



Guru Angad Dev Elementary School

Emergency Preparedness Manual



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1.0: Contributions

This manual has been developed in consultation with the following materials:

- *Emergency management planning guide for schools, districts and authorities (2015).*
- *FISA BC, Emergency Management Planning Guide for Schools, Districts, and Authorities: Supplement for Independent Schools (2016)*

2.0: Guidelines and Policy Introduction

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. We review the procedures throughout the school year. Teachers and administration regularly perform drills through the school year to prepare students for an emergency. Teachers will normally be alerted when we are planning a test.

Evacuation:

During a fire or earthquake we will be required to evacuate. All classes will follow their designated evacuation routes to the meeting area at the backfield. Once we arrive at the designated meeting spot, the office staff will bring out our attendance sheets for us to complete. Inform your vice principal whether all your students are present or not. Return your attendance folder to the office staff member who gave it to you. Note if **you** have your attendance folder at the time the emergency is alarmed/announced **you** must take it with you.

For all emergencies the evacuation routes remain the same as does the meeting area which is the backfield.

2.1: Roles and Responsibilities

a.) Principal:

The principal is responsible for the operation and management of the school including knowing what to do in an emergency to protect their students and staff. First Responders such as fire fighters and police will respond as available but it is incumbent on the principal to know how to communicate with and work with staff until such time as first responders arrive and the management of the event becomes a shared task.

Principals are responsible for the safety of their students in the event of an emergency or disaster. They must ensure a school based plan is in place. Principals are expected to maintain order during an emergency and to ensure that students are able to return safely to parents or approved guardians. The principal, or designate, is the person-in-charge during an emergency at their school. The principal is also responsible for conducting drills on an annual basis.



b.) Teachers:

All school personnel, including principals, teachers, education assistants, clerical, maintenance staff and others, as well as students, are expected to be familiar with the emergency management plan and to understand their particular role(s) in carrying it out. Like the teaching staff, support staff will play a major role in an emergency response, based on the skills that they bring to the endeavor.

c.) Students:

Students also have a responsibility to understand the emergency routines to the best of their abilities and to follow instructions given by their teachers.

3.0: School Closures

From time to time classes may be cancelled temporarily for any number of reasons. For example, schools may be closed due to power outage, failure of heating equipment, disruption of water services, inclement weather, or other emergency situations. When the weather is too harsh for students to be outside (rain, snow, extremely cold), children will stay inside the school building. Please listen to the following radio stations for school closure information: CKNW (980 AM), and other ethnic radios.

During the School Day:

If a school closure needs to occur students will be supervised until arrangements can be made with parents/guardians for students to return home.

4.0: Emergency Procedures for Specific Events

In the event of a major disaster please review the GAD Critical Incident Response Guide for a detailed plan.

4.1: Fire

In the event of a fire teachers should lead their students from the building when the fire alarm sounds. Proceed in an orderly fashion to the designated meeting area. Any medications for students should be taken along. You can bring a copy of your attendance list if you wish. Once there, teachers should take roll and keep their classes together pending further instructions. Should a child be missing, do not re-enter the building, but notify administration personnel immediately.

4.2: Earthquake

Quickly take cover under desks or anything that will provide some measure of protection from falling objects. Immediately after the crisis, calmly evacuate the building, following the same



routes for the fire drill. Any special medications for students should be taken along. If people are hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the administrator that people are hurt or trapped and their location. Keep your class together pending further instruction. Stay away from power lines, poles, trees and buildings. Utilities should be shut off, and no one should re-enter the building unless it has been declared safe by the authorities. Teachers will notify their vice-principals of any missing students.

4.3: Code Red/Lockdown/Intruder

Teachers check the hallway outside their room, and take in any students or staff who are in the hallway. Lock/shut doors, cover all windows, switch off lights and sources of light and sound and then hide out of view. Simultaneously, students silently hide in the room, crouching low, and against the wall away from the windows and doors. Phones should be switched off and no calls are to be made. Note the number of students you have. Wait in your room, until a RCMP officer tells you it is safe to unlock your door and danger is passed. Alternatively the RCMP may inform the principal and he or she will announce "ALL CLEAR."

4.4: Lockout

The school will lock its doors and close the blinds on all windows. All students and staff will stay in classrooms, or safe location (a secured room) away from doors and windows. The school should be silent and appear to be empty by any outside persons. Staff will wait for the all clear order to be given by the principal. Once this is given resume normal school operations.

Please Note: A lockdown is used for situations where there is a dangerous intruder on the school grounds or in the building. A lockout is used for situations in which there is a concern of a dangerous threat near the building.

4.5: Bomb Threat

CAUTION: Do not use radios, cellular phones or pagers, as they may trigger an electronic detonator. Do not touch a suspicious device or assume that there is just one device.

Procedure for Assessing Threat

1. Note the time of the call.
2. Ask the following questions: What time is the bomb set to explode? Where is the bomb located? Is it in the open? Disguised? What kind of bomb is it? What does it look like? Why was it placed in the school? How did it get into the school?
3. Assess the caller. Is the caller: Male or female? Calm or frightened? Young, middle-aged or old? Any background noise?



4. After the call: Call 911 *57 – call trace *69 – caller ID Assess threat (nature, time, location, suspect) and perform a quick check of location.

5. Consult with Principal.

If immediate evacuation is necessary, proceed to Evacuation Procedures (below) Evacuation Procedures Bomb in known location:

- Evacuate students and staff from the area nearest the threat and then in stages evacuate the surrounding areas of the school.
- Do not use the Fire Alarm.

Bomb in unknown location:

- Use Fire Alarm and relevant evacuation procedures to evacuate all students and staff.
- Police will lead a comprehensive search of the school site.

4.6: Hazardous Material Spill Policy

Critical areas for possible hazardous materials may be custodial storage areas, scientific laboratories, and art classes. Some of these materials have special disposal considerations. Principals should ensure that personnel involved with these materials are aware of regulations and procedures regarding their safe deployment. Information should be kept in the office as well regarding the location, purpose, and significance of any hazardous materials kept in the workplace.

Workplace Hazardous Materials Information System (WHMIS) regulations require that Material Safety Data Sheets (MSDS) be readily available to employees handling or exposed to any products that could affect their well-being

4.7: Hazardous Material Spill Procedures

Procedures (if spill is large of the chemical poses a health risk to students/staff):

1. Notify the office immediately.
2. Seal off room by closing doors/windows.
3. Office should announce to the school that a chemical spill has occurred, and give instructions regarding evacuation or remaining in the classrooms.
4. Call 911 and tell dispatcher this is a HAZMAT incident.
5. Notify Principal.
6. If necessary, evacuate school building by activating fire alarm system.
7. Ensure that students and staff do not assembly downwind from the escaping fumes.
8. If evacuation is necessary, do not allow anyone to re-enter, even to render first aid, until material has been identified.



9. Determine nature, type of material involved, location and size of spill/explosion/accident.
10. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
11. Indicate location on a site plan for responding crews.
12. Provide name of First Aid Attendant and location of medical room and supplies.
13. Make available the person or persons with firsthand knowledge of products used.
14. DO NOT clean up spill unless familiar with health risks and clean up protocol.
15. Do not release students/staff or re-enter until "All Clear" is issued by Fire Department.

WHMIS Symbols



4.8: Body Fluid Spills – Standard Precautions

Inform the office immediately when aware of a spill.

1. Spills of body fluids such as blood, feces, nasal, and eye discharges, saliva and vomit must be cleaned up immediately.
2. Wear disposable gloves. Be careful not to get any of the spilled fluid in your eyes, nose, mouth, or open sores.
3. Clean and disinfect any surfaces on which body fluids have been spilled with an effective cleaning/disinfectant solution.
4. Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance.
5. Non-disposable mop heads and contaminated clothing should be laundered at a minimum 60 degrees Celsius in water and detergent.

4.9: Medical Emergency – Standard Procedures

- Don't move the individual unless there is immediate danger and don't leave him/her alone.
- Evaluate first aid needs and send for assistance
- Call 911 as necessary
- Identify witnesses for interview after the event
- Check the health record of the individual to identify any pre-existing medical conditions or allergies to medication.
- Notify the parents/guardians.
- If the individual is taken to hospital a staff member should accompany him/her.
- Send pertinent personal and medical information to hospital with the individual.
- Inform Principal

4.10: Concussion – Standard Precautions

A concussion is an injury to the brain caused by a blow or jolt to the head, face or neck. A concussion causes disruption of normal brain functioning. An individual does not have to lose consciousness to sustain a concussion.

Concussions can occur in sports, as a result of a motor vehicle crash, from an assault or in a fall. If the victim exhibits any of the following symptoms, call 911 immediately:

- Is vomiting repeatedly
- Has unequal pupils
- Is confused or agitated
- Has weakness on one side of the body
- Was or is unconscious
- Is very drowsy or unable to wake up
- Has neck pain after a fall
- Has slurred speech
- Has a seizure

4.11: Missing Student – Standard Procedures

- Notify Principal
- Check the sign-out book to determine if a student is out on a school activity or for medical reasons.
- Check school records to determine who has legal custody of the missing student
- Contact parents/guardians
- If student is in the care of Ministry of Children and Families please contact the appropriate liason.
- Announce on the PA that the student needs to report to the office



- Organize a thorough search of the school
- Obtain information about:
 - Names of students siblings and close friends
 - Names of witnesses
 - Students route and means of transportation to/from school
 - Call 911 for police assistance
- If student returns, re-notify all parties involved.

4.12: Power Outage

Ensure all students and staff remain in or return to assigned classroom and wait for instructions from administration about closure.

- See procedures for “ 3.0 School Closures.”
- Call 911/BC Hydro if necessary
- Ensure that there are no risks to students from damaged trees or buildings before issuing the “All Clear.”

5.0: Emergency Preparedness Kits

5.1: School Emergency Preparedness Kit Checklist

SECURE NEAR EXTERIOR EXIT OR IN SCHOOL KOISK (One kit for 250 people)

Recommended Contents:

- Master list of students/staff
- Copy of Site Emergency Plan
- 1 battery-operated megaphone or portable public address system (*spare batteries*)
- 12 tents with pegs
- 12 triangular bandages
- 2 flashlights with batteries (*spare batteries*)
- 10 camper blankets
- 10 dust masks (*3M-99-70*)
- 2 rolls of plastic surveyor’s marking tape (*fluorescent orange*)
- 4 hard hats (*orange*)
- 4 pair of leather work gloves
- 4 pair of mono goggles
- Min. of nine (9) Incident Command Vests with identification – 1 green (Command Centre), 2 red (First Aid Unit) and 6 orange (Various Operations)
- 1 container to put all of these materials in
- 1 camping shovel (*folding*)
- 2 hammer and 20-4” common nails
- 2 crow bars
- 100 feet of 1/8” nylon rope
- 100 feet of 3/8” nylon rope
- 1 roll of 2” duct tape
- 2 - 4-litre bottle (*non-breakable*) distilled water
- 1 battery operated radio (*spare batteries*)
- 1 folding stretcher
- 1 box waterproof matches



- Food rations (sufficient amount for expected number of staff/students for 72 hours) - Water rations (sufficient amount for expected number of staff/students for 72 hours)
- pencils, pens, felt pens & paper

BASIC SANITARY SUPPLIES

- Roll of black polyethylene (used to form privacy screen for latrines)
- Buckets - 4 each –
- White kitchen plastic trash bags (to line buckets) and twist ties - 1 box
- Rolls of toilet paper - 2 x 24 packs
- Sanitary pads - 2 packs
- Disinfectant spray - 2 cans
- Pre-moistened towelettes - 2 boxes

NOTE: This equipment must only be used during an emergency or an emergency drill.

5.2: Student Survival/Comfort Kits Checklist

Ensure your child's name is clearly labeled.

ELEMENTARY LEVEL

Food

- Granola bars (High Calorie) x2

Supplies

- Kleenex Pack
- Wet Wipes
- Dust Mask
- Two Band-aids
- A Solar Blanket

Amusement and Emotional Comforts

- Choose those appropriate to your child:
 - Small stuffed animal
 - Family photo
 - Deck of playing cards
 - Paper and pencil
 - Letter of comfort from you to your child

Medications

- If your child requires special medications, please enclose with instructions.

NOTE: 1) IT IS EXTREMELY IMPORTANT THE CONTENTS NOT BE OVERDONE:

a. THE KIT IS ONLY INTENDED FOR SHORT TERM NEEDS

b. STORAGE SPACE IS A PREMIUM AND TOO MUCH WEIGHT IS ALSO A CONCERN



- 2) EACH KIT MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME AND CLASS SECTION
- 3) THE KIT WILL BE RETURNED TO PARENTS AT THE END OF THE SCHOOL YEAR

5.3: Sample Letter to Parents

Dear Parents/Guardians:

Re: Student Release after an Emergency.

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency. It is important that you become familiar with the school's emergency procedures and what you should do in the event of an emergency at the school. We encourage you to discuss how you expect your child to behave and respond during an emergency or disaster situation. The school is prepared to care for your child in the event of an emergency as long as possible. In order to make your child as comfortable and safe as possible until you arrive, we ask for your help in the following areas.

Complete and return the attached forms:

- Student Release Form. (NOTE: Authorized persons as listed on your form, must be 19+ years old.).
 - Student Emergency Identification Form
-
- Please do not phone the school following a disaster. We must keep the lines open for outgoing emergency calls.
 - Please do not drive to the school. Streets and access to the school must remain clear for emergency vehicles. Park as close as you safely can and walk to the school.
 - Listen and watch for updates – the school will use a variety of communication tools including phone, e-mail, social media to alert parents of the current situation and next steps.
 - As soon as school officials indicate it is safe to pick up your child, we request you or your alternate guardian travel to the school or identified student-parent reunification site to reunite with your child.
 - No student will be released from the school unless a previously authorized parent/guardian or alternate comes for the student.
 - All parents/alternates who come to pick up children must sign the students out at a designated student release area.
 - Please familiarize yourself with the school's emergency preparedness plans and procedures available in your parent handbook.



- Prepare and/or update your child's comfort kit which will be kept in the classroom.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. The information on the two attached forms will be used only in case of emergency or disaster. This information is kept strictly confidential at the school unless it is necessary to share the information in the event your child's health and/or safety is at risk.

Please return all forms by: _____ (Date).

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your child and contributes to the safety and well-being of your child in an emergency.

Thank you,

School Administration

5.4: Student Emergency Release Form

In the event of an earthquake or other serious incident resulting in school closure, where I am unable to collect my child(ren) from school, I _____,
Parent/Legal Guardian of:

Name(s) of Child(ren):

_____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

authorize the release of my above child(ren) into the custody of the following people: (please provide at least two names)

	NAME	ADDRESS	TELEPHONE
1			
2			
3			

I fully realize that during a natural disaster such as an earthquake, my child(ren) will not be released from school to another adult unless authorized by myself (as above); and that on the release of my child(ren) a record shall be kept at the school of the name of their guardian, time of release and expected destination.



Signature

Date

Medical Alert:

If your child requires medication or has a medical condition that requires special attention, please provide details below. It will be necessary for the school to have a 48-hour supply of any essential medication or supplies. Please note that a more detailed "Medical Alert" form should also be completed and on file at the school.

5.5: Student Emergency Identification Form

Student Emergency Identification Form

Photo of Student

Teacher: _____

Student Birth Date: _____ Grade and Section: _____

Name First and Last: _____

Siblings in School: _____

Medical Alert: _____

Health Card # _____ Doctor: _____ PH#: _____

List any medical conditions, severe allergies, medication information or any instructions (continue on back if necessary)

Emergency Contact: _____

Student Address: _____ Phone #: _____



Parents or Guardians:

Parent/Guardian _____ Parent/Guardian _____

Address: _____ Address: _____

Home Phone #: _____ Home Phone #: _____

Work Phone #: _____ Work Phone #: _____

Cell Phone #: _____ Cell Phone #: _____

Work Address: _____ Work Address: _____

Days/Hours at Work: _____ Days/Hours at Work: _____

*ALTERNATE GUARDIAN (Persons 19+ years old and preferably within walking distance of the school) *Suggestion: If possible, list 2 or more adults, who have your permission to pick up your child/ren in the event that you are not able to do so. Cell phone numbers are preferred.

	NAME	ADDRESS	TELEPHONE
1			
2			
3			

I hereby authorize any of the above listed alternate guardians to pick up my child from school in the event of a controlled student release. I also authorize the school or persons caring for my child to use any of the above information, as necessary, in the event of an emergency

Signature of Parent _____ Signature of Parent: _____

Date: _____

5.6: School Student Release (To be used by the school)

School Student Release

PLEASE PRINT Student's Name:

Date & Time of Authorization:

Student Released To:

If the student is being released to an alternate guardian, record the relevant ID and, if possible, attach a copy of the authorization signed by the parent or legal guardian.



Destination:

Authorized By (Staff): _____

X _____

(Signature of Parent/Guardian or authorized alternate)

Notes:

5.7: Sample Letter to Parents asking for Emergency Kit

Dear Parents/Guardians,

RE: Student Emergency Kits

As part of this school's emergency management plan, we would like to assemble a comfort kit for your child. We need your help to complete these kits.

Comfort Kits:

1. Label the attached zip-lock bag with your child's name.
2. Add a family photo. On the back of the photo, please print child's name, parent's contact phone numbers, care card number and out of area contact person and phone number. List any allergies, if applicable. (NOTE: if your child requires an Epi-pen™ or special medications, it is



parent's responsibility to supply the school office with required Rx for your child (including renewals).

3. In addition to the photo, include the following in this bag:

- chewing gum (optional) sugarless
- two peanut-free granola or fruit bars, or other non-perishable, high-energy snack
- two Band-Aids (suggest with cartoon characters)
- tissues
- small personal item (optional)—for example, cards, toy
- a small solar blanket

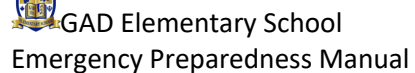
Everything must fit into this zip-lock bag, including the blanket, so please ensure that you have left room for them. Please return your child's comfort kit to the classroom teacher no later than

_____.

Remember, this small personal kit can make a difference to the well-being of your child in an emergency. If you have any questions or comments, please call the school office.

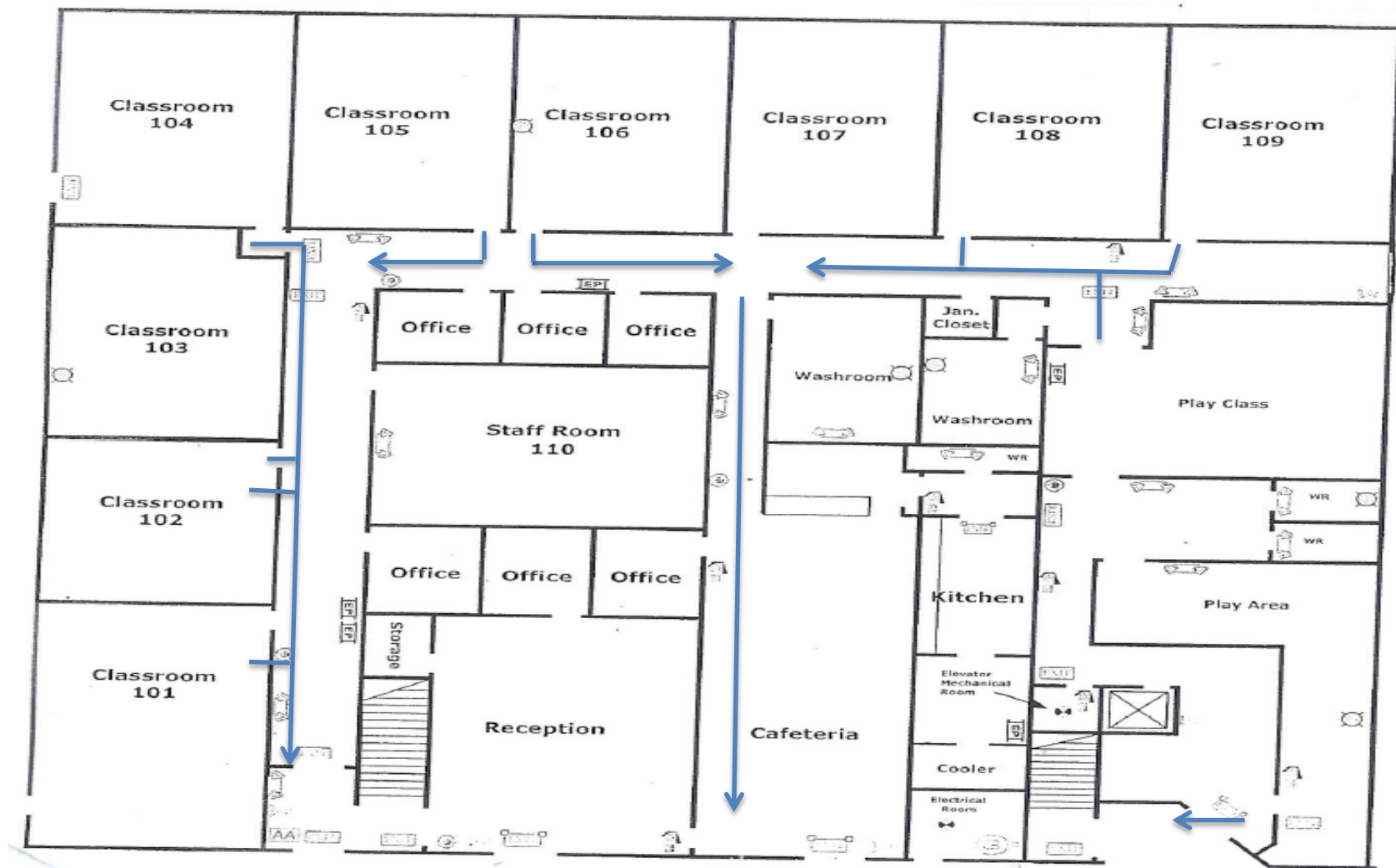
Thank you,

School Administration



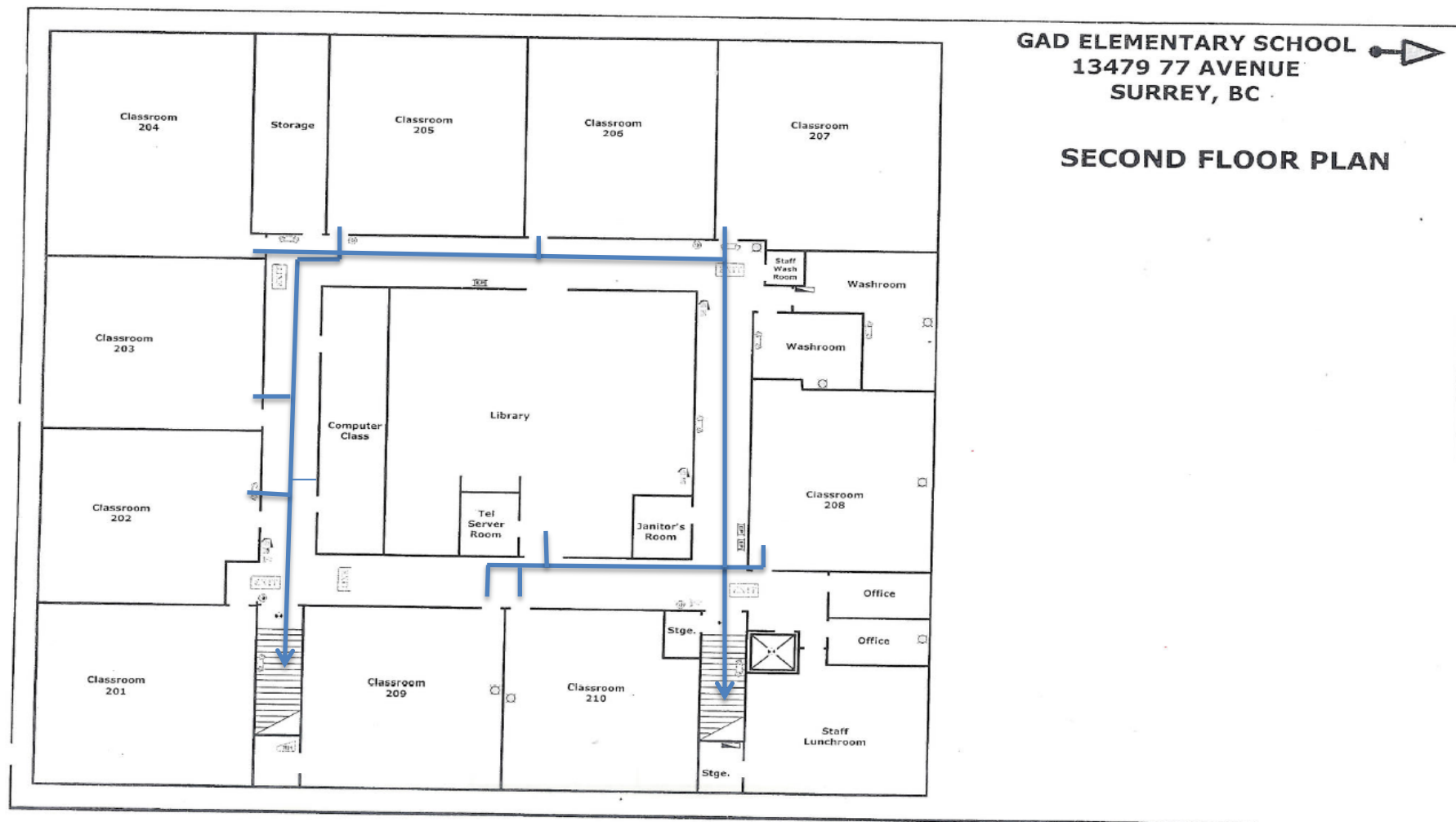
6.0: Facility Evacuation Routes

6.1: Ground Floor



Classrooms 106, 107, 108, 109, and Punjabi through the cafeteria doors then proceed to 77th Avenue and walk to the field.

Preschool exits through their main door and then heads towards 77th Avenue and proceed to the field via the crosswalk.



6.2: Second Floor Main Building

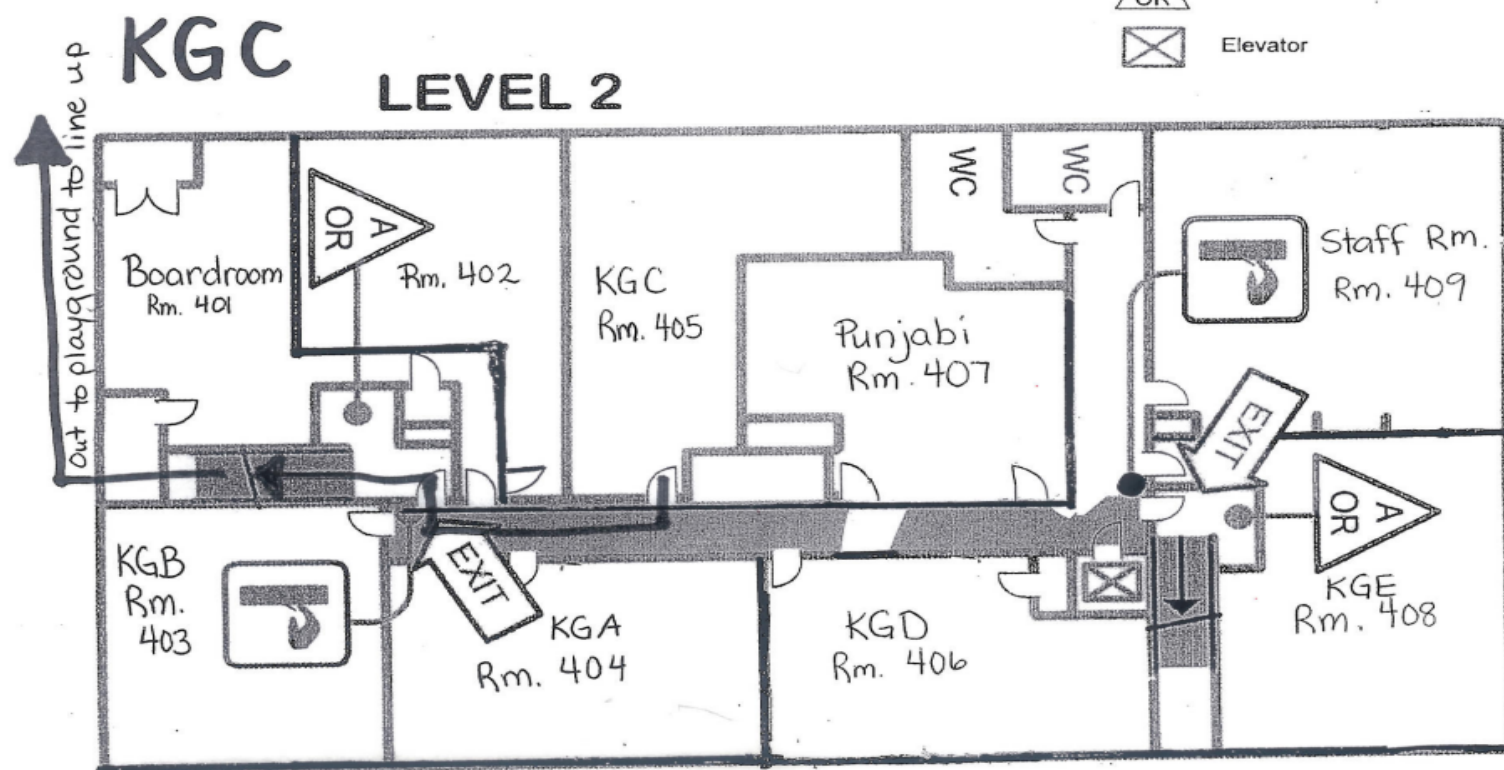
Classrooms 202, 203, 205 exit through the south stairwell through the office doors and then walk towards 77th Avenue and cross at the crosswalk heading towards the backfield.

Classrooms 201, 204, 206, 207, 209, and 210 exit through the north stairwell near the staffroom and then walk towards the north side of the gym through the basketball courts and onto the backfield.

FIRE SAFETY PLAN

G.A.D. ELEMENTARY SCHOOL

13479-77TH Avenue, Surrey, B.C.



6.3: Kindergarten Building 1

Rooms 401, 402, 403, 404, and 405 proceed down west stairway and head to the field via the north side of the gym to line up.
Rooms 406, 407, 408, and 409 head to the south stairway and proceed to the field to line up.