



Emergency Response Plan

IN CASE OF EMERGENCY

In the case of heavy snowfall or other emergency school closures, check our website, www.fraseracademy.ca, or listen to QM-FM 103.5, CKNW-AM 980, CFOXFM 99.3, CFMI or BCTV for an announcement.

EARTHQUAKE EMERGENCY RESPONSE PLAN

The Ministry of Education requires that all schools hold regular fire drills and earthquake drills. Possibilities of earthquakes do exist in the Greater Vancouver area and we would like to take measures to ensure that precautions have been taken to protect your child at Fraser Academy.

Earthquakes happen with no warning. Therefore, life-protecting actions are taken at the first indication of ground shaking.

Regular earthquake drills take place in our school. Teachers discuss earthquakes and the necessity of implementing these drills with the students.

To reinforce what the school is doing, you may wish to spend time discussing a plan of action for your home in case of an earthquake.

Please familiarize yourself with the response plan on the following pages so that you are prepared in the event of an earthquake. If you have any questions regarding these procedures please do not hesitate to ask.

Earthquake response plan

During the first two hours after an earthquake, short-term care and long-term care (up to 24 hours) will be provided for children whose parents may be unable to reach the school.

No student will be dismissed from school unless a parent (or emergency contact designated by a parent) comes for him or her.

No child will be allowed to leave with another person (even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency file). With this in mind, it is important that you provide the school with two local and two out of town emergency contacts who will be responsible for picking your child up in the event that you cannot come yourself. This will need to be updated each school year.

All parents or designated guardians who come for students must have them signed out at the office or the alternative Student Release Station in Connaught Park across the street. Signs will be posted by the back gate if this alternative location is being used.

We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school. We have various people with first-aid knowledge and will be in communication with local emergency services.

We ask for your help in the following areas:

Please do not call the school

We must have the lines open for emergency calls.

Do not immediately drive to the school

Streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.

Listen to the radio

The following radio stations will provide information and directions: QM-FM 103.5, CKNW-AM980, CFOX-FM99.3, CFMI and BCTV.

Earthquake supplies

We have a three-day supply of food and water for all staff and students. They are stored in the earthquake shed on the sports pad.

What is the “CRASH” position?

One 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 jacket if possible. Count out loud to 60—earthquakes rarely last longer than 60 seconds and counting is calming.

Be Earthquake Ready

PARENTS

STUDENTS

BEFORE the earthquake

Be aware of the school’s earthquake response plan.

Provide school with name of two alternative guardians in the Vancouver area for contact should you be unreachable.

Learn what to expect and what to do during an earthquake.

Identify hazards in the classroom, school and home.

Participate in earthquake drills.

Know the name and address of your guardians, if designated by your parent(s).

DURING the earthquake

TAKE COVER under table, bed or in a doorway away from windows, in the “CRASH” position.

Follow the teacher’s instructions.

TAKE COVER under a desk or table. Assume the “CRASH” position.

COUNT to 60.

If out of the classroom, take cover in a doorway in the “CRASH” position; count to 60, join the nearest class when the shaking stops.

AFTER the earthquake

Do not phone the school; we may be trying to reach you or emergency response services.

WHEN SAFE TO TRAVEL, go to the school to collect your child, who will **NOT** be released otherwise.

If you are unable to reach the school, contact the designated guardians to collect your child.

Follow the evacuation instructions from the teacher or designated monitor.

Wear shoes.

Comfort and reassure other students.

DO NOT re-enter the school without permission— it may not be safe to do so.

DO NOT go home without permission; be aware that your parent/guardian may be delayed in coming for you.

Talk about what has happened.

FIRE DRILL PROCEDURES

The following emergency procedures are in place at Fraser Academy. It would be helpful for you to review these with your child.

Emergency drills are held frequently to practice evacuating the building in the event of an emergency.

When an emergency drill is called for, all students and staff are to follow directions given below:

Staff members should assist students in familiarizing themselves with the fire exits shown on the floor plan for each classroom prior to a drill.

The fire alarm is a continuous sounding of the fire alarm bell.

On the sounding of the fire alarm, students will stand, and on the direction of the staff member, follow the staff member to the nearest stairwell to the outside doors.

Staff members (or students appointed by them) will close all doors and windows upon leaving their classrooms or work areas, once ensuring the room has been evacuated.

Administrative staff closes all doors and windows on the fifth floor. The building manager contacts ADT Alarm Systems (604 875-1211).

All students and staff members will walk quickly to the designated area in the park across from the school for roll call. If any student is found missing, the Assistant Head of School must be notified immediately.

Attendance of all students and school personnel will be taken.

There should be no unnecessary talking during the drill.

In the case of a fire drill during lunch hour, students will leave the building quickly and quietly by the nearest safe exit and proceed to the park.

After the fire alarm stops

Everyone should wait for the fire alarm to stop, followed by a signal from the staff member in charge before proceeding to return to the building. All staff members will re-accompany their student(s) and return to their room to continue work from where they had left off.

False fire alarm policy

A student guilty of triggering fire alarms, without just cause, may be dismissed from school. Under the Criminal Code there can be a fine of \$500 or six months in jail, or both.



LOCKDOWN PROCEDURE

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when building has an intruder.

Steps to implement a Lockdown after a threat has been identified:

1. Lockout signal is given via P.A. by the office administration:
 - a. “**This is a Code Red**” (The Code Red announcement will be repeated 3 times)
2. Office administration will call **911**.
3. **All persons report to nearest securable room.**
4. Teachers/Staff check hallways for students and follow pre-set instructions to:
 - Close Shutters
 - Close & lock classroom windows
 - Turn all cell phones **off**
 - Turn out lights
 - Refrain from talking
 - Lock and barricade classroom doors
 - Cover classroom hallway window with cardboard cover
 - Hide, ensure students are out of line of sight of door and windows
5. Teachers/Staff are not allowed to open doors for **ANYONE** under **ANY** circumstances.
6. All activities cease. Ignore Fire alarms unless you have first hand knowledge of fire or are emailed information to respond. If exiting, go to rally point, the South East softball diamond in Connaught Park, or to where directed by police.
7. Students/Staff outside building must evacuate to our rally point – the South East softball diamond in Connaught Park. This includes classes on field trips. Rally point may change under direction of police.
8. In the event of an Active **Shooter/Homicide in Progress**: Follow instructions above. Stay secure/barricaded and hidden!

9. Proximity = Jeopardy. In the presence of a deadly threat, discretion to remain in lockdown, confront the intruder, to evacuate immediately, leave by means other than hallways may have to be exercised.

10. Go to our rally point – the South East softball diamond in Connaught Park.

11. NOTE: When evacuating leave with hands up until clear of police perimeter.

12. If/When it is safe to do so: Teachers/Staff take attendance – To ensure **all students are accounted for** email the office administration using the first and last names to report **missing** students, staff and visitors and report **all** staff and visitors that are present in the room. Office administration will then inform our Assistant Head of School about the missing staff and/or students.

13. Office Administration will announce “**Code GREEN – All Clear**” **3 times on P.A.** and an email will be sent out to all staff after the threat has been resolved. Code Green is called only after the building is secured and most people have been evacuated by police. Staff, students or visitors are only to open a door or come out of a room for an identified police officer. The Police will have a key to the room.

