

# Emergency procedures

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## **Kelowna Christian School**



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## *Emergency Procedure Codes*

**Code Red** – indicates an emergency situation requiring an internal school lock down where there is a threat of harm to building occupants.

**Code Yellow** – indicates an emergency situation requiring an internal school lock down where there is no imminent danger to building occupants.

**Code Green** – indicates a “return to normal” status.

**Lock Down** – indicates an emergency situation requiring an external school lock down where there is an external threat of harm to persons on school premises.

**Evacuation** – indicates an emergency situation requiring evacuation of the school building due to an internal threat of harm.



## *Code Red Procedures*

**CODE RED - indicates an emergency situation requiring an internal school lock down.** All students and staff will be confined to rooms. (A Code Red indicates a “911” type of situation, such as a potentially life-threatening situation, a serious crime, or a toxic waste spill.)

1. “Code Red” will be announced over the school PA (repeated 3 times).
2. All bells turned off.
3. A message will be sent via email to all staff computers (including the Elementary Campus) outlining the reason for the Code Red. If the situation warrants, a PA announcement will be given.
4. All teachers currently with students will hold classes until otherwise notified. This means there will be no changing of classes until the Code Red is cleared. **Close and lock your doors.** Pull curtains. Outdoor classes will move away from the building and await further instructions.
5. All adults not with students report to the nearest room.
6. Head secretary calls 911 when instructed by Principal. Vice Principal or designate checks fields to inform classes of “Code Red” situation, at which point they will move as far away from the school building as possible.
7. If a “Code Red” is declared while students are on break or lunch, all staff and students should report directly to the nearest room. Students that are outside will go with outside supervisors to predetermined spot where they will await further instructions.
8. In the case of a crime, the crime scene needs to be preserved (i.e. left undisturbed).
9. The entire school remains in a “Code Red” situation until the appropriate resources have arrived, the situation has been rectified and a school-wide announcement is made to leave this code.
10. The goal is to return the school to normal as soon as it is safe to do so.
11. A post-event analysis will be made in collaboration with all involved parties. Necessary information will be communicated to those requiring it. (If parents need to be informed this can be done through an evening meeting and/or bulletin sent home with students).

# *Code Yellow Procedures*

**CODE YELLOW - indicates an emergency situation requiring a modified internal school lock down. All staff and students will be confined to rooms. (A Code Yellow is used when there is a “Code Red” type of situation, with no threat to people in the school, but movement within the school needs to be eliminated)**

1. “**Code Yellow**” will be announced over the school PA (repeated 3 times).
2. All bells will be turned off.
3. A message will be sent via email to all staff computers outlining the reason for the Code Yellow. If the situation warrants, a PA announcement will be given
4. All teachers currently with students will hold classes until otherwise notified. This means that there will be no changing of classes until the Code Yellow is cleared. **Close your doors** and pull your curtains. Outdoor classes will move away from the building and await further instructions.
5. All adults not with students report to the nearest room.
6. Head secretary calls 911 when instructed by Principal. Vice Principal or designate checks fields to inform classes of “Code Yellow” situation, at which point they will move as far away from the school building as possible.
7. If a “Code Yellow” is declared while students are on break or lunch, all staff and students should report directly to the nearest room. Students that are outside will go with outside supervisors to predetermined spot where they will await further instructions.
8. In the case of a crime, the crime scene needs to be preserved (i.e. left undisturbed)
9. The entire school remains in a “Code Yellow” situation until the appropriate resources have arrived, the situation has been rectified and a school-wide announcement is made to leave this code.
10. The goal is to return the school to normal as soon as it is safe to do so.
11. A post-event analysis will be made in collaboration with all involved parties. Necessary information will be communicated to those requiring it. (If parents need to be informed this can be done through an evening meeting and/or bulletin sent home with students.

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## ***Lock Down Procedures***

**LOCK DOWN** – indicates an emergency situation requiring an external school lock down where there is an external threat of harm to persons on school premises.

1. “Lock Down” will be announced over the school PA (repeated 3 times). Specific details / instructions can be given over the PA at this time.
  2. Administrative staff will ensure that all outside doors are locked.
  3. Normal classroom functioning can occur, but no one is to enter or exit the school building.
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## *Evacuation Procedures*

**EVACUATION** – indicates an emergency situation requiring evacuation of the school building due to an internal threat of harm.

1. “Prepare to Evacuate the Building Now” will be announced over the school PA (repeated 3 times). Specific instructions about blocked hallways or alternate escape routes can be given over the PA at this time.
  2. Students will line up inside each classroom and await evacuation instructions.
  3. Because of the variety of dangerous situations that lead to the evacuation command, the evacuation procedure must include:
    - avoid touching anything during evacuation (walk down center of hallways)
    - walk clear of interior and exterior structures
    - evacuation order will be from inner classrooms to outer classrooms. Teachers should stand outside their classroom door and wait for their turn to exit.
    - proceed to marshalling area at back of sports field.
    - students need to walk single file until arrival at the marshalling area.
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## *Fire Drill Procedures*

1. If the fire bell rings during class time, all students should exit with their classroom teacher and stay with him until instructed to return to the building.
  - move quietly through hallway to designated fire exit.
  - teacher should turn off classroom lights and lock classroom door.
  - first person through a doorway should hold the door for others.
  - classes congregate on sports field.
  - teachers are to keep classes quiet.
  - PE classes on the field need to cease activity and gather together like other classes.
  - teachers should take attendance and have one student from the class report to office staff (at flagpole or designated location) with attendance report.
2. If a student is not with their class during class time, he must exit the building at the nearest exit and either find his class or report to the flag pole for instructions as to where his class is.
3. If a fire bell rings prior to school, at break, or at lunchtime, students should go to where their homeroom would normally line up during a fire drill. The homeroom teacher will also report there. (Homeroom teachers should regularly review with their homeroom class where their 'line-up' location is). If any students or staff members are unsure of what to do or where to go, they should report to the flag pole and school personnel there will direct them to the proper location.
4. If a fire bell rings after school, students who are still on campus should report to the designated location. Staff members on site should also report to the flag pole. Instructions will be given by the school personnel at the flag pole as to whether a drill is occurring (in which case students wait for instructions to reenter the building) or whether there is an actual fire. In the case of an actual fire, staff still on site will assist with clearing the area for the arrival of emergency vehicles.
5. When leaving the building during the day it is essential that both staff and students sign out at the office and sign back in upon returning. This ensures the office has an accurate count of who is in the building.



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## ***Earthquake Procedures***

Earthquakes happen without 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 (at least two per year) will occur separately from fire drills. In order to prepare students, each teacher is responsible for providing training in the classroom.

### **DRILLS**

The following are recommended drill procedures for teachers and their classes:

1. Initiate a drill by issuing the “TAKE COVER” command. Take cover under desks or tables, facing away from windows. This simulates the probable response if there is fallen debris during a real earthquake.
2. Students and their teacher should assume the “CRASH POSITION”: on their knees, head down, hands clasped on the back of the neck or head covered with a book or a jacket.
3. Together, teacher and students should count aloud to 60. Earthquakes rarely last longer than 60 seconds and counting can have a calming effect.
4. After 60 seconds, evacuate the school following standard fire drill procedure. Use the same routes and send a runner to the secretary in the designated spot outside the office to indicate that everyone was able to evacuate the building. It is important to then wait for a signal to re-enter the building, as it may not be safe to come back in due to structural damage.

### **THE TEACHER SHOULD**

1. Issue the “TAKE COVER” command.
2. Also take cover for 60 seconds.
3. Instruct students to evacuate when all shaking has stopped.
4. Lead the class to the designated assembly area (same as for a fire drill).
5. Be prepared to choose an alternate escape route in case of fire or exit blockage.
6. Take class list.
7. Give first-aid, if necessary. Report first-aid needs to school personnel at the designated meeting place.

8. Re-enter the building ONLY when instructed by Principal.
9. Review evacuation procedures regularly throughout the school year. Hold earthquake drill discussions with students prior to the actual drills.
10. Designate two student monitors, and give them authority to issue instructions in the event that the teacher is injured.

### **IN OTHER AREAS OF THE SCHOOL**

At the first sign of an earthquake, occupants of the school should:

1. Move away from windows, shelves and heavy objects that may fall.
2. Take cover under a table or desk, in a corner or doorway.
3. In halls, stairways and other areas (such as gymnasium, music rooms, chapel) where no cover is available, move to an interior wall, kneel with back to wall, place head close to knees, clasp hands behind neck, and cover side of head with arms.
4. In the library, move away from where books and bookshelves may fall, take cover.
5. Stay inside; usually the most dangerous place is just outside where building debris may fall; exit building only after shaking has stopped.
6. In science laboratories, extinguish all burners, if possible, before taking cover; stay away from hazardous chemicals that may spill.
7. If the class is outside, students and teachers should move to an open space away from buildings and overhead power lines; lie down or crouch as legs will be unsteady, and look around to be aware of dangers that may require movement.
8. On the school bus, the driver should stop the bus away from power lines, bridges, buildings and overpasses; occupants should remove heavy objects from overhead racks, stay in seats and hold on to the seat in front.

### **STUDENTS SHOULD**

1. Evacuate the building in single file when instructed by the teacher or monitor.
2. Keep calm.
3. Wear shoes.

Indoors or outdoors TAKE ACTION AT THE FIRST INDICATION OF AN EARTHQUAKE.

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



# ***Bomb Threat Procedures***

## **Bomb Call Recipient**

When bomb threat calls are received, the phone call recipient should:

- Keep the caller on the phone as long as possible and do not hang up.
- Write down the caller ID number and the exact time of the call.
- If a student is answering the phones, have an adult take the call as soon as possible.
- Signal someone to alert the principal immediately.
- Write down everything the caller is saying.
- Make an educated guess as to the caller's gender, age, race and accent and write it down.
- Listen for and try to identify any background noises.
- Immediately debrief the call with the Principal to ensure that misinformation does not cause panic.

## **Bomb Threat Via Mail, Email or other**

Bomb threats can be delivered by mail, email, graffiti on building, etc. In such cases, the principal should be notified asap and the decision making process should be initiated.

## **Decision Making**

All bomb threats should be taken seriously and receive careful analysis. Threats should be treated as credible until investigated and a search of the school has been completed.

Factors to consider while determining an appropriate response to the threat:

- Have there been other bombing incidents recently?
- Have there been reports of bomb threat hoaxes recently?
- Have any students been suspended lately?
- Are any exams scheduled for the day?
- Have there been rumors of events like “grad skip day”?
- Have any students been involved in threatening other students or staff recently?
- How much information did the caller provide (more information usually means a credible threat) (How specific were the details?)
- Are any chemicals missing?
- Have there been any recent or current break-ins?
- Did the caller repeat the threats while on the phone?

Once all the information is gathered, a judgment must be made as to the credibility of the threat. There are many alternatives that could be considered. The following are five courses of action that could be taken.

1. Conduct a low profile search of the school grounds and public areas within the building.
2. Conduct a comprehensive search, with all staff searching their own work areas, making sure all parts of the school grounds and building are covered.
3. Conduct a search with a partial evacuation.
4. Evacuate after searching.
5. Evacuate immediately

Immediate evacuation would seem to be the preferred course of action, but research indicates that this may increase rather than decrease the risk of injury. Bombs are three times more likely to be placed outside a building. The most common placement is in shrubbery near an exit. The second most common location is high traffic public areas inside the building. Any evacuation that moves people through the halls, lobbies, playground or parking lot might increase the risk of injury.

### **Command Center**

Establishing a command center in a central location from which to direct all phases of action relating to a bomb threat is important. Normally, this would be the school office. Principals and/or designated staff should meet at this location.

### **Searches**

If a low level or comprehensive search is determined to be the best course of action, school personnel are in the best position to determine if something is out of place or if suspicious objects are present. When instructed, and only if it can be done in a safe manner, school personnel can conduct a preliminary check of the building and school grounds. The main objective is to identify objects that are out of place or do not belong. In general, any search should:

- Start on the outside of the building and work inward
- When inside, start on the lowest level and work upward
- When inside, search personnel should work inward, or towards each other
- Listen for noises that are out of place

If a suspicious object is located, under no circumstances should it be touched. The discovery of a suspicious object should be immediately reported to the principal so that further action can be taken and instructions given.

### **Evacuation**

If an object (suspected of being an explosive device) is found, or if a threat analysis determines that a high degree of risk is present, evacuation should begin. Evacuation procedures will follow the format of fire and earthquake drills with a few modifications. When the evacuation signal is given:

- Staff should conduct a rapid scan of their work area

- Staff will communicate the evacuation route and expectations to their students
  - take valuables with you
  - no talking or running during exit
  - avoid touching anything during evacuation
  - walk clear of exterior structures where bombs could be hidden (including shrubs, garbage cans, maintenance equipment)
  - proceed to far end of sports field
  - do not use cell phones during evacuation
- Students will be expected to calmly and silently follow the directions of the teacher
- Instructions from the Command Center will evacuate one class out of each hallway at a time, starting from the inside and working outward. All classes will exit through the main entrance doors to minimize the risk of having several exit points
- Wait at the designated area until further instructions are given by the principal

## **Communication**

Many communication challenges will occur during and after a bomb threat incident. Communication will be directed by the principal from the Command Center. Instructions for teachers can be initiated via the school intercom or computer instant messaging system. Contacting the police will be the responsibility of the principal. Dealing with media inquiries should be directed to the superintendent or principal. If an evacuation has taken place, communicating with parents can be done via student cell phones. Teachers are responsible to ensure that each student in his/her class have been able to make an emergency contact to communicate pick up requirements. After an incident, communication will be given to the school community via school newsletter, direct mailing or emailing (as appropriate).

## **Media**

All media inquiries should be directed to the superintendent or principal. Interviews with students or filming inside the school should not be allowed. If appropriate, a news conference can be arranged with media. Specific details about the bomb should not be disclosed. Any statements to the media should be factual, avoiding any speculation, but instead should reveal what the school is doing to contain and/or resolve the crisis. These statements could include crisis management strategies, counseling resources and even crisis hotlines and government services available.

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## ***Intruders***

An intruder is an individual on school property without permission. When the presence or actions of an intruder constitute a threat to the safety of the school, the principal should be notified immediately. The following actions should be undertaken:

### **Pre - Confrontation**

- Proceed to the intruder's location. Have a cell phone with you. Let the office staff know where you are going, what you are doing and if anyone is going with you.
- Request assistance from another staff member.
- Approach the intruder as a pair.
  - Principal – make contact and communicate with intruder
  - Staff supporter – monitor situation without getting involved in conversation
- Walk to intruder's location. Do not run.
- Approach overtly so as not to surprise intruder.
- Maintain a safe distance to avoid physical contact or perceived threat.
- Avoid standing side by side with staff member as this can be viewed as threatening.
- Mentally identify escape routes (for both intruder and yourself)

### **Confrontation**

- Identify yourself by name and position and ask why the person is there.
- Ask for the person's name and any other details about them (who they know at the school, where they are from)
- Ask the person to leave the building and/or premises.
- If the person refuses, say:  
“Under the authority of Section 177 of the School Act, when intruders are instructed to leave, they must do so immediately, and are not to return without prior approval. If you do not leave the property, the police will be called and you will be subject to charges.”
- If the person still refuses to leave – call 911. Call the school office to advise that you have called the RCMP and request that they notify the Superintendent asap.
- Keep students away from the situation. Withdraw to a safe distance if you sense a potential for violence.
- Assess the risk to the staff and students. Consider a LOCKDOWN and initiate the process if the situation warrants it.
- Monitor the situation from an appropriate distance until the RCMP arrive

*Note: When a staff member identifies a stranger in the school that is posing no threat to our students, he/she can ask the stranger to report to the office, where he/she will be treated as a visitor. If the stranger refuses to comply, he/she should then be treated as an intruder and the principal notified as soon as possible. A staff member should keep an eye on the intruder until the principal arrives on scene. If another staff member is not available, the person identifying an intruder should send a student to the office with the message that there is an intruder in the school.*

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## ***Weapons***

When a weapon is openly carried on school property, always assume it is there with intent. Common sense needs to be used to assess the threat (i.e. Is it a drama student with a drama prop?) If the threat is perceived to be real, call 911 immediately and get a report to the Principal. If feasible, have the Principal make the call.

### **Procedures**

- Initiate CODE RED.
  - If appropriate, proceed to the location of the weapon holder. Ensure that the school office has been informed of your actions. Make sure you have a cell phone.
  - Keep a safe distance from the weapon holder.
  - Do not attempt to take the weapon away. Instead, ask the person to put the weapon down and to step away.
  - If the person complies, retrieve and secure the weapon.
  - If the person does not comply, call 911.
  - Continue a dialogue with the person encouraging a surrender of the weapon.
  - Monitor the person from a safe distance until the RCMP arrive.
  - Provide first aid care for injured persons, as appropriate.
  - If the person flees the school, gather as much information as possible to give to the RCMP (description of person and weapon, method of travel, direction of travel, any words spoken that could pertain to an investigation, etc.)
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## ***Abductions***

In the event that a student is taken unwillingly or unlawfully from the school property and the abduction is witnessed, the following procedures should be followed:

### **Witness**

- Report the abduction to the school office immediately.
- Recall as much information as possible (description of person, description of vehicle, description of abduction process, direction of travel away from school, etc.) and write it down as soon as possible.

### **Principal**

- Call the parent/guardian of the abducted student to determine if the “abduction” was simply an oversight or a miscommunication about a special visit.
- Determine if there is a need to issue any orders such as “Code Red” or “Lockdown”.
- Call 911 – report the abduction. Be prepared to give the information acquired from the witness.
- Report the incident to the Superintendent.

***Suspicious Person Alert*** – if any members of the school community express concerns about a stranger loitering on or near school property or following students between home and school, report it immediately to the police. If a Suspicious Persons Alert has been issued by the RCMP, communicate the alert to the school community in an appropriate way.

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## *Missing Child*

Children can go missing from a classroom for a variety of reasons including abduction, sickness, medical emergency, or playing hooky. In the event that a child goes missing, the following procedures should be followed:

### **Teacher**

- Search the classroom area, including closets and immediate hallway.
- Interview classmates to determine if anyone knows the student's location or intentions.
- Notify the office if student can't be found.

### **Principal / Office Staff**

- Use the school PA to call for the missing student to come to the office.
  - Search the school grounds, starting with washrooms, stairwells, playground and any other common hiding spots.
  - Interview friends, siblings, noon-hour supervisor, etc. to determine who was the last contact and if they hold any useful information.
  - Notify the parents.
  - After consultation with parents, if necessary, notify the RCMP with details such as: last seen & physical description.
  - Notify the Superintendent.
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# *School Closures*

Campus closures will take place when there is an inability to effectively run classes or when the safety of students is in question. In general, this could take place in times of severe weather, disasters or when the facilities are compromised due to power, water or sewer service disruptions. The decision to close a campus will be made by the Superintendent.

## **Closures**

- The Superintendent, or designate, will contact 2 local radio stations – CKOV 63 AM & 101.5 Silk FM for public announcements relating to school closures.
- Office staff will be given a definitive statement to share with all parents calling about the closure.
- Media inquiries should be directed to the Superintendent or Principal.
- Unless instructed otherwise, staff shall report to school and carry on duties as directed by the Principal. If in the opinion of a staff member, conditions are too dangerous to attend school, he/she should communicate directly with the Principal to discuss exclusions.

## **Early Dismissal**

- If during the day, conditions change in such a way as to jeopardize the safety of staff or students, the decision to have an early dismissal and close the school can be made by the Superintendent.
- A media release will be made about the closure and early dismissal.
- Each teacher will be responsible to ensure that each student in his/her care (current class being taught) makes arrangements for safely getting home.
  - For students going home by foot or bicycle, verbal consent must be obtained from the parent or guardian.
  - For students being picked up by vehicle, a supervised area where they can wait will be provided.
  - No student in a class should be dismissed until all students in that class have made contact with a parent to make arrangements.
  - Cell phones will need to be used from the classroom areas.
  - In situations where the school needs to be evacuated, the phone calls can be made from the pre-determined outdoor meeting place.
- Each teacher will account for all students in their care by keeping a record of how and when they left the school.



## ***Medical Emergencies***

Certified First Aid staff must be available at each KCS campus. First Aid will be provided according to *Policy 707 – First Aid* (KCS Policy Manual).

For medical interventions beyond the certification of school personnel, 911 must be called and emergency medical care will be sought.

A Medical Response Plan, as outlined in *Policy 405.4*, must be in place for all school field trips

A *Student Incident Report Form* must be completed for every injury and first aid response.

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## ***Emergency Telephone Numbers***

FIRE / POLICE / AMBULANCE ( <i>emergency only</i> )	911
POISON CONTROL CENTER	1 800 567-8911
KELOWNA FIRE DEPARTMENT	860-6419
WESTSIDE FIRE DEPARTMENT	768-5616
KELOWNA GENERAL HOSPITAL	862-4000
KELOWNA POLICE DEPARTMENT	762-3300
POWER OUTAGES AND EMERGENCIES	(Fortis BC) 1-866-717-3113 (BC Hydro) 1-888-769-3766
ADT ALARM COMPANY	1-888-263-1748
EARTHQUAKES, FLOODS, DANGEROUS GOODS	1 800 663-3456
GAS LEAKS & ODOURS (Terasen Gas)	1 800 663-9911
WATER AND SEWER (City of Kelowna)	862-5500

### **CONTACT PERSONNEL**

Lead Principal:

Darren Lewis                      W: 250-861-3238                      H:250-861-1343 M: 250-801-1482

GORD: Scott Campbell    W: 250-861-5432                      H: 250-764-1886 M: 250-469-1886

BUSINESS ADMINISTRATOR

Mr. Mike Hansum (W 861-3238) (cell 681-2676)

DIRECTOR OF MAINTENANCE

Mr. Clint Dukacz (W 861-3238) (cell 863-5495)