

Boundary Bay Montessori School Emergency Management Plan

v.7.0
Updated October 2024

Table of Contents

Glossary.....	iv
1. School Profile.....	5
2. Floor plan of school.....	7
3. Map of School Grounds.....	9
4. Map of surrounding area.....	10
5. Personnel Assignments.....	11
6. Level 1 Emergency Response Plan.....	12
7. Level II Emergency Response.....	16
8. Hold and Secure (previously known as Code Yellow).....	17
9. Lockdown (previously known as Code RED).....	19
10. Level II Emergency Response Plan.....	20
11. Recovery and Debrief.....	23
12. Equipment and supplies.....	24
13. Training and Drills.....	27
14. School Emergency Response during Off-Site Activities.....	28
Appendix 1: Student Release Procedures.....	29
Appendix 2: Student Emergency Release Form.....	30
Appendix 3: Class Evacuation Report.....	30
Appendix 3: First Aid Report Form.....	33

List of Tables

Table 1. Contact information for key individuals	5
Table 2. Contact information for emergency personnel.....	5
Table 3. Hazard analysis and risk assessment/mitigation response	6
Table 4. Assignments for emergency response	11

List of Figures

Figure 1. Floor plan of Boundary Bay Montessori School	7
Figure 2. Boundary Bay Montessori School Grounds	9
Figure 3. Map of the area surrounding Boundary Bay Montessori School.....	10

Glossary

Hold and Secure	This is a procedure that allows the school to continue with the normal school day, but forbids outside activity and unnecessary room to room transit. No unauthorized personnel may enter the building. Most commonly used when incident is occurring outside school building, on or off school property, and there is no immediate or active threat to students/staff.
Incident Command System (ICS)	System of emergency roles and forms
Level I Emergency	An emergency where First Responders are expected to be in attendance within a short time frame to assist with response to the emergency.
Level II Emergency	An emergency where First Responders do not attend immediately due to high needs for assistance throughout the community or due to difficulty in accessing the school site.
Lockdown	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.
Shelter in Place	This procedure used when an environmental or community hazard is occurring outside the school building, on or off school property, there is no immediate or active threat to students/staff, and they are kept inside the school.
Violence Threat Risk Assessment (VTRA)	This is a community-wide protocol that details the steps by which school staff quickly respond to threatening incidents, such as: possession of a weapon or replica, bomb threat or plan, verbal, written, or electronic (internet) threats to injure or kill oneself or others, or other threats of violence.

1. School Profile

- Lower Elementary classroom: 18-25 students.
- Upper Elementary classroom: 16-25 students.
- Casa/Kindergarten classrooms (2): 30-40 students (total).
- No mobility-challenged students at this time.
- Contact information for key individuals with Incident Command System (ICS) responsibilities: **Table 1.**
- Emergency personnel: **Table 2.**
- Hazard analysis and risk assessment/mitigation: **Table 3.**

Table 1. Contact information for key individuals

Role	Name	Contact Info
Head of School	Kate Baldwin	778-255-0202
Casa and Childcare Manager	Rhonda Cizmok	604-345-4871
Teacher (possible teacher-in-charge)	Cathy Von Ende	604-328-5348
Office Administrator	Julie Orr	778-872-7903
Delta Community Living Society (property manager)	Anita Sihota, Exec. Dir.	604-946-9508
DCLS buildings and grounds	Harry Sidhu	604-805-7101
Janitorial Service - JaniKing	James David	604-704-5983
MIND Board President		
MIND Board Vice-President		
MIND Board Emergency Coordinator	Tish Kumar	604-250-9267

Table 2. Contact information for emergency personnel

Role	Name	Contact Info
Delta Fire		604-946-8541
School Liaison Officer	Cst. Robb Semler	604-787-3526
Delta Police		604-946-4411
Delta Emergency Management Office		604-952-3101
Septic	McRae's Septic	604-940-6200
BC Hydro (re: electric power lines)		1-888-769-3766
Fraser Health Authority School Nurse	Karin Congo	604-507-5419
Fraser Health Authority Community Care Facilities Licensing Officer	Kirsten Inouye	604-507-5490
D-Tec Alarm Company	Neil Nep	604-272-1274
Delta Community Living Society (landlord)	Anita Sihota, Exec. Dir.	604-946-9508
Building and grounds maintenance	Harry Sidhu	604-805-7101
Alarm Max (fire alarm monitoring)		604-876-1826

Table 3. Hazard analysis and risk assessment/mitigation response

Identified Hazard	Risk /Mitigation
Earthquake	Upkeep of emergency response supplies and earthquake drills for students/staff.
Flooding - Physical location of the school grounds	Report flooding to the City of Delta. The City of Delta has the responsibility of monitoring the local system of dykes and, drainage ditches, and reducing flood risk.
Multiple gas generators on the property and gas lines underneath the property	Work with landlord and Fortis to ensure gas lines are safe and monitored regularly.
Above-ground power lines on school property	Report any drooping or lowered electrical wires to BC Hydro. Monitor after severe windstorms.
Ice/snow on roadways and walkways	Inspect property for ice/snow and ensure removal/salting has occurred before students/staff are on property.
Electrical power outages	Report issues to BC Hydro.
Infectious disease	Report outbreaks to Fraser Health Authority and work with school nurse to mitigate known risks.
Contaminated water	Water testing every 3 years as per Ministry of Education requirements. Maintain filter system and monitor visually for turbidity and/or contamination.

2. Floor Plan of School

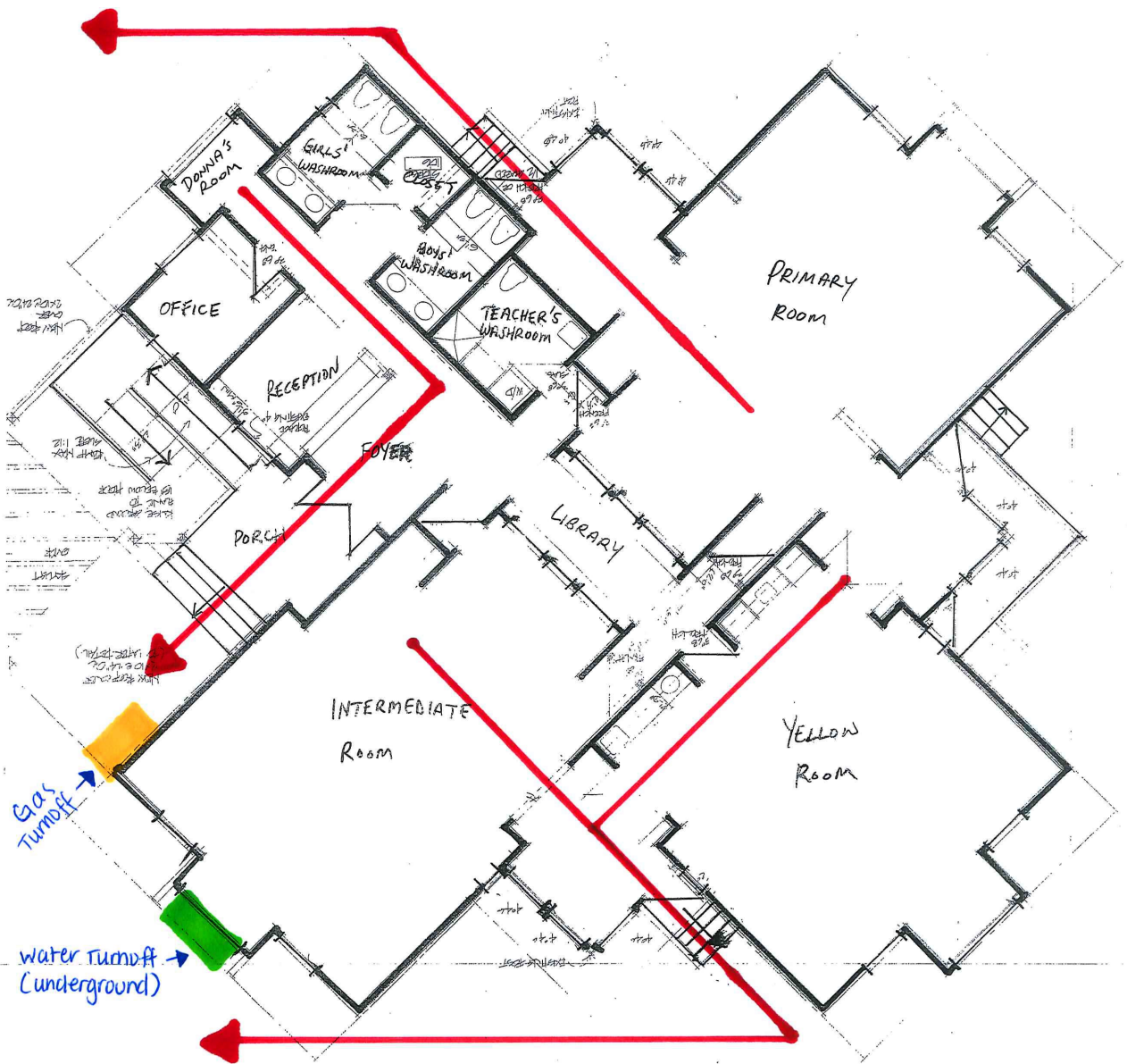


Figure 1. Floor plan of Boundary Bay Montessori School Building # 3

Note: This diagram shows the floor plan of the school with the gas and water turnoff in blue and the school evacuation routes in red.

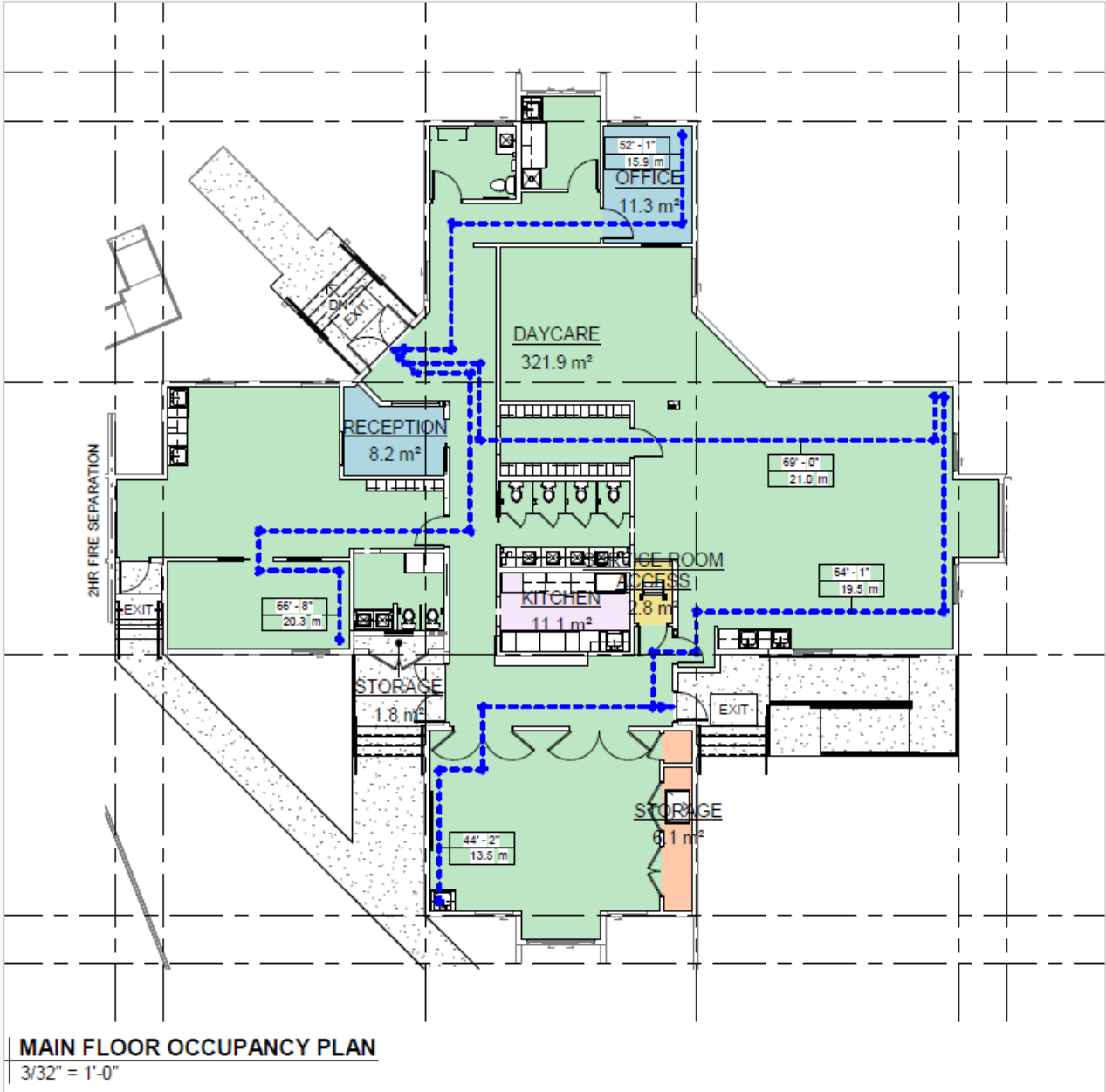


Figure 2. Floor plan of Boundary Bay Montessori School Building # 2

3. Map of School Grounds



Figure 3. Boundary Bay Montessori School Grounds

Note: This image shows roads within and adjacent to the property and assembly areas, including potential student/parent reunification sites and/or designated community assembly areas.

4. Map of Surrounding Area

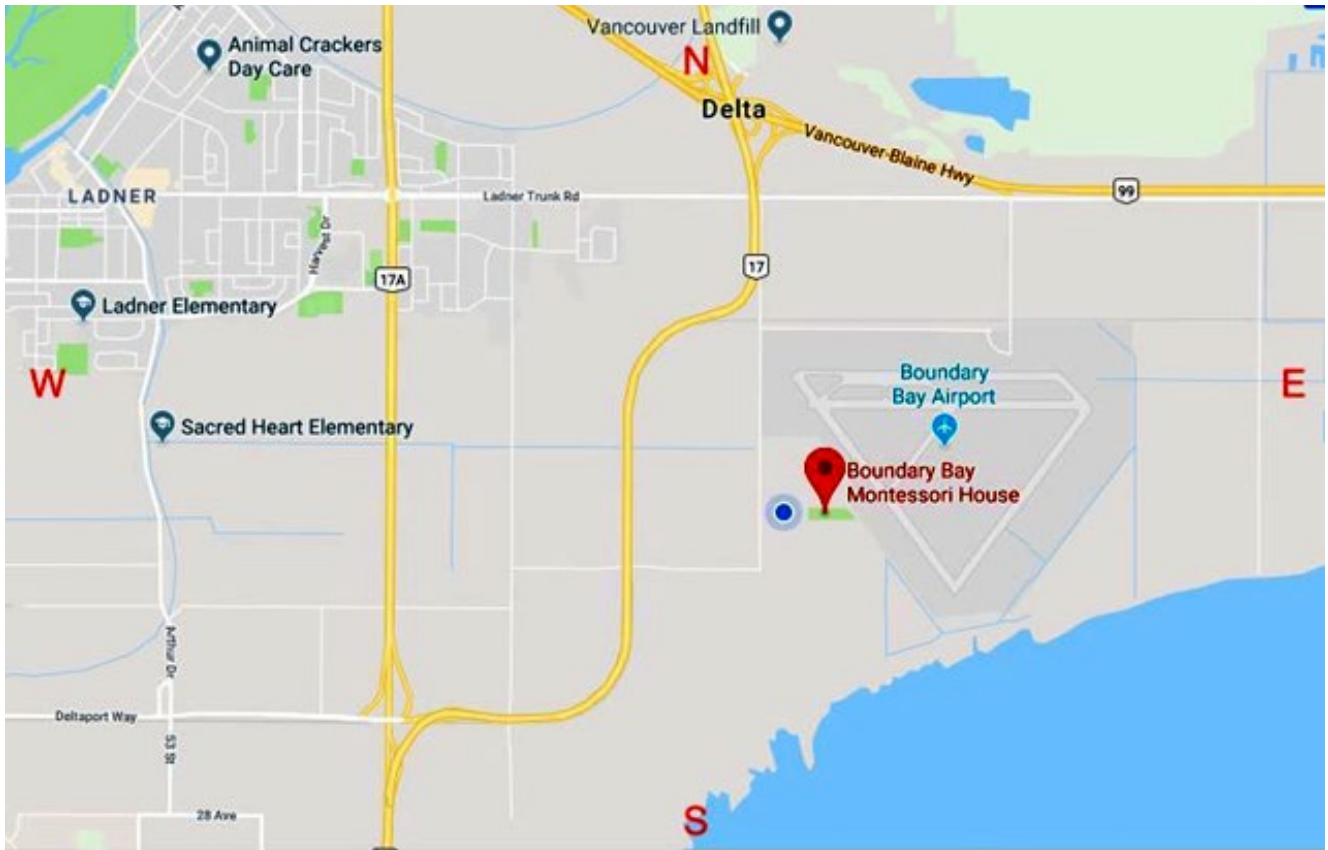


Figure 4. Map of the area surrounding Boundary Bay Montessori School

5. Personnel Assignments

Personnel Assignments according to Incident Command System (ICS).

Table 4. Assignments for emergency response

Role	Designate
Site Incident Commander	Head of School or designate
Event Incident Commander	First Responders/Police
Operations Section: damage assessment, first aid, evacuation/shelter and care, crisis intervention and student release	Teaching Team (assigned annually) First Aid: Teacher Evacuation: All Shelter/Care: Teacher Crisis intervention: All Student release: Teacher Transportation & Communication: Staff
Planning Section: collects, monitors, evaluates and documents incident information	with Admin assistance
Logistics Section: Supports all response sections by supplying services, personnel and supplies, including food, transportation, facilities, deployment of staff teams and communication/IT Support.	MIND Board Emergency Coordinator
Finance Section: tracks incident accounting, costs, reimbursements, claims and compensations.	MIND Treasurer/Bookkeeper
School-based Basic Threat & Risk Assessment (DTA) Team	Kate Baldwin

6. Level 1 Emergency Response Plan

A Level 1 Emergency Response Plan is defined as an emergency where First Responders are expected to be in attendance within a short time frame to assist with response to the emergency. Examples may include minor earthquakes (that do not debilitate the entire community), fire, environmental or community hazards, and/or managing unwanted intruders.

Earthquake

For those inside the building

- Stay inside and away from windows.
- Duck under a table or chair, cover your head and torso and hold onto the furniture.
- If you are unable to get under furniture, go to an interior wall that is away from bookshelves/other potential falling objects, and sit with your bottom and feet flat on the floor. Protect your head with your arms.
- Wait for the earthquake to stop.
- When the shaking stops, count to 60 out loud with the teacher/classmates. Remain in place if tremors continue, then start your count again.
- Follow the teacher's instructions regarding evacuation and movement to the assembly area. The teacher will give instructions based on safe passage to the assembly area. If the teacher is injured, a senior student will move the group outside to the assembly area **only if it is safe to do so**.
- Concurrently, Administration staff will do visual checks for students in washrooms, hallways, closets, and the kitchen. Students will be evacuated to the assembly area with the Administration staff or designate and will be rejoined with their classroom teacher.
- In the assembly area, teachers will take their class attendance, complete a Class Evacuation Report, and submit it to the Site Incident Commander HoS or designate).

For those outside the building

- Go to an open area, such as the soccer field or the parking lot.
- Stay away from buildings or any structures that could collapse, such as the chain link fence or power poles.
- Sit down on the ground with your feet placed firmly on the ground. Do not try to move unless it is necessary.
- When the shaking stops, count to 60 out loud with the teacher/classmates. Remain in place if tremors continue, then start your count again.
- Follow the teacher's instructions regarding moving to the assembly area. The teacher will give instructions based on safe passage to the assembly area. If the teacher is injured, a senior student will move the group to the assembly area **only if it is safe to do so**.
- Teachers will follow Emergency procedures regarding reporting First Aid needs to the Site Incident Commander (HoS or designate).

Returning to the building

- In the event of an earthquake, the Site Incident Commander (HoS or designate) will consult with the Event Incident Commander (First Responders), if they are attending, to determine whether the school is safe to re-occupy.
- If the building is determined as being safe to occupy, students will return to the building.

- If the building is no longer safe to occupy, the Site Incident Commander (HoS or designate) will initiate communication to parents to pick up their children from the assembly area. The Student Release Plan will then be activated (*see Appendix 1: Student Release Procedures and Appendix 2: Student Emergency Release Form*).
- If the Site Incident Commander (HoS or designate) determines that the community's infrastructure has been seriously impacted by the earthquake/extreme weather event, and that First Responders may not be immediately available, he/she will move the Teaching Team into Level II Emergency Response operations.

Fire

When the fire bell is rung or in the event of an adult shouting the word “**FIRE!**”, the following will occur:

- Students will immediately stop work and form a line in front of their designated classroom exit door.
- Teachers will do a visual check of their classroom for all students, take their attendance sheet, First Aid bag, and if possible, their cell phone and keys.
- Teachers will assess for any serious First Aid requirements and report them immediately to the Site Incident Commander.
- The teacher will check outside for safety and will lead the students out the door and determine the safest route to the assembly area.
- Concurrently, Administration staff will do visual checks for students in washrooms, hallways, closets, and the kitchen. Students will be evacuated to the assembly area with the Administration staff or designate and will be rejoined with their classroom teacher.
- In the assembly area, teachers will take their class attendance and complete a Class Evacuation Report (*see Appendix 3: Class Evacuation Report*) and submit it to the Site Incident Commander (HoS or designate) (*See Appendix 4: First Aid Report Form*).

Returning to the building

- In the event of a fire in the school, the Site Incident Commander (HoS or designate) will consult with the Event Incident Commander (First Responders) to determine whether the school is safe to re-occupy.
- If the building is determined as being safe to occupy, students will return to the building.
- If the building is no longer safe to occupy, the Site Incident Commander (HoS or designate) will initiate communication to parents to pick up their children from the assembly area. The Student Release Plan will then be activated.

Evacuation

In any event (gas leak or other hazard) where the Head of School, or his/her designate, determines that the school buildings should be evacuated, the following procedure will be followed:

- At the teacher's signal, students will immediately stop work and form a line in front of their designated classroom exit door.
- Teachers will do a visual check of their classroom for all students, take their attendance sheet, First Aid bag, and if possible, their cell phone and keys.
- Teachers will assess for any serious First Aid requirements and report them immediately to the Site Incident Commander.
- The teacher will check outside for safety and will lead the students out the door and determine the safest route to the assembly area.
- Concurrently, Administration staff will do visual checks for students in washrooms, hallways, closets, and the kitchen. Students will be evacuated to the assembly area with the Administration staff or designate and will be rejoined with their classroom teacher.
- In the assembly area, teachers will take their class attendance and complete a Class Evacuation Report and submit it to the Site Incident Commander (HoS or designate).

Returning to the building

- In the event of a fire in the school, the Site Incident Commander (HoS or designate) will consult with the Event Incident Commander (First Responders) to determine whether the school is safe to re-occupy.
- If the building is determined as being safe to occupy, students will return to the building. The HoS or designate will determine whether the Student Release Plan is to be activated and will proceed with the Emergency Communications Plan.
- If the building is no longer safe to occupy, the Site Incident Commander (HoS or designate) will initiate communication to parents to pick up their children from the assembly area. The Student Release Plan will then be activated.

Shelter in Place

This is a procedure used when an environmental or community hazard occurs which may impact the school, such as a hazardous material spill, an extreme weather event, or a dangerous, wild animal wandering on or near the school property. This procedure is used when the incident is occurring outside the school building, on or off school property, and there is no immediate or active threat to students/staff. They remain inside the school.

Steps to implement Shelter in Place after a possible external threat has been identified:

- The Shelter in Place signal is given in person or via telephone/cell phone to each classroom teacher/itinerant/support staff by the Head of School or her/his designate.
- **“We are going into Shelter in Place...”** (Repeated 3x)
- Staff/students return to home classrooms. Have students who are outside immediately return to school building by ringing the bell or communication with the lunchtime supervisor via cell phone.
- If the lunchtime supervisor cannot access the school building safely, he/she must seek the nearest shelter and inform the school of the students' location immediately by cell phone.
- Administrators and/or assigned staff – check that all exterior doors and entrances are locked and secure. Support teachers/staff report back to the nearest classroom.

- Head of School or designate will call 911 and ask the school police liaison officer for further direction. The HoS or Teacher-in-Charge will be Incident Commander and will convey instructions until police/First Responders arrive on the scene.
- Head of School or designate calls the Board President, Vice-President or designate or as soon as safely possible.
- Teachers/staff take attendance and record staff/students that are in the room, any missing students and direct students who are in the hall/washroom/multipurpose room back to their classroom and await further instructions.
- Teachers/staff log onto their phones/devices/classroom email on their computers and monitor for email updates (from the HoS or Administration).
- Students continue classroom work as usual. Teachers are to closely monitor students' coming and going from the classroom. Staff and students may not exit the building until given the ALL CLEAR signal.
- Students may use the washroom if needed. Students should walk to the washroom with a buddy and teachers must know their students' whereabouts at all times.
- Monitor main entrance and allow only AUTHORIZED personnel into building through this point.
- ***NOTE: Shelter in Place may move to Lockdown status should threat become immediate and active.***
- When police/First Responders arrive, they become Incident Commanders. All instructions from police/First Responders are to be followed.
- **ALL CLEAR** – “All Clear” (Repeated 3x) via text and email. Called only after threat has been resolved.

7. Level II Emergency Response

A Level II Emergency is defined as an emergency where First Responders do not attend immediately due to high needs for assistance throughout the community or due to difficulty in accessing the school site. The HoS (Site Incident Commander) will determine the need for a Level II Emergency Response.

Staff leaders

If the Emergency is serious (i.e. a major earthquake), staff leaders for the following areas will be confirmed:

- Incident Command Centre
- Student Care
- First Aid & Triage
- Student Release
- Communications and Transportation

Staff leaders will proceed with their assigned duties as outlined in the Level II Emergency Response Plan binders.

Classroom teachers

Classroom teachers will complete a Classroom Evacuation Report (located on each classroom's attendance clipboard) and deliver (or have a student deliver) it to the Site Incident Commander). The Office Administrator will update the Master Student List to clarify the location of all students.

Parents

- Parents will receive communication with instructions regarding the Student Release Plan via Transparent Classroom or email, if online communication is possible. Other possible dissemination options alternatively, a telephone tree system involving parent volunteers is possible. Parents, or their designates, are asked to report to the school or other designated **Student Release** area to reunite with their child(ren) as soon as they are able.
- Parents or designates are asked to go the **Student Release** area and must produce identification if the teacher or First Responder in charge of Student Release does not recognize them.
- Once identification has been confirmed by the teacher or First Responder in the **Student Release** area, the student will be retrieved from the Student Care area and will be brought over to the **Student Release area**. Parents or their designates **are not allowed** into the Student Care area unless there are exceptional circumstances, and they are accompanied by a teacher.
- Parents will be escorted by a teacher to meet their children who are located in the First Aid area to assist with/become informed about their child's condition and care.
- Teachers or First Responders in charge of Student Release will only release students to parents or to those people who are named on the student's Emergency Permission Form.
- Parents, or their designates, will be required to complete and sign a Student Release Form when collecting their child from the Emergency Response Site. These forms will be kept as a record of who collected each student.
- In the event that a student has been transferred to hospital to address medical needs, the accompanying teacher will make every effort to get in touch with parents or Emergency Contacts as soon as possible.
- Any sensitive matters regarding a student's condition should be managed by the Site Incident Commander, with the support of First Responders if they are on site. Teachers or First Responders in charge of Student Release will summon the Head of School if this type of communication is needed when a parent reports to the **Student Release Area**.

8. Hold and Secure

This is a procedure which allows the school to continue with the normal school day but forbids outside activity and unnecessary room to room transit. No unauthorized personnel are to enter the building. Most commonly used when incident is occurring outside school building, on or off school property, and there is no immediate or active threat to students/staff.

Steps to implement Hold and Secure after a possible external threat has been identified:

- The Hold and Secure signal is given in person or via telephone/cell phone to each classroom teacher/itinerant/support staff by the Head of School or her/his designate –**“We are going into Hold and Secure...”** (Repeated 3x)
- Staff/students return to home classrooms. Have students who are outside immediately return to school building by ringing the bell or communication with the lunchtime supervisor via cell phone.
- Administrators and/or assigned staff – check that all exterior doors and entrances are locked and secure. Support teachers/staff report back to the nearest classroom.
- Office staff may call 911, and the school police liaison officer for further direction. The Head of School or Teacher-in-Charge will be Incident Commander and will convey instructions until police/First Responders arrive on the scene.
- Head of School or designate calls the Board President, Vice-President or designate or as soon as safely possible.
- Teachers/staff secure classrooms, cover exterior windows, take attendance and record staff/students that are in the room, any missing students and extra students who have been pulled into their classroom from the hall and await further instructions.
- Teachers/staff log onto their phones/devices/classroom email on their computers and monitor for email updates (from the Head of School or Admin).
- Students do quiet seatwork. Do not open classroom doors. Ignore fire alarms unless 1st hand knowledge of fire or emailed information to respond. If exiting, go to reunification site – not grounds.
- If students need the washroom, contact administration for direction. Students may be allowed to use the washroom at designated intervals with adult accompaniment.
- Monitor main entrance and allow only AUTHORIZED personnel into building through this point.
- **NOTE: Hold & Secure may move to Lockdown status should threat become immediate and active.**
- When police/First Responders arrive, they become Incident Commanders. All instructions from police/First Responders are to be followed.
- **ALL CLEAR:** “All Clear” (Repeated 3x) is called and text/emailed. Called only after threat has been resolved.

Parents

- Parents will receive communication with instructions regarding the Student Release Plan via Transparent Classroom or email, if online communication is possible. Other possible dissemination options alternatively, a telephone tree system involving parent volunteers is possible. Parents, or their designates, are asked to report to the school or other designated **Student Release** area to reunite with their child(ren) as soon as they are able.
- Parents or designates are asked to go the **Student Release** area and must produce identification if the teacher or First Responder in charge of Student Release does not recognize them.
- Once identification has been confirmed by the teacher or First Responder in the **Student Release** area, the student will be retrieved from the Student Care area and will be brought over

to the **Student Release area**. Parents or their designates **are not allowed** into the Student Care area unless there are exceptional circumstances, and they are accompanied by a teacher.

- Parents will be escorted by a teacher to meet their children who are located in the First Aid area to assist with/become informed about their child's condition and care.
- Teachers or First Responders in charge of Student Release will only release students to parents or to those people who are named on the student's Emergency Permission Form.
- Parents, or their designates, will be required to complete and sign a Student Release Form when collecting their child from the Emergency Response Site. These forms will be kept as a record of who collected each student.
- In the event that a student has been transferred to hospital to address medical needs, the accompanying teacher will make every effort to get in touch with parents or Emergency Contacts as soon as possible.
- Any sensitive matters regarding a student's condition should be managed by the Site Incident Commander, with the support of First Responders if they are on site. Teachers or First Responders in charge of Student Release will summon the Head of School if this type of communication is needed when a parent reports to the **Student Release Area**.

9. Lockdown

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 Lockdown after a threat has been identified

- Lockdown signal is given verbally (yelled by Head of School or staff who identifies the threat – **“This is a Lockdown...”** (Repeated 3x). If possible, also communicate with preschool by phone or text message.
- Office staff to call 911. If teachers/support staff deem that this is not possible, they should call 911 after students are secured in the classroom. The Head of School or Teacher-in-Charge will be Incident Commander and will convey instructions (if possible) until police/First Responders arrive on the scene.
- Administrator or Head of School will call the Board President, Vice-President or designate or as soon as safely possible.
- All persons report to nearest securable room. This may include washrooms, closets, offices, etc.
- Teachers/staff check hallways for students and follow preset instructions to:
 - Secure and barricade doors
 - Turn out lights
 - Cover windows
 - Pull shades
 - Move students out of line of sight of doors and windows
 - Hide - No talking!
- Teachers/staff are not allowed to open doors for ANYONE under ANY circumstances (monitor conference for instructions).
- Teachers/staff secure classrooms, cover exterior windows, take attendance and record staff/students that are in the room, any missing students and extra students who have been pulled into their classroom from the hall and await further instructions.
- If it is safe to do so, teachers/staff log onto their phones/devices/classroom email on their computers and monitor for email updates (from the Head of School or Administration).
- All activities cease. Go to a predetermined reunification site or where directed by police.
- Students/staff outside building must evacuate to a predetermined location. Reunification site may change under the direction of the police.

In the event of an Active Shooter/Homicide in Progress

- Follow instructions above. Stay secure/barricaded and hidden!
- **In the presence of deadly threat, the discretion to remain in lockdown, confront the intruder or evacuate immediately by means other than hallways may have to be exercised. Teachers/staff have the discretion to make decisions based on the safety of students.**
- If you have evacuated the building, go to the reunification site if it is safe to do so.
- NOTE: When evacuating leave with hands up until clear of police perimeter.
- **ALL CLEAR:** “All Clear” (Repeated 3x) called and text/emailed. Called only after building is secured and evacuation by police. Only open/come out for identified police officer.

10. Level II Emergency Response Plan

Internal communications

Staff

- The Head of School will communicate directly with staff during an emergency management operation and will designate staff into roles that assist with the care and safety of students.
- Staff may receive communication via their personal cell phones in the form of text messages, phone calls, or email during an emergency event. Staff are asked to make themselves available to as many communication conduits as possible until a communication routine has been established during the emergency incident.

Students

- Students will receive communication from their classroom teacher during initial phases of any emergency incident.
- Students should expect to follow the instructions of any BBMS teacher or staff member during an emergency, as responsibilities may need to shift among the adults to optimize student safety.

Board Members

- The Head of School will communicate directly with the MIND President or other Executive members as soon as it is safe to do so during or following an emergency. It will be the responsibility of the MIND President or his/her designate to communicate with other Board Members and to determine their role in the response and recovery to the emergency incident.

External Communications

First Responders

- The Head of School or designate initiates and maintains communication with First Responders during and following the incident.
- Transfer of command occurs when First Responders arrive on scene.
- The Head of School will follow the instructions of the Incident Commander, cooperate with all instructions, and advise First Responders as necessary to maintain the safety of students and staff.
- The MIND Society will engage their lawyer as needed in the event of any criminal or other investigations following the incident.

Local School and Childcare Licensing Authorities

- The Head of School and MIND Board will communicate with the Inspector of Independent Schools and/or Fraser Health Childcare Licensing Authority according to their specific policies related to emergency management and critical incidents.

Parents/Guardians

At the beginning of each school year, parents will receive a letter from the Head of School outlining the communications plan during Emergency Response Incidents. It will include the following points:

1. The school is prepared to care for your child in the event of an emergency, until you or an authorized alternate is able to pick him or her up. Parents are asked to assist by:
 - Completing and returning the Student Emergency Identification form and the Student Release Form in a timely manner.
 - Providing the school with their personal comfort kit, which will be kept in the Emergency Supply Container on school property.
 - Familiarizing themselves with the school's emergency preparedness plans and procedures available in the BBMS Emergency Management Plan.
2. During and following emergency, disaster or lockdown:
 - Do not phone the school. Phone lines must remain open for outgoing emergency calls.
 - Following a lockdown, do not phone your child's cell phone.
 - Do not drive to the school. Streets and access to the school must remain clear for emergency vehicles. Park as close as you safely can and walk to the school.
 - Listen and watch for updates – the school will use email, Transparent Classroom, phone trees among parents, social media to alert parents of the current situation and next steps.
 - As soon as school officials indicate it is safe (and necessary, given the nature of the emergency) to pick up your child, parents or their alternate designate are asked to travel to the school, or the designated reunification location, according to student-parent reunification procedures, to reunite with their child. Parents or their alternate designate must bring photo identification to present to staff members who are coordinating the release of students.
3. No student will be released from the school unless a previously authorized parent/guardian or alternate comes for the student.
4. All parents/alternates who come to pick up children must present photo identification and sign the students out at a designated student release area.

Media

- The President of MIND or the Head of School is the school's spokesperson and as such, are responsible for all communication with the media. If neither of these individuals are available, the Vice-President of MIND will assume this role.
- All requests for information about the events surrounding the emergency must be referred to the school's media spokesperson.
- No one is required to be interviewed by the media. If the media wants to interview a teacher, the teacher's permission, the MIND President and the Head of School's permission must be obtained.
- The President of MIND and Head of School have the right to deny the press interviews with staff on the school premises; staff have the right to deny an interview with the media at any time or place.
- If the media arrives uninvited, they must be escorted to the Head of School's office and the ground rules concerning interviewing staff and students and disrupting school routines will be explained.
- The media are not allowed access to students or to roam the hallways or grounds of the school.
- Normally, the Head of School will decline any attempts by the media to interview students. If it seems appropriate for a student to speak to the press, parental permission must be obtained in writing. The decision to allow a student on camera should be very carefully considered, weighing all the consequences.

- If a press conference is called, a pressroom will be set up at a site away from the scene of the incident (a local church or office board room).
- Members of the media will be contacted by phone or email to inform them of the press conference.
- During the press conference, the Head of School or MIND President will read a prepared statement, prepared and approved by the MIND Board, and state when further information will be available.
- Copies of the press release will be made available to all media personnel.
- Copies of the press release may be shared on social media according to the MIND Board's decision in respect to the specific incident, and may include the school's Facebook page, website or other social media accounts. Only the designated Communications Lead on the MIND Board will release official information to social media. Parents and staff members are required to work through the MIND Board regarding sharing any information related to the event or incident on social media.
- The name of any young person (as defined by the *Young Offenders Act*) who is alleged to have committed an offence of a young person who is a victim or witness will not be released to the press unless the school is authorized to do so by the police.
- If there is the possibility of a criminal investigation, a police spokesperson will be responsible for releasing the details of the incident.

11. Recovery and Debrief

Recovery, including debriefing, is the effort to restore infrastructure and the social and economic life of a community to normal. MIND and the staff of BBMS are committed to a process of meeting the emotional and psychological needs of the people involved, as well as the physical and structural recovery that may be necessary in order to repair or rebuild structures so there can be a Continuity of Operations Plan (COOP) implemented and a return to academic learning.

Responding to Trauma

In the event that people involved in the incident have witnessed a traumatic event we will access personnel from local services. Without qualified staff, external resources will be sought out.

Physical & Structural Recovery

Should there be a transitional time for returning to the building, the staff will provide academic support to the best of their ability. For example: providing on-line learning opportunities. The MIND Board will seek alternative space should the transitional time be on-going.

Continuing of Operations/Restoration of Academic Learning

Continuity of Operations Plan (COOP) is implemented when schools are closed temporarily or inaccessible. When water, electricity and heat has been restored to the building and staff is emotionally stable to return to work in an orderly environment, children will be welcomed to return to school. Academic learning will resume, as well as social and emotional support for the children.

Debrief

Debriefing with all those persons who were impacted by, or instrumental in carrying out the response, is critical. Consideration will be given to balancing the amount of time between the event and the debrief by caring for the emotional needs of the participants. Included in those impacted by an incident may be students, staff, first responders, volunteers, and community members. Lastly, the debrief involves using the feedback to improve mitigation, planning, response and recovery efforts and to communicate with community.

12. Equipment and Supplies

The MIND Board Emergency Coordinator is responsible for coordinating inventory each September and will work with the Head of School in determining whether equipment and supplies require repair, maintenance, additions or replacement.

Main Office

- Student data (name, phone number, address, emergency contact person, pertinent medical information)
- Student release forms
- Staff data (name, phone number, address, emergency contact person, pertinent medical information, sign in/out sheet if applicable)
- List of staff with any emergency training/skills/ICS responsibilities
- School profile and building information
- Map of school area
- Map of relocation route (if not included in the school area map)
- Traffic safety vests
- Keys
- First-aid kit
- Charged cell phone
- Megaphone
- Portable radio(s) and batteries
- List of that day's class trips
- List of that day's substitute teachers
- Visitor sign-in sheet
- Staff sign-in/sign-out sheet, if pertinent
- Student medications (including epi-pens)

First Aid Supplies

- Adhesive bandages and elastic bandages of different sizes
- Sterile gauze pads, rolls
- Adhesive tape
- Triangular bandages
- Thermometers
- Heavy-duty scissors
- Forceps
- Pocket knife
- Non-aspirin pain tablets
- Antihistamines
- Anti-nausea tablets
- Hydrogen peroxide
- Antibiotic skin ointment
- Splints
- Blankets
- Towels
- Eye protectors

School Emergency Supplies

The following are located in the yellow bag in the school lobby:

- Adjustable crescent wrench
- Hacksaw
- Axe
- Sledgehammer
- Nylon rope – 3/8 inch, 50 ft.
- Pliers
- Shovel
- Pipe wrench
- Tie wire
- Toolbox
- Vice grips
- Large garbage bags and small barrels or canisters to act as latrines
- Personal hygiene items
- Toilet paper
- Matches/candles
- Flares
- Safety pins

Food and Water Supplies

The following are located in the school security container:

Food and Water Supplies must be regularly replenished for freshness. The school has determined that we will plan to have a supply of food and water for a **minimum of 4 days** for all students and staff.

- As much water as can be stored, in both individual bottles and carboys
- Non-perishable, compact foods that require no refrigeration
- Water treatment chemicals
- Manual can opener, bottle opener
- Paper cups, plates
- Utensils
- Aluminum foil/plastic wrap
- Sealed container for storage
- Plastic bags of various sizes and colours

Staff Comfort Kits

In case of a long-term emergency, each staff member needs to have personal supplies on hand. Roads may be impassable for some time, so staying at the school may be the best alternative. In addition to a comfort kit, staff should have the following supplies in the school security container:

- Extra peanut-free food and water
- Sleeping bag
- Rubber boots and other comfortable footwear
- Extra clothes, for warmth and dryness
- Hygiene products, including toothbrush, contact lens supplies, medication, etc
- Scissors
- Plastic sheeting
- Whistle
- Garbage bags and twist ties
- Toilet paper
- Multi-tool
- Duct tape
- Work or rubber gloves
- Flashlight, first aid kit, coins and map of area
- Lanyard with personal information related to identity, health and emergency contact

13. Training and Drills

Annual plan

Fire evacuations – 6 times per year

- Earthquake drills – 3 times per year
- Lockdown drills – 2 times per year

14. School Emergency Response During Off-Site Activities

- In the event of an emergency while off-site, BBMS staff will follow the protocols of the venue and respond to the instructions of the given venue staff.
- The Head of School and parents will be communicated with regarding the nature of the incident via text, phone or email. Instructions will be conveyed in a timely manner.

Appendix 1: Student Release Procedures

Step 1: Update the Master Student List

- Send a student runner to collect Classroom Evacuation Reports from each classroom teacher. Keep these reports in your binder.
- Send another student runner to collect the First Aid Roster from the First Aid and Triage Team.
- Transfer the information from the Classroom Evacuation Reports and the First Aid Roster to the Master Student List.

Step 2: Prepare for Release of Students

- The teachers in charge of Student Care and First Aid will ensure that all students receive and are wearing their Emergency Identification Tag.
- Have all additional copies of the Emergency Identification Tags for students in one location, where you will be managing the release of students.

Step 3: Release of Students

Upon arrival of a parent or guardian to pick up student(s):

- Once a parent or individual arrives to claim their child, consult the **Master Student List** as to the location of the child. Find the copy of the student's Emergency Identification Tag in the Emergency Kit.
- Verify that the parent or individual is on the student's **Emergency Identification Tag**. If the individual attempting to pick up the student does not appear on the Emergency Identification Tag, you must refer the request to the Command Centre.
- If you do not know the parent or individual by sight, always ask for picture identification. Err on the side of caution.
- Send a student runner to get the child if they are in **Student Care**. If the student is in First Aid, refer the parent or individual to that station.
- If the student is missing, accompany the parent or individual to the Command Centre to be informed. **Do not inform the parent on your own, without support.**
- If the student can be released from **Student Care** or **First Aid**, record the parent's or individual's name, address where they are staying during the emergency, and phone contact information on the **Master Student List**.
- Have the parent or individual sign the **Student Emergency Release Form** and draw their attention to the **Release of Information** box above the signature line.

Appendix 2: Student Emergency Release Form

Student(s) name: _____

Released to: _____
(please print name)

Relationship to student(s): _____

Our intended destination: _____

Phone number: _____

Release of Information

- I **DO NOT** give my permission to share the above information with the following people who may inquire about my child's safety/whereabouts:

Name: _____

Name: _____

Signature: _____

Date & Time of Release: _____

Appendix 3: Class Evacuation Report

Teachers:

- You must complete 2 copies of this form as soon as your class has reached safety, and you have taken attendance.
- Send one copy of the form to the Command Centre immediately via student runner.
- The second copy will be picked up by a student runner to go to the Student Care, Shelter and Release Team.
- Keep students with you until you receive further instructions.

Teacher(s): _____ Class: _____

_____ Number of students present in school today

_____ Number of students safely evacuated

_____ Number of students left in building due to injuries

Left In Building:

Name	Location

TURN PAGE OVER

_____ Number of students missing/unaccounted for

Missing:

Name	Possible Location

_____ Number of students with you requiring medical assistance

Medical Assistance:

Name	Type of Injury

Other information:

Appendix 3: First Aid Report Form

First Aid Centre Report	
Name:	Date & Time Admitted to First Aid:
Description of Injury:	
Actions Taken:	
Current Condition (circle one): Stable Critical	
Other Information:	
Released to: (Person's Name or Hospital & location)	
Ambulance Number:	
Date & Time of Release:	
Did anyone accompany the student to the hospital?	

First Aid Centre Report	
Name:	Date & Time Admitted to First Aid:
Description of Injury:	
Actions Taken:	
Current Condition (circle one): Stable Critical	
Other Information:	
Released to: (Person's Name or Hospital & location)	
Ambulance Number:	
Date & Time of Release:	
Did anyone accompany the student to the hospital?	