

Appendix 1: Emergency Management Planning

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1. Suggested School Emergency Planning Calendar

TASKS	LEAD
<p>JUNE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish Emergency Planning Committee (EPC) for the following school year Develop Critical Incident Response Teams for following year: <ul style="list-style-type: none"> • Confirm roles and responsibilities. If there is a change in staff, Principal will assign the roles in August when teachers reassemble. • Acquire and update equipment and supplies for following year. <input type="checkbox"/> Evaluate progress of past year <input type="checkbox"/> Set goals and objectives for next year. <input type="checkbox"/> Check, acquire and/or update supplies in Classroom Grab & Go Kits, Office First Aid Kits, School Trauma Kits and Equipment/Supplies in Emergency Container. <input type="checkbox"/> Identify any classroom hazards that were not addressed during the school year to be rectified during the following two months. 	<p>Admin Admin EPC EPC PAC Admin</p>
<p>AUGUST-SEPTEMBER (Before Students Arrive)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review & conduct orientation for staff. <input type="checkbox"/> Check, acquire and/or update supplies in Classroom Grab & Go Kits, School Floor First Aid Kits, School Trauma Kits and Equipment/Supplies in Emergency Container. <input type="checkbox"/> Make Staff Emergency ID tags. <input type="checkbox"/> Review & conduct orientation for Response Function Teams: <ul style="list-style-type: none"> • Confirm roles and responsibilities. • Acquire and update equipment and supplies if needed. <input type="checkbox"/> Plan for evacuation of building and site (should be a review). <input type="checkbox"/> Complete updating of school site and building maps (any changes that may have taken place over the summer) and Emergency Plan Binder. <input type="checkbox"/> Undertake classroom hazard assessment. 	<p>Admin PAC Admin EPC Admin Admin EPC</p>
<p>SEPTEMBER (After Students Arrive)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Informational Meeting and/or Notice to Parents. <input type="checkbox"/> Conduct total evacuation Fire Drill # 1 (by end of second week of school). <input type="checkbox"/> Complete process of obtaining emergency student release from parents through Parent Connect: <ul style="list-style-type: none"> • Collect all information and check completeness. • Run reports for central file. • Make Student Emergency ID tags. <input type="checkbox"/> Complete the Annual School Emergency Preparedness Report 	<p>Admin Admin Admin EPC</p>

TASKS	LEAD
OCTOBER <input type="checkbox"/> Check supplies and put ID tags on Comfort/Survival Kits (if provided by parents). <input type="checkbox"/> Conduct Classroom Earthquake Drill # 1 (during ShakeOut BC, third Thursday of October). <input type="checkbox"/> Response Function Teams: <ul style="list-style-type: none"> • Conduct Tabletop exercise for one or more teams. • Plan a practice session for emergency student release. <input type="checkbox"/> Conduct Lockdown Drill #1.	
NOVEMBER <input type="checkbox"/> Conduct a practice session with staff for Emergency Student Release. <input type="checkbox"/> Conduct total evacuation Fire Drill #2.	
DECEMBER <input type="checkbox"/> Conduct total evacuation Fire Drill #3.	
JANUARY <input type="checkbox"/> Check, acquire and/or update supplies in Classroom Grab & Go Kits, School Floor First Aid Kits, School Trauma Kits and Equipment/Supplies in Emergency Container. <input type="checkbox"/> Conduct Classroom Earthquake Drill # 2 (by end of third week of school).	
FEBRUARY <input type="checkbox"/> Conduct total evacuation Fire Drill #4.	
APRIL <input type="checkbox"/> Conduct total evacuation Fire Drill #5. <input type="checkbox"/> Conduct Lockdown Drill #2.	
MAY <input type="checkbox"/> Conduct total evacuation Fire Drill #6. <input type="checkbox"/> Conduct Total Evacuation Earthquake Drill # 3 (during Emergency Preparedness Week, first full week of May).	

2. Emergency Plan Distribution List

This is a list of where the emergency plan is placed for key people to access.

NUMBER	PERSON/AGENCY	LOCATION
01	Superintendent/Principal (School Critical Incident Commander)	Superintendent/Principal's Office
02	Vice-Principal (Administrative Support Person)	Vice-Principal's Office
03	School Counsellor (Student Care Person)	Counselling Room
04	Teacher (Gatekeeper)	Staff Room
05	Teachers & other Support Staff	Staff Room
06	Office/Administrative Assistant	Main Office
07	School Board Members	Staff Room
08	School Liaison Officer (RCMP)	Main Office
09	Tenants of the school building	

3. Emergency Contact Information

This is a list of individuals and groups who can assist in an emergency situation.

POSITION	NAME	PHONE NUMBER(S)
Police/Fire/Ambulance	EMERGENCY	911
Police/Fire/Ambulance	Non-Emergency	
Superintendent/Principal		
Vice-Principal		
School Counsellor		
School Board Chair		
Pastor; Clergy		
Emergency Management British Columbia (EMBC)		1 800 663-3456
Provincial Emergency Program (PEP)		1 250 952-4913
School Liaison Officer (RCMP)		
Child & Youth Mental Health		
SCSBC Executive Director	Ed Noot	604-888-6366
SCSBC Safe School Coordinator	Jenny Williams Ed Noot	604-888-6366 778-245-2388
Bus/Transportation		
Poison Control Centre		1 800 567-8911
Addiction Services		1 866 658-1221
HealthLink BC		811
Crisis Centre		1 800 SUICIDE
BC Hydro		
Terasen Gas		

4. Emergency Management Team Phone and Responsibilities List

This is a list of individuals and groups who lead an emergency response during a critical incident.

POSITION	NAME & CELL	ROLE
School Critical Incident Commander	Principal or Superintendent	<ul style="list-style-type: none"> • Mobilizes the EMT • Sets up Command Centre • Contacts the family and staff most directly affected • Informs the staff, parents and relevant community members • Handles the media • Ensures review of the plan and procedures after • Submits WorkSafeBC report within 48 hours of a serious incident
Administrative Support Person	Vice Principal	<ul style="list-style-type: none"> • Keeps secretary informed of developments and how to handle request for information • Assists with preparation of written information for staff and parents • Is available to staff to answer questions and address concerns • Assigns support staff to areas needed • Ensures professional counselling support is available to individual staff members • Arranges for staff and team debriefings
Student Care Person	School Counsellor	<ul style="list-style-type: none"> • Provides teaching staff with information on leading class discussion or defusing sessions • Provides staff with a list of “at-risk” behaviours • Arranges individual and small group counselling for students, as required • Sets up counselling centre with additional counselling personnel • Upon return to classes, sets up a “safe room” for students who are not coping with being in the classroom • Provides appropriate resources and referrals to students, staff, and parents • Ensures follow-up is available for students affected by the critical incident
Gatekeeper	Teacher	<ul style="list-style-type: none"> • Seals off campus when a critical incident is in progress

		<ul style="list-style-type: none"> • Directs students to designated areas during a critical incident • Ensures students do not leave campus without signing out • Ensures students who leave with a parent have checked out • Greets and directs first responders, parents, or visitors to appropriate areas • Provides ID badges for those who will be working at the school • Keeps on-going list of tasks to be done by volunteers • Directs media to the media spokesperson and media reception area
Volunteer Coordinator	Teacher	<ul style="list-style-type: none"> • Keeps on-going list of tasks to be done by volunteers • Communicates with volunteers • Directs volunteers to appropriate areas • Communicates with those providing donations • Coordinates receiving and distribution of donations at the school

5. School Profile

School Site Information

NOTE: This provides a summary of information about on-site contacts, grade levels, numbers of students and staff, buildings, floors, classrooms, and other general information about a school.

Name of School	
School address, phone and fax	
After hours emergency contact name(s) and phone number(s)	
Principal	
Vice-Principal	
Office Assistant	
Custodian	
School hours	
After Hours Emergency Contact	
Grade levels	
Number of students	
Number of students with special needs and mobility challenged students	
Number of staff	
Number of floors	
Number of classrooms	
Number of portables	
Building tenants (e.g. churches, preschools, after school care, after school activities, classes, sports/fitness groups, other community groups)	For each tenant include: name, contact person and cell, days and times of use, if applicable identification of number of mobility-challenged tenants. You may wish to attach tenant facility rental applications.
Tenant name	Contact Person: Cell: Days and time: Number of mobility-challenged tenants:
Tenant name	Contact Person: Cell: Days and time: Number of mobility-challenged tenants:

School Building Information

NOTE: This provides important information for the school emergency response team and first responders arriving at the school. Create a key and add the following information to the school's building floor plans. Much of this information may already be on the school Fire Evacuation Plan. The remaining information may be added to a separate building floor plan.

School Name:

1. Audio/intercom/public address system location and instructions for use
2. Fire, intrusion, and other alarm panel location and shut-off instructions
3. Security camera locations and instructions for use and monitoring station locations
4. Utility locations and turn-off instructions for natural gas or propane, water and electrical
5. Sprinkler system
6. Cable or satellite television feed locations and shutoff instructions
7. Boiler room location and access
8. Main telephone/Wi-Fi location and access
9. Roof access locations
10. Elevator location and instructions
11. Electrical room and power/main switch location
12. On site hazards including custodial areas, science labs, and machine shops
13. Location of all entrances and exits (indicate number/letter)
14. Assembly areas
15. Gas and water shut-off
16. Identification and usage for each room
17. Fire alarm pull stations
18. Fire extinguishers
19. First aid kits and eyewash stations
20. School emergency container (**Appendix 4: Emergency Equipment & Supplies**)
21. Security camera locations and coverage areas
22. Security camera monitoring stations
23. Prepare an aerial map of the surrounding area with the following information:
24. Command post location
25. Traffic control points to reduce congestion and protect evacuating/relocating students
26. Staging areas for emergency personnel
27. Controlled access routes
28. Parent Information Centre
29. Media reception area (off school grounds)
30. Additional services as identified

6. Community Key Contacts

School: _____ Year: _____

AGENCY	KEY CONTACTS	PHONE	EMAIL
Police	Emergency Non-Emergency	911	
RCMP	Emergency Non-Emergency	911	
Fire & Rescue	Emergency Non-Emergency	911	
BC Ambulance Service	Emergency Non-Emergency	911	
Drug and Poison Control			
BC Hydro			
FortisBC Gas			
School Bus Contractor			
Local Pastor/Minister(s)			
Nearby Schools			
Youth Justice: Probation			
Ministry of Children and Family Development (MCFD)			
Child Protection			
Child and Youth Mental Health (CYMH)			
Regional Health Authority			
Hospital Emergency Room			
Hospital Mental Health			
START Team Short Term Assessment Response Treatment			
Aboriginal Health Authority			

Aboriginal Child Family Support Services (ACFSS)			
Alcohol & Drug Counselling Services			
Safe School Coordinator	Jenny Williams or Ed Noot	(c) 604-832-2211 (c) 778-245-2388	jenny.williams@scsbc.ca ed.noot@scsbc.ca
Suicide Prevention, Education & Counselling (SPEAC)			
Local Community Services			
Local Youth Resource Centre			
Other Community Programs			