

EMERGENCY PREPARDNESS PLAN

in addition to policy 10.1 and 10.2 of the Policy Manual

KHALSA SCHOOL ALDERGROVE

Introduction

It is recognized that schools are exceedingly safe places for students and staff. The probability of targeted violence occurring in our schools is extremely low; however, the consequences of such an event would be immeasurable.

We must be able to manage emergencies effectively and in a timely manner, while at the same time, continuing to work diligently to prevent them. A well-prepared and practiced plan will assist staff in managing such an event if it occurs.

Emergencies may include but are not limited to:

- Threats
- Dangerous person
- Fire
- Loss of heat, water, telephone
- Medical emergency
- Power failure
- Sudden weather
- Natural disaster

Evacuation

The decision to evacuate will be based on the need to have students and staff leave the building for their safety.

Example of emergencies that may result in evacuation include, but not limited to, fire, bomb threat and internal environment threat.

Relocation

If the person in charge determines that it is unsafe to re-enter the building or that re-entry needs to be postponed, he or she may choose to relocate to a pre-determined site.

Site relocation areas are: **East parking lot by the tennis courts or northwest corner of school at baseball diamond.**

Meeting location

For fire issues and evacuation – the meeting place will **be East parking lot by the tennis courts or northwest corner of school at baseball diamond.** Students and staff will not reenter the school until advised by the person-in charge. And school will be closed till further notification.

Policies

The School building is to be locked at ALL times that classes are in session. There are to be NO EXEMPTIONS to this rule.

Students are not permitted to be outside without proper supervision. Any students that go out of the boundary areas should be disciplined accordingly.

An outside supervision schedule will be drafted and distributed to the staff.

Medical emergencies

When a medical emergency arises all seconds count and this plan must be followed:

1. First aid responder should be contacted via page –all function. Dr. Kaur should be paged.
2. Some medical emergencies can be treated at KSA but someone cannot be.
3. 911 should be called for all medical emergencies that require immediate medical attention.

For example:

- a. Broken limbs
- b. Concussion
- c. Seizure
- d. Unconscious student or staff
- e. Cardiac emergency

Steps by the first responder:

1. Send a staff member to call 911
2. Send another staff member to the gate to greet any emergency personnel
3. Address to be given to 911 is: **26345 62 AVE LANGLEY** and then tell the gate staff person where to get the emergency persons to come. Location is important.
4. First Aid responder should be in charge of the event.

Dangerous Person or Threat

1. Make sure students are in a secure area. Evacuate students if dangerous person inside the school building
2. Ask the person to leave immediately in a loud and clear voice.
3. Call the person-in charge if you are able to. Page –all if necessary.
4. Lock the school building. Take students to **computer lab room**. Lock door.
5. Call 911.

Loss of Heat or Water

Please let the OFFICE person know and he will advise what procedures should be followed.

Loss of Power

After a lengthy time of a power outage students should be sent back to home. School will be closed till next notification. **Call BC Hydro at 1-888-769-3766.**

Sudden weather

Students should be kept indoors and school will be closed till next notification.

Threat inside the building

If the threat is inside the school building then students will be moved to “**C&T Mushroom Farm**” at **6119 264 St Aldergrove** and the owner of farm is Mrs. Lian (contact no.:778-242-0019)