

Emergency Response Plan

Policy Emergency Response Plan	Adopted: February 27th 2015
	Reviewed:

Foreword

This Emergency Plan is designed to provide the framework to implement emergency management. This plan indicates responses necessary during an actual emergency – not normally scheduled drills. This plan is written in a multi-hazard format and utilizes functional response roles as opposed to disaster specific roles whenever practical. Assigning responsibility on a functional basis rather than individual will help ensure that the staff of MCS is capable of responding and handling situations without key staff members present.

In order for this plan to stay functional and practical it must be reviewed before it is needed and as building situations change at MCS. All stakeholders of MOUNTAIN CHRISITAN SCHOOL should be aware of their roles and limitations within this plan. Teachers should have this plan readily available during an emergency.

Hazard Assessment

The information contained on this page is provided as a reference tool in future planning as well as implementing this emergency plan.

MCS FACILITIES

Specific location information for MCS is:

- **Address: 9700-5th Street, Dawson Creek, BC**
- **Phone: 250-782-9528**
- Distance from Nazarene Church to MCS: Approximately 0.5 km.

Responsibilities

All teachers and staff may be expected to perform emergency duties for MCS until released by the school Administrator.

Administrator (Incident Commander)

The general responsibilities for the Administrator during an emergency include but are not limited to:

1. Notification of staff that the Emergency Plan has been activated.
2. Determining the appropriate actions (e.g., lock down, sheltering, evacuation, etc.)

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3. Overall management of MCS activities. While the Administrator is solely responsible for decision making during emergencies, it is expected that input will be sought and accepted (if feasible) from the staff and faculty members.
4. Approving all press/information releases concerning MCS.
5. Ensuring all functional responsibilities outlined in this plan are sufficiently staffed when plan is implemented.
6. Approving the release of MCS staff and/or parent volunteers during an emergency.
7. During an evacuation, the Administrator may approve students to be placed in cars without seatbelts, if it is deemed more dangerous to remain on campus.
8. Terminating the Emergency Plan when there is no longer a threat to MCS.
9. Preparing a follow-up report to the School Board concerning the activation of the Emergency Plan.

Teachers and Staff

All MCS teachers and staff are expected to perform the following general activities during an emergency or when the Administrator has activated this plan:

1. Remain calm and in control of assigned students until relieved by the Administrator or other personnel.
2. Do not contact the office unless it is an extreme emergency. The office will communicate directions via intercom, classroom phones or walkie-talkies.
3. Perform responsibilities of any functional assignment if assigned by the Administrator, Vice Principal or Office Manager.
4. Remain at MCS or assigned area until released by the Administrator.
5. If asked, drive students and/or staff to a designated evacuation center or other location. Staff and faculty members may be asked to use their own private vehicles or drive other available vehicles.

On-Site Parent Volunteers

Parents who are volunteering on-site at the time of an emergency are required to remain at MCS or other designated location until released by the Administrator. Volunteer parents should remain with the class where the parent was assisting and await further direction from the Administrator. Parent volunteers assisting on school sponsored field trips must follow the directions provided by the senior MCS staff member present. Parent volunteers that refuse to agree to these emergency responsibilities must notify the Principal in advance of the emergency and may be prohibited from volunteering on-site and/or assisting on school sponsored field trips.

All Parent volunteers that are on-site when the Emergency Plan is activated or participating in a school sponsored field trip during an emergency are expected to perform the following:

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1. Remain calm and follow the directions provided by MCS staff members.
2. Remain at MCS or other designated area until released by the On-Site Administrator or senior staff member on a field trip.
3. Drive students and staff to designated evacuation center or other designated location.

All Parents

All parents are responsible for ensuring they have provided MCS with up-to-date emergency cards for each child attending MCS. All parents (with the exception of those volunteering on-site when the Plan is activated) are expected to perform the following:

1. Remain calm and follow the directions provided by MCS staff members at all times during the emergency.
2. If you wish to assist the staff, contact the Administrator or receptionist. **WAIT** for directions before taking any actions. Your help may not be necessary at the time it is offered.
3. If you are on campus to pick up your child(ren), follow directions given and remember to properly sign the children out so the staff will have an accurate accounting of all students.
4. **DO NOT** contact your child (especially via cell phone) during an emergency, as this may put your child at risk.

All visitors, including parents must sign in at the front desk whenever visiting the campus. In the event of an emergency, such as outlined in this document, the staff of MCS must have knowledge of the location of all people on campus.

Field Trips during Emergencies or Disasters

It is possible that students, staff and parents may be involved in an emergency or disaster during a school sponsored field trip. During an occurrence such as this, the most senior staff members present will become the Administrator. The Administrator should first receive directions from the site staff of the field trip if possible. Any staff member present during the emergency will remain responsible for the welfare of the students. If an emergency or disaster occurs while students are in transit, the parent volunteer is responsible for welfare of the students. In order to facilitate communication between MCS, MCS staff members and parents, cell phone numbers and other contact information should be obtained and shared with all parties prior to the departure of the students from MCS. The acting Administrator or parents if in transit, are responsible for contacting MCS for directions. The phone calls should be kept brief and directions should be followed as quickly as possible.

Fire

1. The person discovering the fire should sound the alarm, call 911, notify the office and proceed to evacuate to the designated area.
2. Leave the building quickly but quietly, according to the fire evacuation route posted in each classroom. Bring attendance book. Close door.
3. Report to fire drill assembly area (posted on evacuation route) and have students line up. Be sure your class is a safe distance from fire and firefighting equipment. In the event your assembly area is not available due to fire, proceed to the far end of the baseball field behind Mountain Christian School.
4. Roll call should be taken immediately. Report student status to the acting Administrator.
5. Render first aid as necessary.
6. Students and staff should not return to the school buildings until fire department officials declare the area safe.
7. **Burning Clothes:** If a student's or staff member's clothing catches fire, do not allow them to run. Smother the fire with a blanket, coat, rug or other heavy material. If wrapping material is not available: drop the victim to the ground and attempt to smother the fire by rolling the victim on the ground. After the fire is out, treat the victim for shock (lying down, feet raised, neck supported) and cover the burned area with soaking wet clothes, sheet, or blanket until emergency personnel arrive.
8. It is highly advisable that in the event of an actual fire, the Principal should consider removing students completely from the site and evacuating on foot to a nearby location.

6 Fire drills to be done every year

Earthquake

Follow the procedure that fits your location at the time of the earthquake.

INSIDE THE BUILDINGS: Do not run outside, stay indoors! Duck and cover immediately. Students and staff should take a protective position under desks or tables, with their backs to windows and/or other breakable objects. Everyone should protect their head and neck, and hold on to the desk or table and be prepared to move with it during the “quaking”. Remain in this position until the ground stops shaking. Students should remain quiet and not move from their position until directed to do so by the teacher and/or monitor.

OUTSIDE THE BUILDINGS: Do not run inside, stay outdoors! If an earthquake occurs while students are outside, they should be instructed to move away from buildings, trees, goals posts, utility lines and poles. Students and staff should drop to the ground and clasp both hands behind their necks, bury their faces in their arms, and make their body as small as possible. Students should remain quiet and not move from their position until directed to do so by the teacher and/or monitor.

AFTER THE INITIAL SHOCK: When the earthquake is over and tremors have subsided, or when a signal is given, leave the building and proceed to the fire drill assembly area (see evacuation route posted in rooms). Elementary teachers should take walkie-talkies with them. If it is raining outside, staff should only move outside if there has been structural and/or significant non-structural damage – the Administrator will decide this issue. If it is not raining outside, the following procedures should be followed:

1. Teacher and/or monitor should check the primary evacuation route for blockage and dangers. If primary route is blocked, choose alternate route.
2. Teacher and/or monitor should always be the final person to exit the classroom, making certain that every ambulatory student and staff member is out. Take first aid backpacks and attendance book. Close but do not lock the door. If you must leave a student in the classroom due to injury, place the yellow flag on the outside door handle. Elementary teachers should take walkie-talkies with them.
3. If all conventional means of exit are blocked and structural integrity of the building is in question, do not attempt to clear debris. Wait for the Search and Rescue to arrive.
4. Evacuate to the fire drill assembly area. In the event your assembly area is not available due to earthquake damage, proceed to large soccer field behind the school.
5. Roll should be taken immediately. Report student status to the acting Administrator.
6. Once in the assembly area, all personnel should remain with their classes, until advised to report to assigned duties. DO NOT send students as runners unless you are authorized and requested to do so by a supervisor. Flexibility is vital, but follow instructions of team leaders and supervisors only. The Administrator and other designated staff members will survey the facility and property for structural and non-structural damage and assess further procedures.
7. Once Administrator/IC determines the correct status and/or need for emergency actions, teachers on the SEARCH AND RESCUE TEAM or other designated teams will turn their classes over to another teacher and/or monitor and report check-in at appropriate area. As tasks are completed for each designated team, the teachers will return to supervise their students.
8. All staff members will remain on campus in their assigned duties and/or student supervision until the Administrator releases them from their duties.

3 Earthquake drills to be done every year

Hazardous Materials

It is possible for MCS to be impacted by a nearby hazardous materials (hazmat) incident. In the event of a nearby hazmat incident, the school may be asked to take one of three actions:

1. Do nothing (no need for action).
2. Sheltering.
3. Evacuation.

MCS will be contacted by the appropriate agency regarding any hazardous materials event. Action will be taken according to directions given to the school.

The Administrator will make decisions based on directions given to the school. Emergency Managers will be notified of the need for their teams to be activated.

Hostile Acts

A hostile act might be an incident or situation of a criminal, terrorist or violent nature occurring on the campus or vicinity, which would constitute a threat to the welfare of the students or staff. **It is not expected that MCS will be the location for such an incident, however plans need to be in place for a safe and clear procedure to be followed.**

In the event of a hostile act or threat of terrorism, three options are available:

1. Hard Lock Down.
2. Soft Lock Down.
3. Lock and Hold.

If any of the above situations is deemed appropriate, the following procedures will be initiated:

1. Office will notify all classrooms by intercom/phone or by other means to initiate lock down procedure. Classrooms located outside (such as the field) will be notified by alternate means. The code used for lock down procedure will be: **“ATTENTION, BEGIN HARD/SOFT LOCK DOWN IMMEDIATELY.”** This message will be repeated; if possible, to be sure it was clearly heard in all areas of the school.
2. All doors leading into the school building will be locked and secured. Electronic doors (if present) will be activated from the office. All other exterior doors will be locked by assigned personnel. **ALL** classroom doors should be locked and secured. Students on the playground or in the restrooms will be directed back to their classrooms or closest safe shelter. Windows will be locked (if applicable) and blinds closed. Teachers should assume that an emergency still exists and remain in lock down until told by the office/administration that the emergency is over.
3. **SOFT LOCK DOWN** – Soft Lock Down would occur if an event was in the general area, but not in the immediate area. (This action could be upgraded to Hard Lock Down or Lock Down and Cover.) All outside doors are locked but students are allowed to move from class to class, class to restroom, or have break time **WITHIN** the school building. **Teachers are to remain in the building to supervise students until the emergency is over or else reassigned by administration.** Administrative and/or office personnel will be assigned to monitor the hallways or other perimeter areas.
4. **HARD LOCK DOWN** – Hard Lock Down would occur if an event was in our immediate area, but NOT on campus. (This action could be upgraded to Lock Down and Cover.) Staff and students remain in their classroom or office. No one is to leave their room at any time until notified by administration. Administrative and/or office personnel will be assigned to monitor the hallways or other perimeter

areas. **Teachers are to remain with their classes in their locked classroom until the emergency is over or else reassigned by administration.**

5. If LOCK DOWN AND HOLD is deemed appropriate; the following procedures will be initiated:

- a. A message will be given over the intercom/phone or other means to **“BEGIN LOCK DOWN AND HOLD.”** The message will be repeated; if possible, to be sure it was clearly heard in all areas of the school.
- b. Steps **1 and 2 from Lock Down procedure will be followed with the addition of the following:**
 - Teachers will **guide students to the HARD CORNER of the classroom and instruct students to stay low.**
 - Use a file cabinet or other furniture to block door (if door cannot be locked).
 - Teachers and students may have to take a run/fight/hide mentality during a lock down and cover situation.

Teachers should assume that an emergency still exists and remain in lock down and cover until told by the office/administration that the emergency is over. Teachers are to remain with their classes in their locked classroom until the emergency is over or else reassigned by Administration.

If teachers and students are directed to evacuate the building, the destination will be given by administration located. Stay on that side of the hallway when leaving the building.

- Be aware of surroundings as moving during evacuation.
- Move in a zig-zag pattern as you move to the evacuation destination.
- If evacuating to the field, lay down on the field to make yourself as small a target as possible.

Lockdown Procedure

Before locking the outside doors, observation will take place to ensure that classes outside are not still making their way in to the building.

- 1) Doors will be locked once all classes are inside and lockdown will be announced over the intercom.
- 2) If “lights out” is announced over the intercom at any time during lockdown, classroom teachers should turn off all lights and move the class to less visible parts of the room and/or take shelter under furniture. Keep as quiet as possible.
- 3) The Principal and/or Vice Principal will lock the high school wing doors: these include the entry near the board room, and the locker room entrance (2 doors).
- 4) Office Staff and/or Principal will lock all external doors of the primary and intermediate wings: including the main entrance, middle school entrance, and the two primary entrances (4 doors).
- 5) Individual teachers will lock classroom door(s) and windows.
- 6) Staff and students are to remain in locked classroom until the “all clear” code is announced over the intercom by the RCMP.

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- 7) At the given lockdown signal, all students must remain in the room they are in. Staff must ensure the windows and doors are locked. Volunteers assisting in that classroom will remain with the class. Classes in the library will remain in the library and enter into lockdown procedures.
- 8) Children, staff or parents not in class for any reason will proceed to the nearest occupied classroom and remain with that class.
- 9) Classes in the field or on the playground will enter the buildings and proceed to the nearest available room and staff will ensure the windows and doors are locked.
- 10) Classes in the student lounge will stay there, and the Principal/Vice Principal will lock the doors and ensure the windows and doors are locked.
- 11) Front office staff (including Principal and Vice Principal) will proceed to the accounting office and ensure all windows and doors are locked.
- 12) The Principal and Vice Principal will proceed to either the Principal's office/board room, or accounting office ensuring all doors are locked.
- 13) Visitors to MCS and volunteers who are not attached to a particular class will make their way to the nearest occupied classroom and remain with that class.
- 14) If practicable staff should notify the Principal/Vice Principal by phone at extensions 110 or 114, or by text message that they have successfully entered lockdown.
- 15) **No one should leave their classroom, or wander through the school during lockdown.**

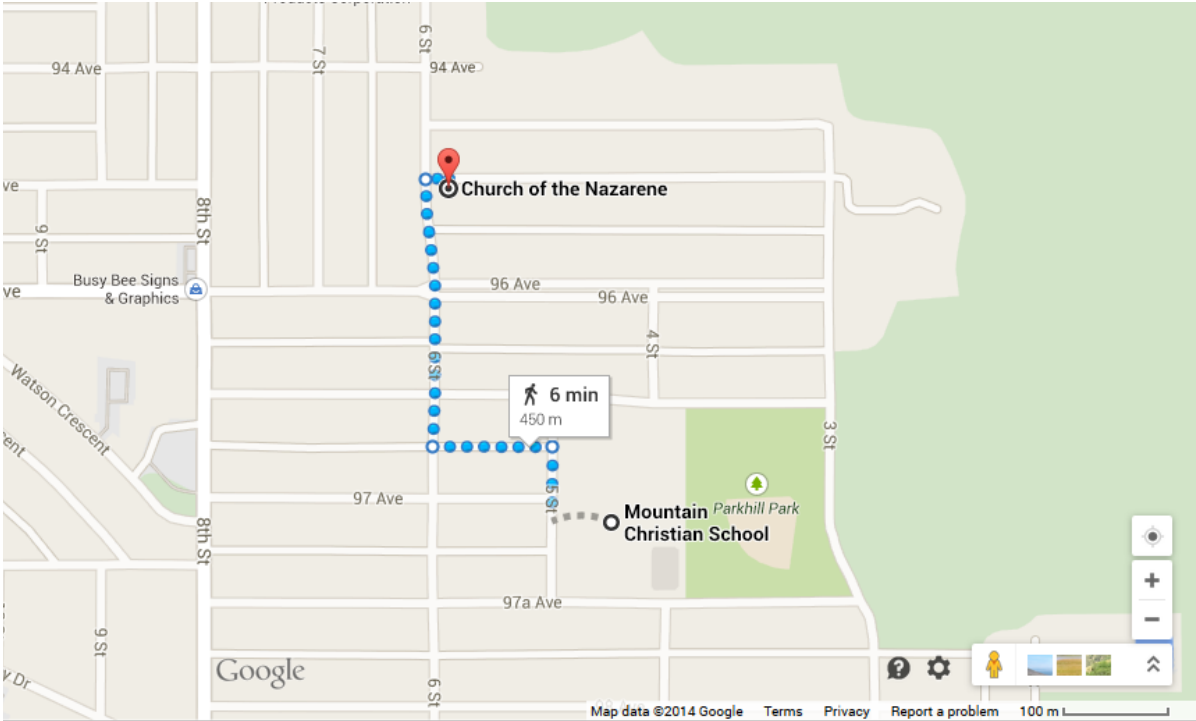
If evacuation is advised by RCMP, Principal/Designate will arrange accordingly.

2 Lockdown drills to be done every year

Evacuation Sites

Evacuation Center for MCS: Church of the Nazarene, Dawson Creek, BC

Directions to Church of the Nazarene:



MCS Fire Exit Plan

After you leave the building, line up with your class on the grass by the front parking lot.



Alternative Muster Area

Mountain Christian School

