access to the campus.
- Be responsible for the communication with media and other concerned individuals.
- Will be responsible to establish, communicate and man a muster area they will have determined (default will be flagpole area)
- Will provide information via local media and/or administration as to the collection point for parents/guardians to be able to pick up their children.

### **In Classroom:**

1. As soon as a decision is made to lock down the school, administration will notify law enforcement using 911 and communicate with teachers through the phone or PA system.
2. Teachers will:
  - a. Tell their classes that we will begin a school “**lock-down**”.
  - b. Lock the classroom doors.
  - c. Have students lie on the floor and begin crawling to the pre-determined destination.
  - d. Stress and reinforce that there should be no talking and that they remain as quiet as possible.
  - e. Close blinds if possible and take any possible precautions to protect from possible broken glass, and
  - f. If possible and safe to do so, slide something in front of the door to discourage entry into the classroom.
  - g. If possible via text or email message, communicate to the registrar your homeroom, report attendance (especially students who are absent or had left the room), if there are any medical or other concerns and that you are in Lock Down mode.
  - h. Go with students to the pre-determined destination and stay with students until advised personally by administration or public safety personnel to move or you hear an all-clear signal, “***Mrs. White has left the building.***”
  - i. DO NOT communicate with the outside world via text, email or phone calls the situation of the lockdown. This applies to students and staff.
3. Administration will:
  - a. Check locks on all classroom doors (in the drill situation only).
  - b. Coordinate with public safety personnel at their command post.
  - c. Provide public safety personnel with a site map and key set.

### **Out of Classroom:**

1. Teachers will:
  - a. Assist administration in moving students into the nearest safe area (ideally out of the line of sight).
  - b. Lock doors of room.
  - c. Remain with students to maintain order.
  - d. Keep students in a safe area until advised personally by administration or public safety personnel to move or until there is an all-clear signal, “***Mrs. White has left the building.***” Avoid, if at all possible, large open areas such as the library, lawns or parking lot.
2. Administration and public safety personnel will:



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- a. Work with staff to move students into the nearest safe area available.
  - b. Check locks on all exterior doors and classrooms.
  - c. Coordinate public safety personnel at their command post.
  - d. Make sure a site map and key set are available to the public safety personnel.
3. All clear signal will:
- a. Be given after consultation with the senior public safety officer on the scene, and / or
  - b. Be a personal notification by principal or business manager with the phrase, ***“Mrs. White has left the building.”***
4. Dissemination of information about procedures:
- a. Staff handbook and discussion at staff meeting.
  - b. Substitute folders
  - c. Drills will occur at least twice (2) a year. It is recommended that law enforcement be present for the drill to help monitor and improve performance.

Note: *Students will be made aware of importance in cooperating with emergency drill. Parents will be alerted at least a day in advance of a drill occurring within that week time period.*

### **HOLD & SECURE (MINOR LOCKDOWN)**

This is the procedure we will follow if there is a threat on or near campus. The following procedure will be followed:

- Administrative staff will make the decision as to whether or not a Hold & Secure or Lock Down protocol will be followed.
- Administration will alert staff and parents at least a day in advance as to a drill is to be conducted within the week time period.
- Roles
  - **Principal or Business Manager** will initiate the Hold & Secure with a PA announcement ***“Hold & Secure.”*** (spoken three times to ensure effective communication). Principal will then try to assess the response and safety of the staff and students on campus. Will monitor situation and provide assistance to law enforcement personnel. Principal will be responsible for the displaying of signs to be hung on the front door advising those wishing to come in that we are in a Hold & Secure situation.
  - **Registrar** will text/email teachers asking them to report that they are in Hold & Secure mode, determine classroom attendance and identify individuals missing. When deemed safe to do so Registrar will, on the advice of the enforcement personnel, begin the process of communicating with parents/guardians as to the retrieval of their children.
  - **Administrative Assistant** will phone 911 and remain on the line providing information as it becomes available.
- **Law enforcement personnel** will be responsible for
  - Assessing the situation and going around the property to ensure the campus is safe.
  - Will establish a perimeter as they deem necessary to restrict access to the campus.
  - Be responsible for the communication with media and other concerned individuals.



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- Will provide information via local media and/or administration as to the collection point for parents/guardians to be able to pick up their children.

### **In Classroom:**

4. As soon as a decision is made to lock down the school, administration will notify law enforcement using 911 and communicate with teachers through the phone or PA system.
5. Teachers will:
  - a. Tell their classes that we will begin a school “**hold & secure**”. Remind them to not open any exterior doors.
  - b. Ensure all exterior doors are closed.
  - c. Close blinds if possible and take any possible precautions to protect from possible broken glass, and
  - d. If possible via text or email message, communicate to the registrar your homeroom, report attendance (especially students who are absent or had left the room), if there are any medical or other concerns and that you are in Hold & Secure mode.
  - e. Go with students to the pre-determined destination(s) and stay with students until advised otherwise personally by administration, public safety personnel, or you hear an all-clear signal.
  - f. DO NOT communicate with the outside world via text, email or phone calls the situation of the hold & secure. This applies to students and staff.
6. Administration will:
  - a. Check all exterior doors (from outside in the drill situation only).
  - b. Coordinate with public safety personnel at their command post.
  - c. Provide public safety personnel with a site map and key set.

### **Out of Classroom:**

5. Teachers will:
  - a. Assist administration in moving students into the nearest safe area, likely in the classroom.
  - b. Close and lock all exterior doors.
  - c. Remain with students to maintain order.
  - d. Keep students in a safe area until advised personally by administration or public safety personnel to move or until there is an all-clear signal. Avoid, if at all possible, letting a student go somewhere alone, including the washroom.
6. Administration and public safety personnel will:
  - a. Work with staff to move students into the nearest safe area available.
  - b. Check locks on all exterior doors and classrooms.
  - c. Coordinate public safety personnel at their command post.
  - d. Make sure a site map and key set are available to the public safety personnel.
7. All clear signal will:
  - a. Be given after consultation with the senior public safety officer on the scene, and / or
  - b. Be a personal notification by principal or business manager.
8. Dissemination of information about procedures:
  - a. Staff handbook and discussion at staff meeting.
  - b. Substitute folders
  - c. Drills will occur alongside lockdowns.



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Note: *Students will be made aware of importance in cooperating with emergency drill. Parents will be alerted at least a day in advance of a drill occurring within that week time period.*

### EARTHQUAKE DRILL (3 DRILLS PER YEAR)

#### During:

1. Follow the teacher's instructions
2. Take cover under a desk or table
3. Assume the "Crash Position" – on your knees, head down (*facing away from windows*) and hands clasped at the back of the neck.
4. Count out loud to 60 slowly – earthquakes rarely last longer than 60 seconds.

#### After:

1. Follow the teacher's evacuation instructions
2. Wear shoes
3. Comfort / reassure other students
4. **Do Not** re-enter the school without permission as it may not be safe.
5. **Sign Out** before leaving the school and **Only Leave** with your parent or guardian.

### Emergency Procedures

Following an earthquake, fire or other emergency at the school:

- Please do not call the school. We must have the lines open for emergency calls.
- Do not immediately drive to the school; streets and access to the school may be blocked; the entrance and access route must remain clear for emergency vehicles.
- Monitor local media for information and directions.

### Student Care

In the event of an emergency:

1. Short-term care (2 hours) and long-term care (up to 24 hours) will be provided for children whose parents may be unable to reach the school
2. Students will only be released (Signed Out) to a parent, guardian, adult designated as the emergency contact person or individual having written permission from parent / guardian to pick up the student.

### FIRE DRILL (6 DRILLS PER YEAR)

1. When the fire bells sounds, the teacher will gather the class information, instruct students to stand and WALK calmly, in single file, to the assigned exit as indicated by the Fire Escape Route posted next to the classroom door. *Do not talk. LISTEN.*
2. The first student through a hall and exit door will hold the door open until all students have passed through. The teacher will instruct students to close all windows and doors, and have the lights in the room switched off.
3. Students are to file out in an orderly fashion. There should be **no** talking as it is important for students to hear instructions. The last student out, with the teacher, will close the door.
4. The teacher will direct the students to their appointed spot on the field (no closer than 25 meters to the building). Unless it is unsafe to do so, all classes will meet at the front of



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- the building and stay lined up within their class group. Students should remain silent so instructions can be given and heard.
5. The teacher will take roll call to ensure all members of their class is present.
  6. Once the roll call has been taken the teacher will send a runner to the front of the building by the flag pole to let the secretary or principal know how many students, teachers and guests are accounted for, or if there is someone still in the building. If there is a missing student, the student's name and where they were last seen (or expected to be) needs to be communicated. The runner's responsibility is communicating the following information:
    - a. **Grade** and **number** of students present
    - b. **Grade** and **name** of students not from your class that are with *you* (*in the event that a student exits from the building and joins nearest class*)
    - c. Who is **missing** (*last seen*)
    - d. Number of **teachers** present

Example #1 – **Grade 8/9, 14 students and 1 teacher present, all here**

Example #2 – **Grade 8/9, 13 students, 1 teacher and 1 guest present, Billy missing and last seen on his way to the washroom.**

7. EXIT STATIONS: Classrooms at the front of the school will exit to the parking lot near the flagpole. Classrooms at the back of the school will exit and if safe to do so make their way to the front of the school. If it is unsafe to go to the front of the building, then students/classes will meet at the North softball screen on the playing field.
8. Students who are separated from their class during an emergency should exit the building immediately by the nearest fire exit, then either report to the secretary or principal at the flagpole, or meet with their class and teacher, whichever is the closest.

Only return to the building when the whistle blows or you are instructed to do so by the principal or secretary.

## NATURAL GAS LEAK PLAN

- IMMEDIATELY notify the fire department
- PREVENT the operation of electric switches
- PREVENT smoking or open flame
- EVACUATE the building

## EXTREME HEAT PLAN

During warmer temperatures, Okanagan Christian School will continue to operate and will take steps to ensure staff and students are safe and as comfortable as possible:

1. Wherever possible, fans will be used to provide air movement.
2. Air conditioners will run throughout the school system to cool down classrooms and offices.
3. Lights and computers will be turned off, where possible.
4. Window blinds/coverings will be closed.
5. Staff and students will rotate into cooler/air-conditioned areas within the school.
6. Everyone will be encouraged to drink water more frequently.
7. Strenuous activities will be reduced or postponed.
8. Modification of school uniform will be considered.



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9. Recess times may be adjusted.

Upon receiving a Heat Health alert, OCS staff will be extra vigilant to monitor student health, watching for any signs of heat stress. Parents/guardians will be notified of the heat situation and be reminded to provide their child with water and apply SPF 50 sunscreen. A reminder of OCS's heat protective procedures and processes will be sent out to parents/guardians through e-mail.

### **ADDITIONAL INFORMATION**

- All students are to assemble outside in class groupings with the teacher.
- All students are to be quiet (no talking) so directions may be heard as given.
- **EXIT STATIONS:** Classrooms at the front of the school will exit to the parking lot near the flagpole. Classrooms at the back of the school will exit to and move to the front of the building. (flagpole area)

### **How to Assist Persons Requiring Assistance**

Person requiring assistance may be transported using the following technique:

#### **Extremities Carry**

The extremities carry is a two-person carry that is easy to do. The steps are as follows:

- One assistant stands at the head of the person requiring assistance, and the second stands at the feet.
- The assistant at the head kneels and slips the arms under the person requiring assistance arms and around the chest, grasping the person's wrists.
- The assistant at the feet kneels with feet together between the person requiring assistance legs. This assistant grasps the person under or just above the knees.
- The two assistants then stand and carry the person requiring assistance to a place of safety (remember to use your leg muscles when standing up).



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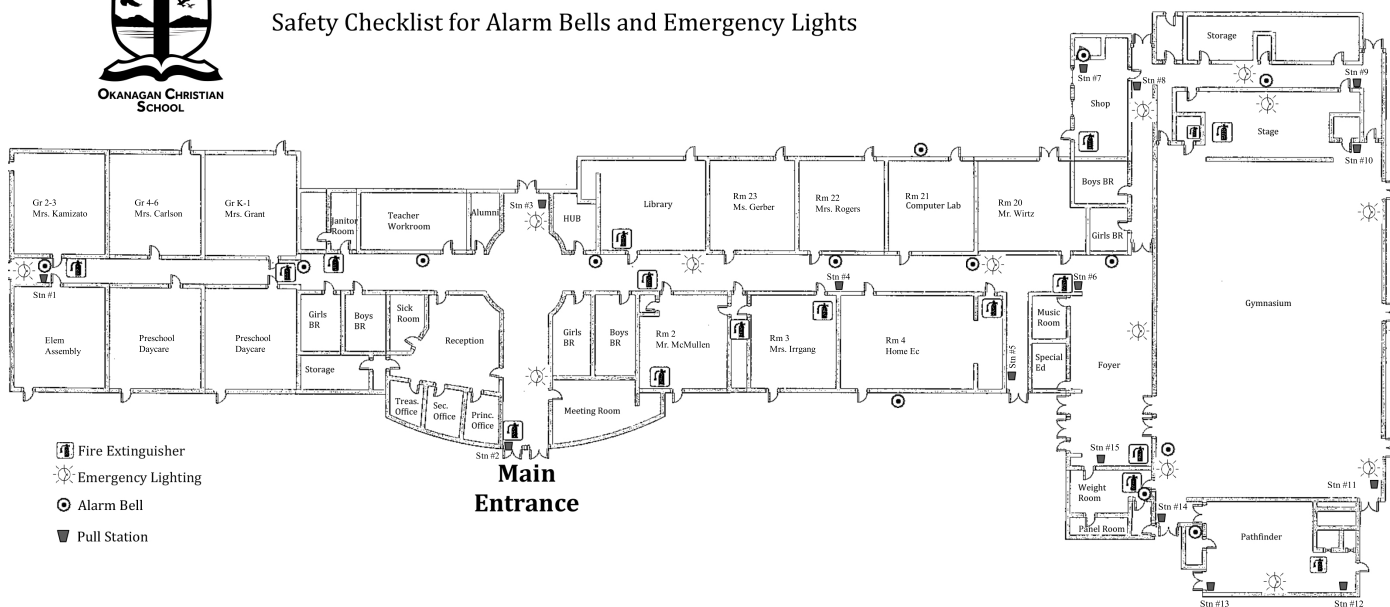
# Floor Plan



## OKANAGAN CHRISTIAN SCHOOL

### Safety Checklist for Alarm Bells and Emergency Lights

Inspection Date:



Highlight any defective emergency lights or alarm bells and write a brief description below

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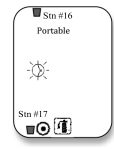
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