



Burnaby School District Emergency Response Planning

DPAC Presentation 2016

Schools that prepare for emergencies recover faster.....

The integrity of a school's emergency response dramatically shapes outcomes, it's important to identify staff roles in an emergency and to have a multidisciplinary crisis team

An active planning process helps school leaders prepare to successfully manage emergencies of all types and minimize their negative impact.

Effective drills and practice are key to being prepared.



Emergency Preparedness & Response Policy 3.35

Content developed from:

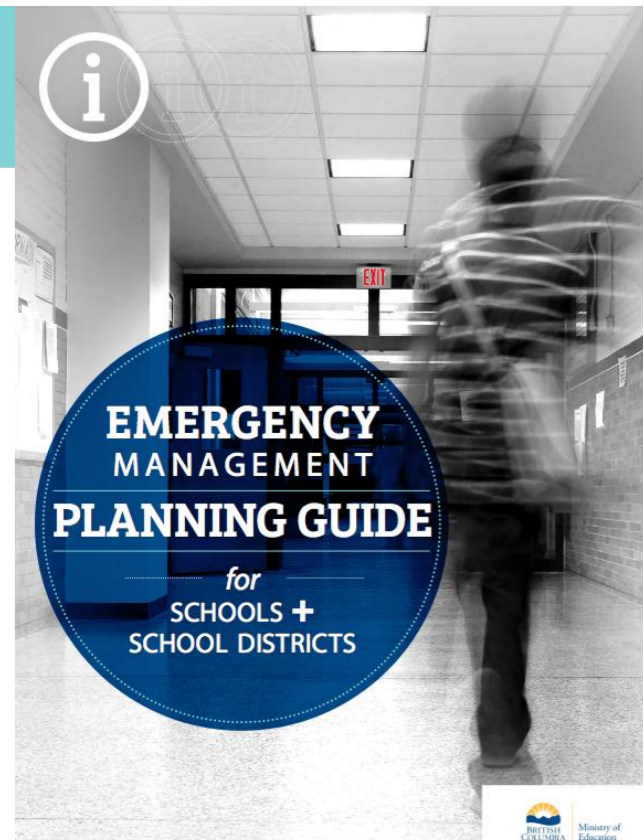
Provincial Emergency Management Guide
RCMP Lockdown Procedure Information
Burnaby Earthquake Emergency Plan

In consultation with:

Burnaby RCMP
City of Burnaby
Burnaby Fire Department
Ministry of Education
DPAC

Committee Members:

Elementary and Secondary Principals
Facilities
Health and Safety
District Counsellor
Director Learning Support Services
Manager Communications
City Burnaby Emergency Planner
Safe and Caring Schools



2012-10-11

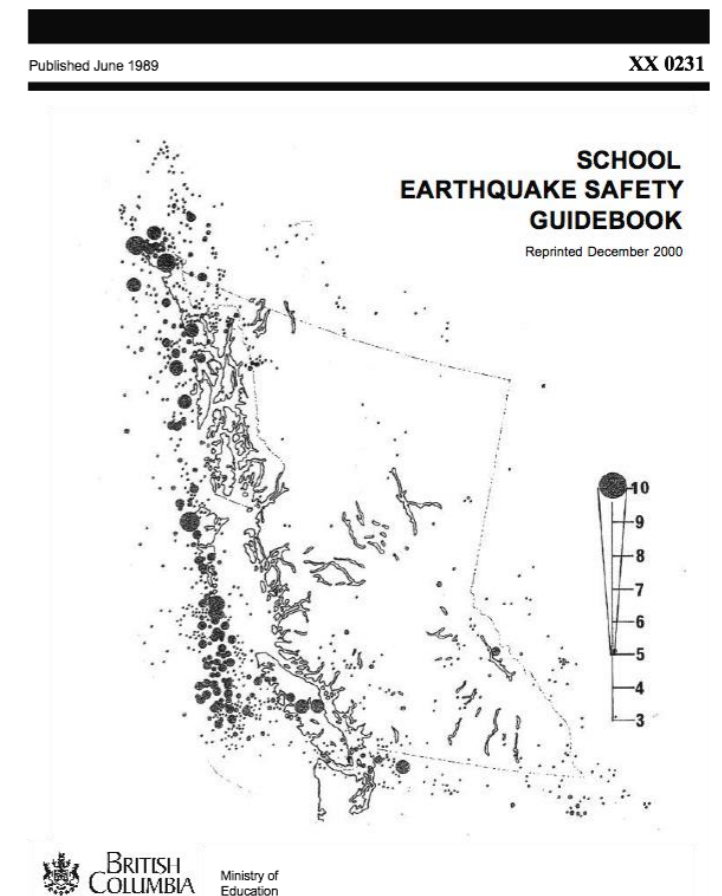
Lockdown Procedure Information
Package

In conjunction with the School Action for
Emergencies (SAFE) Plan



Waiver

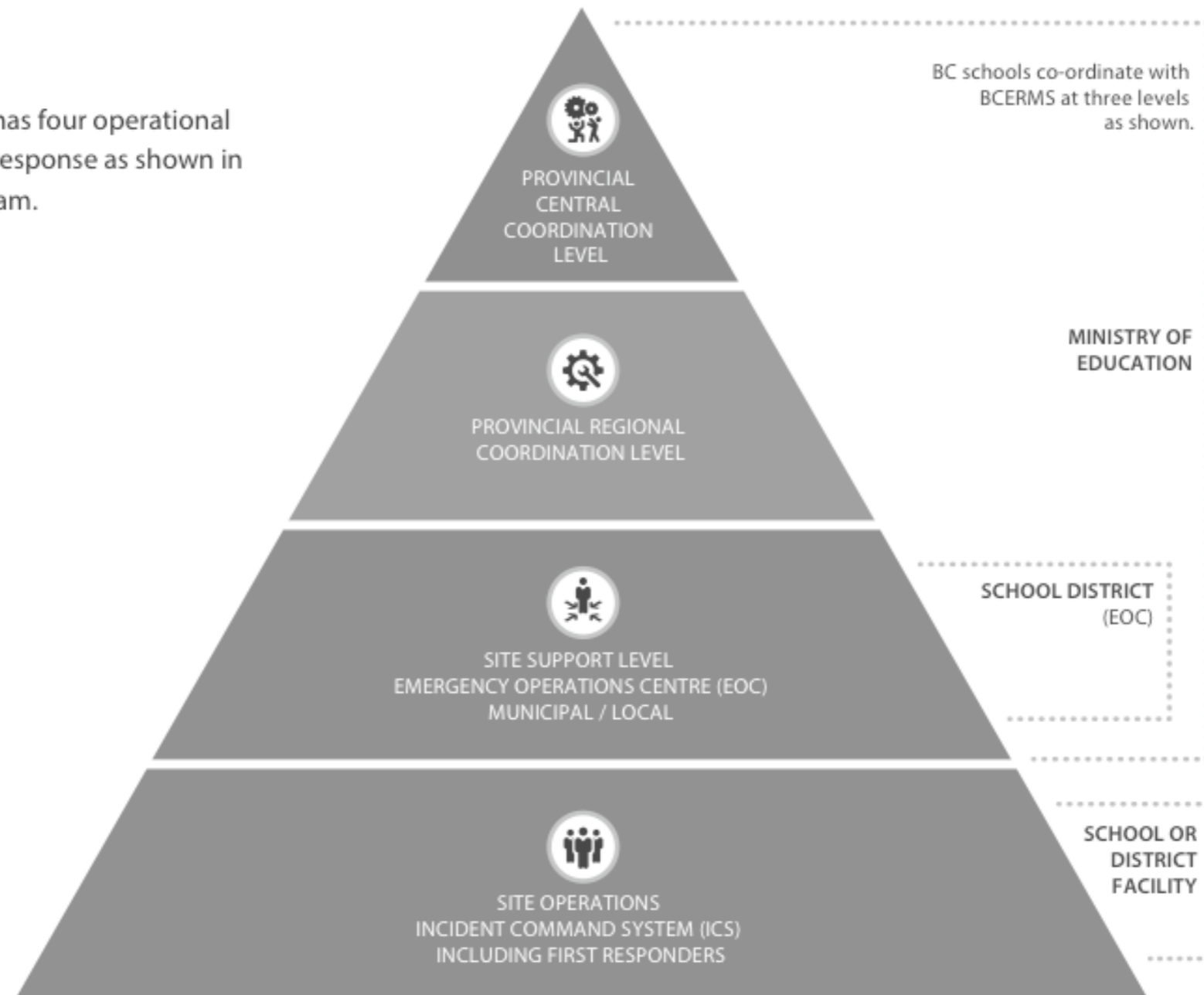
The information provided in this package is meant to assist school administration to increase safety in schools. The information is not all inclusive and local procedures should be customized to meet the specific needs of individual schools. The implementation of all or part of the information found in this package will help mitigate risk, however, it will not remove all risk associated to school threats. It is strongly recommended that school authorities liaise with local Law Enforcement in developing, implementing and maintaining lockdown planning.



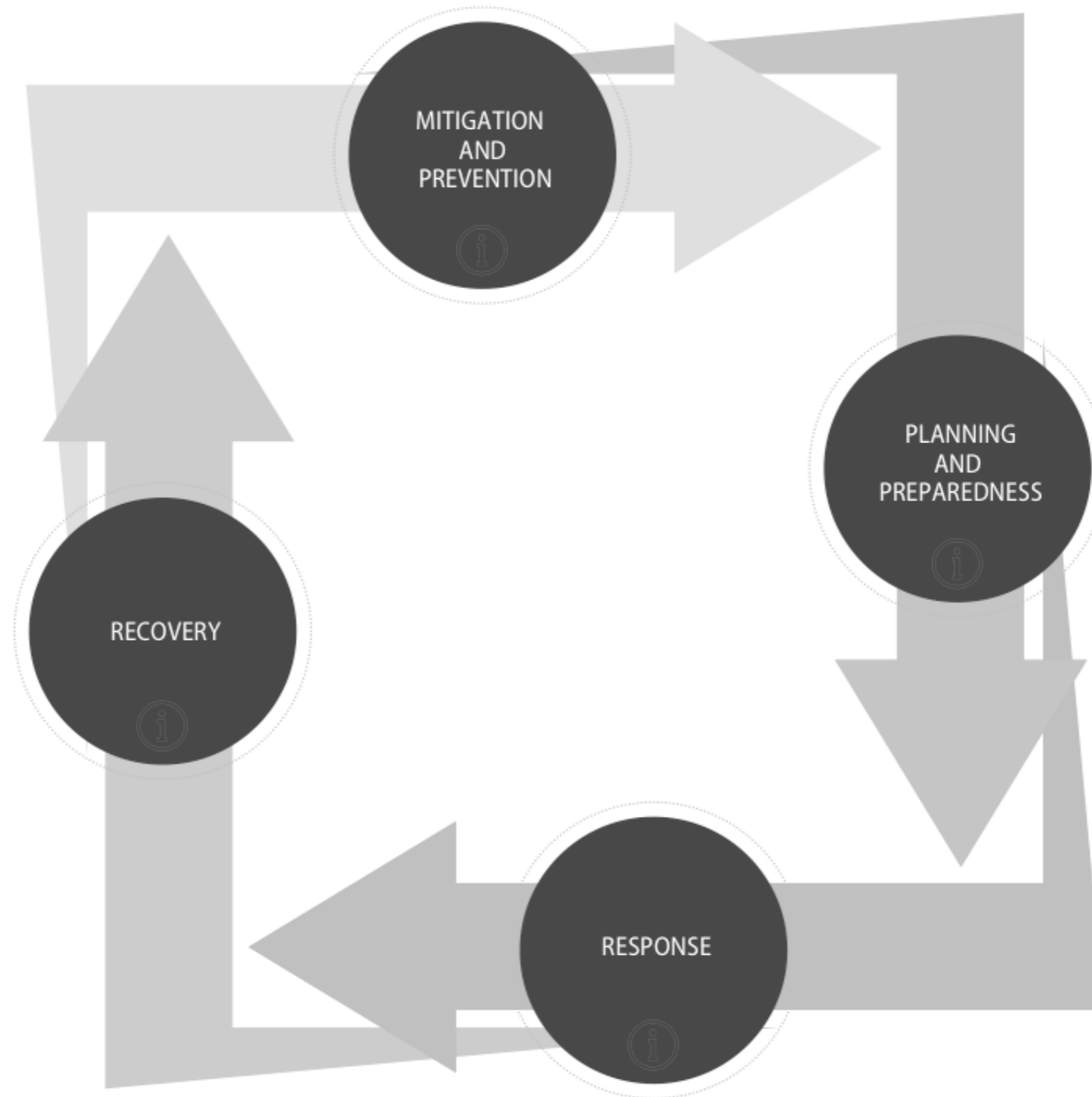
BRITISH COLUMBIA EMERGENCY RESPONSE MANAGEMENT SYSTEM

British Columbia Emergency Response Management System (BCERMS) is a comprehensive management system based upon the internationally recognized Incident Command System (ICS) that ensures a coordinated and organized response and recovery to all emergency incidents and disasters. It provides the framework for a standardized emergency response in British Columbia.

BCERMS has four operational levels of response as shown in the diagram.

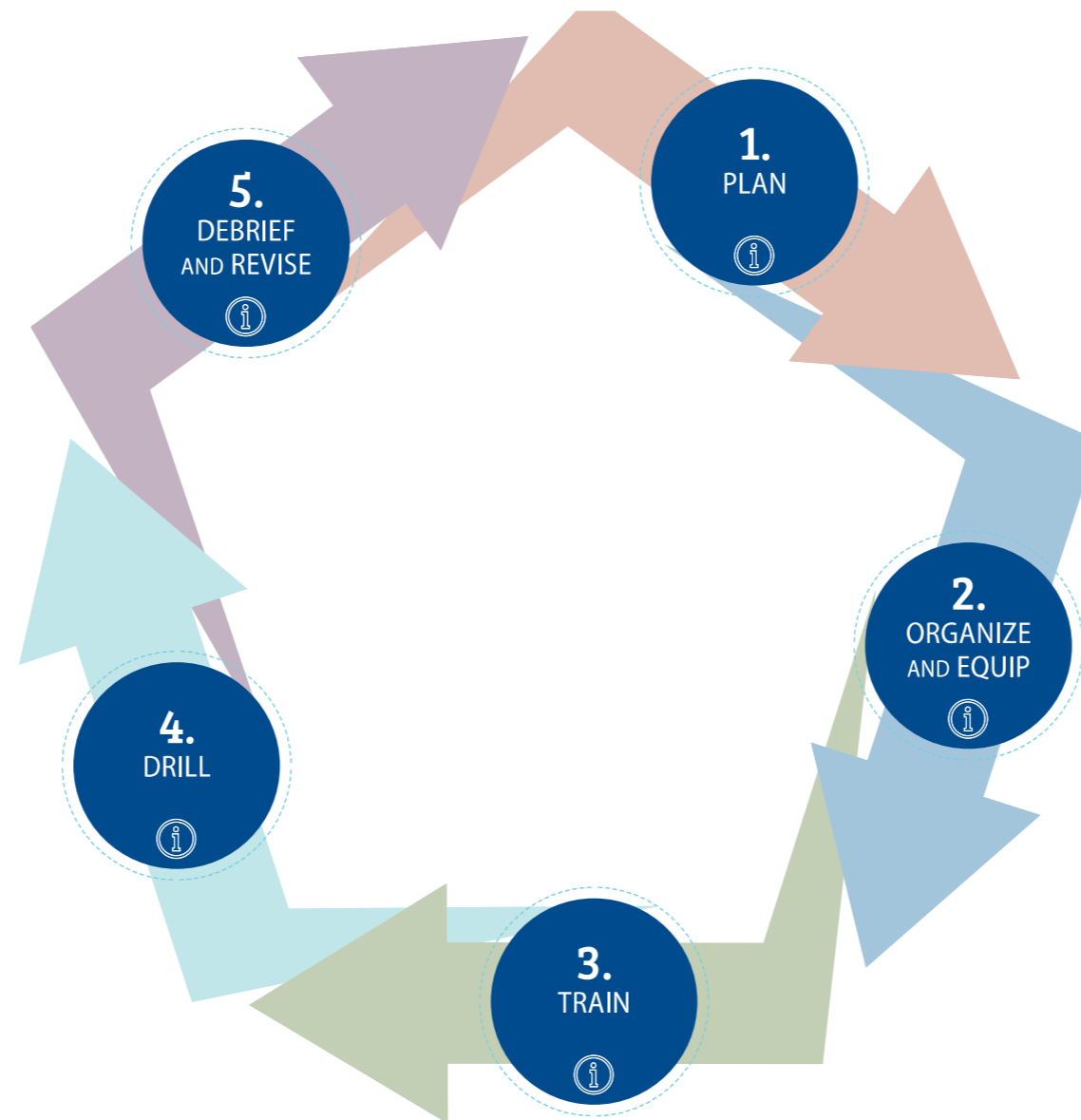


EMERGENCY MANAGEMENT CYCLE



PLANNING AND PREPAREDNESS

Preparedness and planning involve advanced measures to ensure that processes, agencies and individuals are ready to respond to an emergency. It is critical to analyse the risks and hazards that can impact a school and develop detailed plans to respond to them. This involves working with representatives of all parties who will be impacted, including community first responders. Training and organizing staff and volunteers are critical.

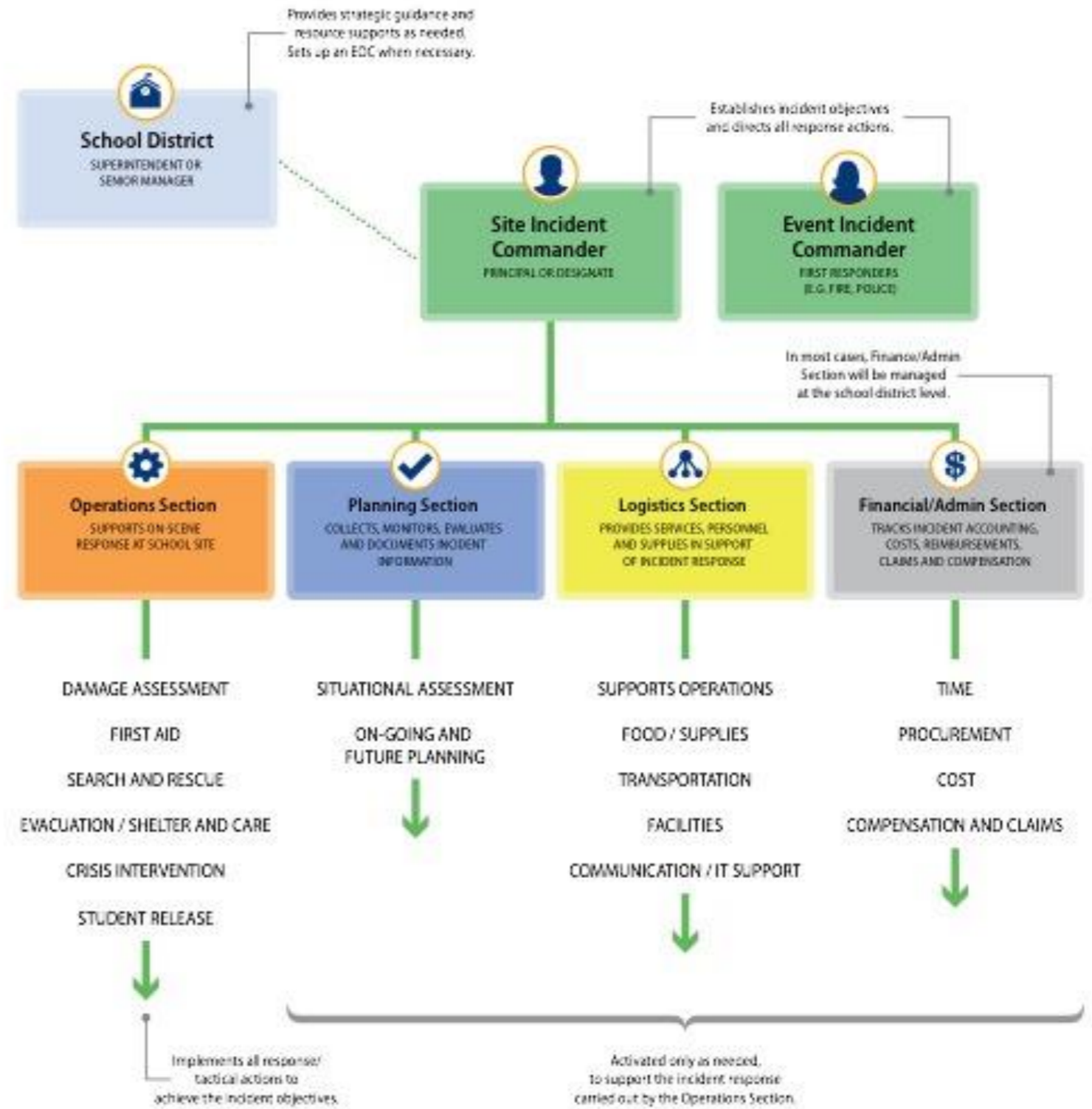


Community Collaboration

The Four Commanders



THE INCIDENT COMMAND STRUCTURE



EMERGENCY RESPONSE STAFF GUIDELINES

	Fire, Bomb Threat, Gas Leak	Earthquake, Explosion	Threat to Building	External Threat	Extreme Weather, Poor Air Quality, Missing Child, Animal
RESPONSE - NOTIFICATION - EVENT	Fire Alarm or Verbal Notification	Feel Shaking Verbal Notification From Teacher or PA	5 Bells PA: "Activate Lockdown" 3 times	5 Bells PA: "Activate Hold & Secure" 3 times	PA: "Activate Shelter in Place" 3 times Verbal Notification
	Evacuate	Drop-Cover -Hold On	Lockdown	Hold & Secure	Shelter in Place
EXPECTED ACTION	<ul style="list-style-type: none"> ● Students exit - no talking, pushing, or running and must stay off phones ● Support students with special needs ● Teacher last to leave ● Take pen/attendance list ● Lights off, close door ● Report to Safe Assembly Area ● Take attendance - no one to leave ● Unassigned teachers/ staff to meet Designate in identified location ● Remain until advised by Principal ● Communicate cell phone use expectations 	<ul style="list-style-type: none"> ● Tell students to "Drop, Cover, Hold On" ● After shaking stops or "all clear" sounds, count to 60 out loud ● Is room safe? Evacuate if unsafe ← 	<ul style="list-style-type: none"> ● Students outside go to Safe Assembly Area ● Principal / Designate to lock exterior door when directed and if safe to do so ● Designates to collect common area students ● Lights off ● Lock/ block doors ● Lock/cover windows ● Drop to floor along wall away from doors ● Support students with special needs ● Stay below window level ● Students to be quiet ● Communicate cell phone use expectations ● Ignore dismissal bell / fire alarm ● Remain in lockdown until room is cleared by authorities or Designate ● Take attendance 	<ul style="list-style-type: none"> ● Direct students/ staff into building ● Principal / Designate to lock exterior door ● Designates to collect common area students ● Shut doors, windows and blinds ● Take attendance. Inform office of absent students ● Monitor hallway/ washroom access ● Students to be quiet ● Communicate cell phone use expectations ● Remain in classroom and resume activity until released by Principal 	<ul style="list-style-type: none"> ● Direct everyone into building ● Shut doors / windows ● Follow directions of Principal ● Communicate cell phone use expectations

CELL PHONE USE EXPECTATIONS: 1) Put cell phones on silent. 2) Provide text script, "We have a school emergency. I am safe. Contact district office for update. Do not come to school." 3) No posting to social media.

