

Standard Emergency Operating Procedures

Appendix 3 – Emergency Actions/Crisis Management



**EMERGENCY
ACTIONS**

CRISIS MANAGEMENT

PROTOCOLS

Appendix 3

5

FIVE KEY ACTIONS TO BE TAKEN IN THE EVENT OF AN EMERGENCY

1

Drop, Cover and Hold

- Typically taken during an earthquake to protect students and staff from flying and falling debris.
- Used in the event of an explosion.

EXAMPLES



Earthquake



Explosions

DROP, COVER AND HOLD

“Activate Drop, Cover and Hold – Immediately!”

****Repeat announcement as required****

Principals: TABS 11 & 17

In case of Explosions/Earthquakes

1. Initiate the appropriate emergency procedures (take cover for 60 seconds if earthquake).
2. Call 911 and the Director of Facilities and Transportation at the Facilities Department.
3. Notify all students and staff of the potential danger and evacuate school.
4. Contact Area Assistant Superintendent as soon as practical.
5. Provide any other necessary support to ensure student safety.
6. Do not allow re-entry to the building until authorized by fire/safety officials.
7. Refer all media inquiries to the Superintendent, Secretary-Treasurer or Communications Manager at the School District Administration Office.

Teachers:

In case of Earthquake

1. Issue the ‘take cover’ order. Face away from windows. Assume “Crash” position on knees, head down, hands clasped on back of neck or head covered with book or jacket.
2. Take cover for 60 seconds. Count aloud to 60 (this is calming).
3. Instruct students to evacuate when all shaking has stopped.
4. Lead class to the designated assembly area.
5. Be prepared to choose alternative escape route in case of fire or exit blockage.
6. Take class list, I.D. tags, first aid kit.
7. Apply I.D. information to all primary and injured students.
8. Administer first aid if necessary.
9. Do not re-enter the building unless instructed by the principal.

In case of Explosions

1. Follow the principal’s instructions for appropriate fire drill/emergency procedures.
2. If told to evacuate, try to get at least 200 metres from the building.
3. Account for all students and remain in the designated area.
4. Take the class list and emergency manual with you.

Keep everyone calm

Special Considerations:

- Teachers and Supervisors should make special considerations for the care and evacuation of students with special needs.

2

Shelter in Place (External Hazard)

- Short term measure to protect students and staff from environmental weather-related emergency, or any situation where evacuation may pose a greater risk than sheltering in place.
- Personal safety is a factor if anyone leaves the school and/or classroom.
- Windows and exterior doors are closed and locked (including portables).

EXAMPLES



Weather events
e.g. sudden blizzard



Missing Child



Environmental events e.g.
chemical or hazardous materi-
als spill external to the school



Dangerous wild animal



Gas leak in neighbourhood
but not in school building



Medical Emergency that
requires hallways to be
clear of traffic

SHELTER IN PLACE

“Activate Shelter in Place Immediately”

****Repeat announcement as required****

All students and staff shall remain in the school and classroom and are not permitted to leave without approval.

(Principal to clarify in announcement if Shelter in Place – environment/weather related)

Principals: TABS 8, 9, 12, 18, 22, 30

1. Lock exterior doors and monitor to allow students outside to enter.
2. Contact Area Assistant Superintendent as soon as practical.
3. School may continue to function as normal.
4. Students should not be permitted to leave the building.
5. Confirm with police when the school can return to normal functioning.

Teachers:

1. Check hallways/common areas and get people into rooms immediately.
2. Close and lock doors.
3. Continue teaching. Do not allow students to leave classroom, school building or portable without approval.
4. Ignore class change bell until further notice.
5. Listen for instructions and follow necessary procedures.
6. Be prepared to check internal communication systems.

Keep everyone calm

Special Considerations:

- Ensure loud (P.E./shop) classrooms are aware of Shelter in Place.
- If fire alarm sounds await direction from principal unless physical evidence of fire or smoke.

Shelter in Place CANCELLED

An announcement by the principal will be made. “Shelter in Place is now cancelled”

3

Evacuate (Internal Hazard)

- Typically implemented when conditions make it unsafe to remain in the building.

EXAMPLES



Fire



Post earthquake



Chemical accident



Gas leak inside the school building



Explosion or threat of explosion in school

EVACUATE

“Activate Evacuation procedures.”

Add specific detail about safe routes if hazard location is known.

****Repeat announcement as required****

Principals: TABS 4, 5, 10, 17, 18

1. Arrange transport to another site if weather is a problem.
2. Contact Area Assistant Superintendent as soon as practical.

Teachers:

1. Leave the building immediately, avoiding parking lots if possible, in a calm orderly manner using only the exit and directions given.
2. During a Controlled Evacuation - take your personal effects, backpacks, laptops, keys, and leave the area- they may not be available to you for some time.
3. Proceed to, and remain at, the assigned designated area away from the building by 600- 1000 meters. Keep away from parking lots and equipment.
4. Stay with students, keeping them in a group.
5. Account for all students and remain on the same side of the building where the evacuation took place. Follow school procedures for reporting information.
6. Wait to be contacted. Do not return to, or move to, another site unless told to do so.
7. Report information to the principal.
8. Take the class list and emergency manual.

Keep everyone calm

Special Considerations:

- In the case of fire or earthquake when the elevators should not be used, persons using wheelchairs or with mobility impairments should move toward the nearest stairwell and request assistance from others in the area.
- If assistance is not immediately available the person should remain in the area and call for help until assistance arrives.
- Bomb Threats- The principal will decide to either evacuate or not. This decision will be made with the advice of the police and Area Assistant Superintendent.

4

Lockdown (Intruder)

- Used to prevent intruders from entering occupied areas of the building.
- Isolate students and school staff from danger on the school grounds or from within a building.
- Involves the restriction of student and staff movement due to a threat of violence within or in relation to the school.

EXAMPLES



Dangerous Intruder

LOCKDOWN

“Activate Lock Down Immediately, Activate Lock Down Immediately, Activate Lock Down – Now!”

Teachers please direct any students from the hallway into your classrooms and remain in lockdown until I give you further notice.

****Repeat announcement as required****

Principals: TAB 20

1. Activate lockdown procedure without delay.
2. Call 911 if not done already (stay on phone with operator if safe to do so).
3. Identify threat and location of threat to police if able.
4. Contact Area Assistant Superintendent as soon as practical.
5. Leave exterior doors “as is”.
6. Secure yourself.
7. You can expect communication from police every 20-30 minutes regarding your status in lockdown.

Teachers:

1. Check hallways/common areas (including nearby washrooms) and get people into rooms immediately.
2. Close, lock and barricade (if possible) classroom doors.
3. Cover and stay away from windows and doors; turn off lights.
4. Keep quiet. NO CELL PHONES.
5. DO NOT open door for anyone.
6. Do not open door if fire alarm sounds unless physical evidence of fire.

Keep everyone calm

Special Considerations:

- Ensure loud (P.E. /shop) classrooms are aware of lockdown.
- Those in open-air classrooms (PE/library /shop) should secure themselves in a smaller room if able.

LOCKDOWN CANCELLED

Remain in the class until the police have attended and authorized you to leave.

CLASSES NOT IN SESSION (Between classes, lunch time, after/before school and in hallways)

- If inside school, direct staff and students to nearest room.
- If outside, move away from school and proceed to secondary evacuation point.

5

Lockout (Neighbourhood Hazard)

- Used when there is a police incident in the area of the school.
- School business continues as usual. Outdoor field/playground activities are suspended. Exterior doors are locked.

EXAMPLE



Police incident in area e.g. robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police and/or on foot near a school

LOCKOUT

“Attention all staff...the school is now in Lockout”

****Repeat announcement as required****

All students and staff shall remain in the school and classroom, including portables, and are not permitted to leave school building without approval.

Principal to clarify to staff the nature of lockout by visiting classrooms when appropriate. No general P.A. announcements, please.

Principals: TAB 8

1. Lock exterior doors, including portables, and monitor to allow students outside to enter.
2. Contact Area Assistant Superintendent as soon as practical.
3. School may continue to function as normal.
4. Students should not be permitted to leave the building or portable.
5. Confirm with police when the school can return to normal functioning.

Teachers:

1. Check hallways/common areas and get people into rooms immediately.
2. Close and lock doors.
3. Continue teaching. Do not allow students to leave portable or school building without approval.
4. Ignore class change bell until further notice.
5. Listen for instructions and follow necessary procedures.
6. Be prepared to check internal communication systems.

Keep everyone calm

Special Considerations:

- Ensure loud (P.E./shop) classrooms are aware of lockout.
- If fire alarm sounds await direction from principal unless physical evidence of fire or smoke.

LOCKOUT CANCELLED

An announcement by the principal will be made. “Lockout is now cancelled”

CLASSES NOT IN SESSION (Between classes, lunch time, after/before school and in hallways)

- If inside school, direct staff and students to classrooms. No access to portables.
- If outside, move into school and proceed to classroom or other designated area.

ABBOTSFORD EMERGENCY ACTION DRILL CHECKLIST

SCHOOL NAME: _____

TELEPHONE #: _____

ADMINISTRATOR CONDUCTING DRILL: _____

DATE OF DRILL: _____ TIME OF DRILL: _____

TYPE OF DRILL: HOLD AND SECURE LOCKOUT LOCKDOWN

TIMING OF DRILL: Classes in session In between classes Lunch/recess Before/after school

WAS FIRE ALARM USED DURING DRILL? Yes No

EVALUATION CRITERIA

(Circle Yes or No)

Police, Fire, Alarm Company notified prior to drill	Yes	No
School district maintenance and transportation notified	Yes	No
Signs indicating drill placed outside of school	Yes	No
Appropriate announcement completed	Yes	No
Classrooms with loud or alternate environments notified	Yes	No
Neighbouring schools notified	Yes	No
Hallways were checked and people moved into rooms	Yes	No
Exterior doors were locked (not Lockdown)	Yes	No
Classroom doors closed and locked (if equipped)	Yes	No
Staff and students were out of sight with lights off (Lockdown only)	Yes	No
Was silence achieved (Lockdown only)	Yes	No

Time to complete Lockdown Drill: _____

Comments: _____

Principal's Signature _____

Fax or email to District VP(LSS)

CRITICAL INCIDENT RESPONSE TEAM

Every school must have a Critical Incident Response Team responsible for the following:

General tasks

1. Ensure each classroom permanently displays room number on the inside of windows facing out and exterior doors. This must be at least 4 inch font and printed on 8.5x11 paper, and must be placed in the lower left corner of each window where visible.
2. Ensure Emergency Actions procedures are posted on the inside, or next to, classroom doors.
3. Ensure each classroom is equipped with a basic first aid kit.
4. Ensure a binder is updated each year with maps of school, student timetables/class lists, student locker numbers and combinations, student photos and information, and a master key to the building. This must be kept in a central location.

RESPONSE OF LAW ENFORCEMENT

Abbotsford Police will respond immediately to the area. It is critical to remember the following:

1. Help is on the way. It is important for you to:

- Remain inside the secured area. Your safety and that of others is paramount.
- Law enforcement will locate, contain, and stop the assailant.

2. Injured Persons:

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

- You may need to explain this to others in order to calm them.
- Once the threat is neutralized, officers will begin treatment and evacuation.

3. Evacuation:

When the threat has been neutralized, responding officers will establish safe corridors for persons to evacuate.

- This may be time consuming.
- Remain in the secured areas until otherwise instructed.
- You may be instructed to keep your hands on your head.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel. Follow their directions.
- After evacuation you may be taken to a staging or holding area for medical care, interviewing, counselling etc.
- Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement released the crime scene (school).