



HEAD OFFICE:
10589 - 124th Street,
Surrey, BC Canada V3V 0B1
T: 604.951.7460 • F: 604.951.7310
www.khalsaschool.ca

EMERGENCY PREPAREDNESS

Purpose:

To outline how all employees of Khalsa School are to respond in the event of an emergency or natural disaster

Scope:

All employees

Policy:

Satnam Education Society of British Columbia and Khalsa School takes the safety and well-being of students, employees, volunteers, and visitors as paramount and recognizes that it is imperative that the school is prepared for emergencies.

Procedures:

Administrators will:

- Develop and maintain school emergency plans based on the “Emergency Management Planning Guide for Schools, Districts, and Authorities” issued by the Ministry of Education <http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/emergency-management-guide.pdf>
- Review emergency plans annually with staff at the beginning of the school year and assign roles and responsibilities as needed.
- Conduct at least six fire drills, three earthquake drills, and two lockdown/lockout drills during the school year.
- Ensure that First-Aid kits are readily available and well stocked.
- Keep a supply of Student Accident Forms in the Office and ensure whenever a student has an accident or injury while on school property or while attending a school sponsored function the form is fully completed with a copy given to the affected student’s parent or guardian.

Medical emergency:

- At least one staff member shall stay with the party suffering from the medical emergency
- Call 911. Designate someone to meet emergency services at the most visible outside location.
- Obtain the closest employee with First-Aid training.
- The senior administrator and emergency contacts of the injured party must be informed as soon as possible

Earthquake:

- Administrators shall put in place an Earthquake Plan which is available to all personnel. This plan is to be posted in all classrooms and teachers are to ensure students understand its details (reviewing as needed).
- Earthquake drills shall be held at least 3 times a year - once each term. A record of these drills will be kept by the supervising administrator.
- Teachers should be in possession of updated student information that is readily accessible at all times for emergency situations.
- The supervising administrator will ensure that teachers, clerical staff, custodial staff, and bus drivers are familiar with the earthquake drill procedures.
- A letter to parents at the beginning of the school year outlining the school's earthquake safety program will be sent.
- "Rescue Kit" and stretcher is in an accessible area at each campus. The kit shall be checked by the supervising administrator for contents at the beginning of the school year.

Fire:

- Copies of the Fire Alarm Procedures, fire exits, pull stations, and fire extinguishers will be posted in every classroom.
- The fire alarm system is monitored by the Active Fire. The Fire Department will automatically be summoned in case of an alarm. If there should be an actual fire, supervising administrator or designee shall also call the Fire Department.
- Removing students from the building is the first concern. No matter how small the fire, the nearest pull-station shall be pulled, the students removed from the building and accounted for.

In a FIRE DRILL the following procedures shall be followed:

- Order students to stand and form rows.
- Close windows.
- Take student attendance register.
- Open the door and see if the prescribed exit route is safe.
- Lead the students to the exit door. Let the students pass you at the exit door. Follow the last student out.
- Take an attendance check outside and report missing students to the designated person.
- If the prescribed exit route is not safe, go to an alternate exit. Be familiar with your routes.

Hold and Secure (also known as Lockout):

Hold and Secure is a response to a threat in the general vicinity of the school, but not on or near the school property. This could be a police pursuit, a crime in progress or an active search by local police for a known dangerous offender. Staff, students and visitors are considered to be safe inside the school, once they do not leave the building.

Parent access to students in a “Hold and Secure” situation will be assessed on a case by case basis.

During a Hold and Secure or lockdown situation, school officials should suggest parents keep informed by listening to the radio. School officials will do all they can during an emergency to notify parents, however, certain emergency situations may preclude this possibility. A parent area may be established where parents can go to learn the most up-to-date information about the situation at the school. This site will be an area away from the immediate emergency or threat.

Lockdown:

A lockdown is a response to an emergency situation wherein the evacuation of a school building is neither safe nor advisable and steps are required to isolate students and staff members from danger by having everyone remain inside the building. A lockdown requires that all students be kept in classrooms or other designated locations that are away from the threat. A lockdown minimizes access and visibility in an effort to shelter students, teachers, staff and visitors in secure locations. Building entrances should be kept in the LOCKED position so as to restrict access of unwanted individuals. However, one access door should remain unlocked for easy access for emergency personnel ONLY. During a lockdown, lights are turned off in the classroom/office, curtains/blinds are closed and all interior windows/glass panes must be covered to prevent visibility into the classroom.

- Students must be informed that in the event of a lockdown, all students must report to the nearest classroom if they are not able to safely and quickly reach their own classroom. In the event of an emergency all students, staff and visitors work under the direction of the school principal or designate.
- All staff members and students are to be notified as follows: “May I have your attention please, ALL staff and students! This is a Khalsa School Emergency. The school is now in hold and secure/lockdown mode.” Repeat.
- Call the police immediately – this will ensure a line of communication is established with the police.
- Lock all classroom doors.
- Lock all exterior doors (where it is safe to do so), except one exterior door for emergency personnel access.

- Teachers take note of students who are missing from your room as well as any additional students who have entered in your room.
- Do not call the office
- Remain calm and reassure students that the emergency is under control.
- Direct students in hallways to seek shelter in the nearest classroom.
- Direct students in outdoor areas to immediately take cover. Return to the gym if it is safe to do so. If the threat is outdoors on or very near to the school property, all outdoor activities should be cancelled and staff members and students should remove themselves as far from the threat as possible;
- Keep everyone facing away from the glass and doors where possible. Stay away from open or exposed situations.
- Pull shades or drapes and turn off classroom lights
- Don't release anyone, except by the direction of the principal or the designate or the police
- Parents are not permitted to access to the building and to their children during a lockdown situation.
- Do not allow students or staff to use restrooms or lockers during a lockdown
- Silence all electronic devices, including radios, televisions and cell phones. However, if you have vital information or need to report a medical emergency call 911 directly.
- Everyone should lie quietly on the floor if gunshots are heard.
- Prepare students for staying in a lockdown mode for an extensive period of time.
- Only open doors when an all clear is given by the principal or emergency personnel.
- All staff members should follow these procedures in the cafeteria or lunch space if the lockdown occurs during the lunch hour.
- Support staff will report to the designated location.
- Main office may contact transportation staff to advise staff of the situation.
- Main office may has a consistent message for parents who are calling the school during a lockdown.
- When emergency officials first respond to the scene of an incident where a lockdown procedure is in effect, another option they might consider is evacuation of the school. If that determination is made, school administrators would either walk the students to a safe location (if possible) or emergency personnel would arrange ground transportation to a designated location well out of harm's way.