

Fraser Valley Adventist Academy



EMERGENCY RESPONSE MANUAL

Revised February 2019

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FVAA School Lockdown

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

Lockdown Procedures

A notification to occupants to lockdown may be sent by Campus Security, emergency personnel, or from an academic or administrative head. Since each building on campus is unique, individuals may receive notification to lockdown through various means.

It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

Upon alert to lockdown (“Mr. Smith, Come to the Office” x3 and bells rung X3):

- If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions (or an escort from emergency personnel).
- If the door does not lock, barricade the door with tables and chairs.
- If you are in a corridor/hallway, go into the closest office not already secured and lock or barricade the door and windows.
- Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
- Any students in the cafeteria should move to the nearest closet or classroom.
- If teachers and students are in the bathrooms, either quickly move to the closest classroom or closet, or move to a stall, lock it and stand on the toilet.
- Students and teachers outside near the elementary playground should move to the nearest portable classroom.
- Students and teachers outside near the back of the field should move to the back side of the storage container and stay out of sight.
- Students and teachers outside in the main courtyard should move to the middle school lower classroom (gr. 8).
- Students and teachers outside who don't feel close enough to either portables or the storage container should stop, drop, and remain still. You will be directed where to relocate when it is safe.
- Students and staff in the library should remain in the library. Lock the doors, turn out the lights, and locate a safe area.
- Close curtains or blinds where possible and turn off lights.
- Stay away from windows and doors.
- Stay low and quiet

- Teachers take attendance and include the names of people who have entered and are not usually in their class.
- Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
- Follow instructions from emergency personnel only.
- If the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
- Follow instructions from police at all times to avoid harm and ensure the best possible response. For their own safety, emergency personnel must initially consider all individuals as potential threats.
- When the situation is safe, "SCHOOL SAFE - ALL CLEAR" message will be sent out x3 and bells will be rung X3.

Actions to avoid:

- Do NOT open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door.
- Do NOT use or hide in washrooms.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas (e.g. cafeteria or gym)
- Do NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

Following the lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation.
- Proceed to the designated assembly area if advised.
- Administrator is to ensure that a sweep of the school is done to ensure staff and students are aware the lockdown has been lifted and there is no one in need of immediate assistance.
- The police may require individuals to remain available for questioning following a lockdown.
- Secretary/OE will deal with the media.
- Confirm with OE Superintendent what information may be relayed to staff.
- At the first available break, have a short staff meeting to provide the information and coordinate what the students will be told. Staff should provide a short written summary of what worked well and any problems that were encountered during the lockdown.
- The OE Superintendent will be consulted regarding the need of a parent meeting.

ANAPHYLAXIS

SIGNS AND SYMPTOMS OF ANAPHYLACTIC REACTION

An anaphylactic reaction can involve **any** of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- **Skin:** hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhea
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock
- **Other:** anxiety, feeling of “impending doom”, headache, uterine cramps in females

Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past.

It is important to note that anaphylaxis can occur without hives.

Any concern expressed by a student that a reaction might be starting should always be taken seriously. When a reaction begins, it is important to respond immediately, following instructions in the **Anaphylactic Emergency Plan**. The cause of the reaction can be investigated later.

School Level Anaphylactic Emergency Procedure Plan

Each school must develop a School Level Emergency Procedure Plan, which must include the following elements:

- Administration of the student’s auto-injector (single dose, single-use) in accordance with the anaphylactic student emergency plan.
- Call 9-1-1 and request an ambulance. **Staff must not drive the student to hospital.**
- Contact the child’s parent/legal guardian or alternate contact.
- A second auto-injector may be administered after 10-15 minutes if no signs of improvement noted
- One person stays with the child at all times.
- One person goes for help or calls for help.

The school administration must ensure that staff organizing an off-site activity has a detailed emergency plan for the trip, including scenarios involving anaphylactic students (e.g. bringing additional single dose, single-use auto-injectors, ensuring 9-1-1 can be contacted, and anticipated response time).

BOMB THREAT

Bomb threat phone call:

When a bomb threat call is received, remain calm and be courteous. Listen and do not interrupt the caller (Try to initiate trace after call ends prior to using the line again by dialing *57 immediately-does not work on school phone system).

Questions to ask:

- What time will the bomb explode?
- Where is the bomb located?
- What does it look like?
- Where are you calling from?
- Why did you place the bomb?
- What is your name?
- Notify school Principal/Vice-Principal

Teacher or Supervising Adult:

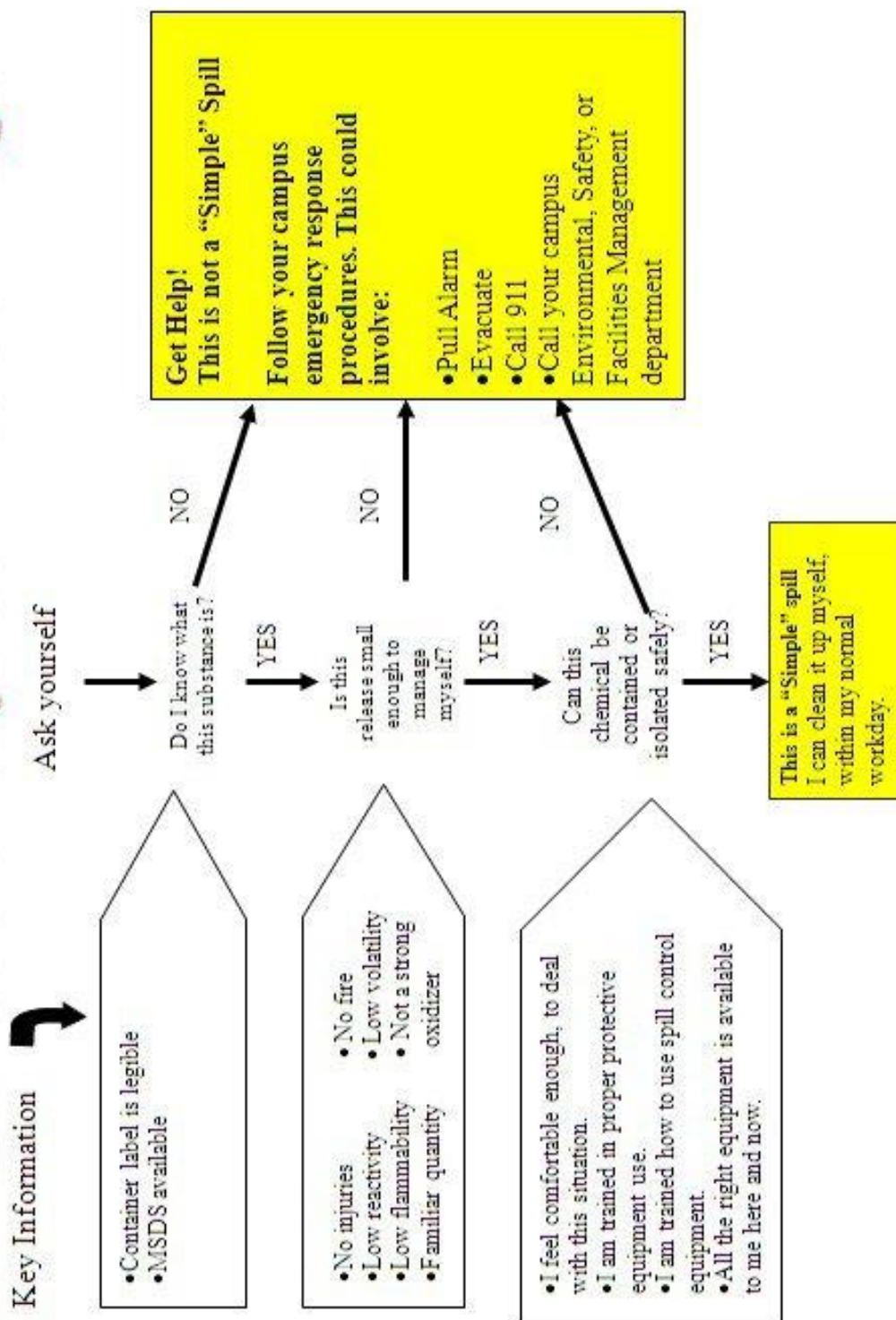
- Do not touch or approach a bomb or suspicious device.
- Notify the school office immediately.
- Avoid use of two-way radios and cell phones, computers and faxes.
- Avoid causing vibrations (e.g. from running, fire alarms and other movement) since they can detonate some devices.
- Quietly and immediately get students out of the area using standard evacuation procedures.
- Follow the principal's instructions for appropriate emergency procedures.
- Account for all students and remain in designated area.

Administrative and Support Staff:

- Issue appropriate emergency procedures.
- Call 9-1-1 and the conference Office of Education.
- Notify all students and staff of the potential danger.
- Work with the police and fire officials to determine the nature of the device.
- Refer all media inquiries to the school administration and OE.

CHEMICAL INCIDENT

Chemical Incident Response- Decision Logic



CHILD ABUSE

Requirement to Report:

School employees have a common law duty to ensure that reasonable care is exercised, and appropriate action taken, to protect students from harm or risk of harm.

Additionally, Section 14 (1) of the Child Family Services Act (CFCS Act) imposes a legal duty on any person who has reason to believe that a child is in need of protection as defined in Section 13 of CFCS Act.

What is Child Abuse?

Child Abuse, for the purpose of the Regulations, is meant to include sexual abuse, and exploitation, physical abuse, emotional abuse and neglect. For more details please refer to SDABC Education Policy Handbook.

Reporting Suspected Child Abuse

Complete the Child Abuse Report form

Child Abuse Report Form requires the following information:

- The name of the child, his or her date of birth, grade, address and telephone number
- The name and date of birth of any siblings of the child
- The name of the parent(s)
- The grounds for the employee's concern, including any statements made or information provided by the child or any other source

Inform the proper Persons

- The employee shall immediately contact the Superintendent of Schools or designate and provide them with the original Child Abuse Form.
- The employee should advise the School Administrative officer that they have made a report.
- The employee must also, where appropriate, report to Ministry of Children and Family. The employee should indicate that a report has been made to the Superintendent or designate.
- **Do not inform Parents.** It is the responsibility of the Ministry of Children and Family Development or the Police to investigate and inform parents.

Investigation:

- School staff are required to cooperate with investigations being conducted by the Ministry for Children and Families or the RCMP.

****Child Abuse and Neglect Services phone numbers on "Response Team Directory" page.**

CRITICAL INCIDENT RESPONSE SYSTEM

When an emergency or critical incident involves only one school

DISTRICT RESPONSES:

- Superintendent (or appropriate alternate) is notified
- Superintendent (or alternate) assesses situation and take appropriate action
- If and when critical incident response is activated
 - Support personnel are dispatched to site
 - Media liaison (FVAA or OE) is dispatched to site
 - Emergency response counselling team are assembled and sent to the site if needed
 - Emergency maintenance services are sent to the site
 - Emergency transportation and/or shelter are arranged

PROCESSES FOR MAJOR EMERGENCY RESPONSE AND RECOVERY

- Principal/Vice-Principal order evacuation.
(Situation needing evacuation: fire alarm, suspicious package found, building structure damage because of an earthquake, gas leak, etc).
- Notify OE – if have not already done so (Superintendent or designate)
- Follow evacuation procedures.
- Student/staff head counts performed.
- Response and Recovery Plan activated if deemed necessary by the Principal/Vice-principal
- Response and Recovery Team leaders notified of plan activation.
- Outer perimeter of incident site sealed.
- Find and care for casualties/injured.
- Identify and neutralize hazards.
- Simultaneous set up of response units and track resources.
- Once response units are set up, team leader should begin pre-assigned responsibilities.
- Assess damages.
- Assess the need for resources and arrange their delivery.
- Investigate incident if necessary.
- Resolve and demobilize Response and Recovery Plan
- Clean-up and evaluation.

DIABETES – INSULIN REACTION

In most cases, students with diabetes are identified with medical alert information (bracelet). Information should include symptoms of an insulin reaction specific to the student as well as the location of a 'snack pack' (glucose).

SYMPTOMS of low blood sugar:

- Cold, clammy or sweaty skins
- Pallor
- Shakiness, lack of coordination
- Irritability, hostility, poor behavior
- A staggering gait
- Fatigue
- Nervousness
- Excessive hunger
- Headache
- Blurred vision and dizziness
- Abdominal pain and nausea
- Racing pulse
- Hand tremors

RESPONSE/ACTION:

- Give patient/student 4 oz regular pop (not diet) or 4 oz fruit juice or 2 teaspoons or packages of sugar
- Stay with the student
- Repeat treatment, if no noticeable improvement is evident within 10-15 minutes call 9-1-1
- When improvement is evident, the student should be given solid food
- Notify student's parents

It is imperative that at the first sign of an insulin reaction sugar be given immediately.

Warning: If unsure whether the student is having a reaction **ALWAYS GIVE SUGAR** – as opposed to pop. A temporary excess of sugar will not harm the student but an insulin reaction is potentially serious.

EARTHQUAKE

It is unlikely that you will have any warning. If possible, provide instruction as follows:

PA ANNOUNCEMENT: WE ARE EXPERIENCING AN EARTHQUAKE

Until the tremors stop:

- **DROP** – to the floor, turning away from windows
- **COVER** – yourself with a desk or table or in door frame
- **HOLD** – onto your cover so it doesn't walk away

When the tremors stop:

PA ANNOUNCEMENT: LEAVE THE BUILDING IN AN ORDERLY MANNER (Evacuation Procedure)

- **Walk. Do not run**
- **Go to marshalling area**
- **Stay away from buildings or any structure**
- **Stay away from power lines and downed electrical wires**
- **Staff are to gather students and take attendances**

STAFF PROCEDURES WHEN STUDENTS ARE OUTDOORS

- Direct students to **DROP** and **COVER** in a clear area away from buildings, power poles and overhead wires
- Make yourself as small as possible, covering head and neck with hands
- After the shaking stops, check area for hazards
- Instruct students to stand up and check themselves for injuries
- Have students check peers around them for signs of injuries
- Wait for remainder of school to evacuate
- Report to Command Centre
- Assist with treating minor injuries
- Call 9-1-1 Fire Department to report, and request ambulances as needed
- Follow the Critical Incident Response System and report and request help, if needed (see Critical Incident Response System in this manual)
- **Follow EVACUATION Procedure above.**
- A full assessment of the building should be done before re-entry

Aftershocks are a result of the initial earthquake and can/may continue for weeks after a major earthquake. Aftershocks should be treated the same way as the initial earthquake with individuals always being prepared to **DROP, COVER and HOLD**.

EMERGENCY CLOSING

General

- Public announcements affecting the closure of any school will be made only by the school administration, Superintendent or designate.
- For purpose of announcing emergency closures prior to opening of schools the following radio and TV stations will be contacted:
 - CKWX – 1130 am
 - Global TV
 - During school hours, announcements will be made by direct contact with principals
 - In addition to these stations, you can also check the FVAA school website and **facebook**.

Schools Not in Session

- When it becomes necessary to cancel the scheduled normal opening of a school, pupils may be excused from attendance for a specified or indefinite period of time. Staff shall report to school and carry on such duties as the principal may direct. If, in the opinion of a staff member, conditions are too treacherous to attend school, he/she should contact the principal to explain the situation.

Schools in Session

- A school or schools, once in session, may be closed for the balance of the day on the consent of the administration and Superintendent or designate when it is believed that the health and/or safety needs of students and staff are or will be endangered by further attendance at school.
 - a) Bus students shall be dismissed due to inclement weather on recommendation of the Transportation Supervisor and approval of the Superintendent or designate.
 - b) Non-bus students shall be dismissed due to inclement weather on request of parents and may be dismissed by the principal if he/she is concerned about safety needs of “parent-driven” students.
- When a school, once in session, is affected by a power outage or furnace breakdown, students, with the consent of the Superintendent or designate. Staff may be assigned other duties by the principal and need to remain available until all students are safely sent home.

STANDARD ON-SITE EVACUATION PROCEDURES

- Take class lists
- Walk. Do not run
- Lead students out of building to marshalling area
- Stay away from buildings or any structures
- Gather students by grades and take attendances
- Report to the Command Centre
- Wait for further instructions from either administration or emergency response officials

EVACUATION TO SECONDARY-SITE PROCEDURES

In the event that it is considered unsafe to remain on campus:

- Students will be led out of buildings to the main marshalling area
- Teachers bring class lists and take attendance
- By grades, in an orderly manner, students will be walked over to the bus parking area and will be loaded onto buses
- The buses will be driven to **Church in the Valley** on Fraser Highway where attendance will be taken once again
- Parents will be contacted to pick up students from the church site through media, email or phone
- Parents will need to look for the “reunification” area so that their student can be signed out in an orderly manner
- No staff, parents or students are to return to the school until the area is declared safe by emergency officials and school administration

FIRE PROCEDURES

Operation of fire extinguisher:

- Pull the pin
- Aim low at the base of the fire
- Squeeze the handle until spray is released
- Sweep the fire from side to side

Do NOT attempt to fight a fire if you are uncertain about how to use the extinguisher, or if the fire is spreading fast, or if you are alone. Your personal safety is most important!

FIRE ALARM DURING SCHOOL HOURS:

- Take class lists
- Lead students out of building to marshalling area
- If smoky, proceed on hands and knees
- If all exits are blocked, find a room with an exterior window
- Seal any cracks in the door. If safe to do so, try to exit through the window OR attract the attention for someone outside
- Report to the Command Centre

FIRE ALARM DURING NON-STRUCTURED HOURS:

- Check classrooms, washrooms and close doors
- Leave through the nearest exit
- Do NOT take time to gather bags or jackets
- Assemble in the marshalling area
- Staff report missing students to the Command Post

WARNING!

- Use the back of your hand to touch doors before opening – if hot, do not open
- Use stairs to exit a building in the event of fire, do not use an elevator
- In heavy smoke conditions, crawl on hands and knees so that you can breathe. Smoke inhalation can cause unconsciousness if you attempt to stand upright.

MEDIA

When an emergency occurs at school, it is likely that the local and regional media will either call or arrive on the scene shortly after, or at the same time as the emergency response teams. Parents will also be either phoning or arriving at the school. It is essential that timely, accurate information be dispersed AND that sensitive information or information restricted under the Freedom of Information and Protection of Privacy Act not be dispersed.

Remember, radio and TV reports are often the most effective means of informing parents in an emergency.

Follow Critical Incident Report System

- If media is on-site, set up an area for media and announce that information is being gathered for a statement that will be issued very quickly. If media request is by phone, give the name of the designated media spokesperson and how to get in touch with this person.
- A trained conference support person should/may be on hand within minutes after call to OE has been made.
- Prepare the following information for the media spokesperson:
 - What happened
 - How did it happen
 - How many injured
 - List of those injured
 - Are they safe?
- **Need to have responses to these type of questions as a top priority during the crisis phase.**
- If the Media spokesperson is unavailable, delegate a temporary spokesperson. (This person should have a cell phone and access to the Administrator of the site).

TIPS FOR DEALING WITH MEDIA:

Who is in charge? Who is the spokesperson? Is the crisis under control? Was the school prepared for this? Will students attend school tomorrow?	Where is the reception centre? Are all staff and students safe and accounted for? How many are injured? Where are the injured?
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- Plan to debrief staff A.S.A.P, including instructions for dealing with the media.
- **Do not allow reporters to interview students on the school grounds.**
- Students must not be identified without parental consent – under the Freedom of Information Act (FOIPOP).
- Do not permit reporters to interview students en route to or at a reception centre.
- You cannot prevent reporters from interviewing students who have left the school grounds or reception centre.

MEDICAL ASSESSMENT PROCEDURE

If a student, volunteer or staff member has a serious injury or medical condition, use the following procedure to analyze the type of assistance needed.

1. ASSESS THE SCENE

Is it safe for Staff?

NO → CALL 9-1-1

YES



HAVE THE FIRST AID ATTENDANT ASSESS THE VICTIM

- Does there appear to be a life-threatening condition?
- Does there appear to be breathing difficulty?
- Is there severe bleeding?
- Is the victim unable to walk?



If **YES** to any of these items:

- **Call 9-1-1**
- **Begin First Aid**
- **Send someone to direct ambulance to the scene**

2. If **NO** to all of the above:



- If 9-1-1 is not needed and staff do not feel the person needs to see a doctor, ensure someone is responsible to advise teacher and family of the incident (as well as other pertinent individuals, i.e. bus driver, after-school care).
- In the case of an injured staff member, complete the First Aid/Incident Record Form.

3. PREPARE ahead of time by identifying:

- Location of the First Aid Kit(s)
- First-Aid Trained Personnel

4. Complete an Incident Report.

REPORT EVERY INJURY TO YOUR SUPERVISOR

NOTE: STAFF INJURIES must be treated by a site First Aid Attendant prior to seeing a doctor.

MISSING CHILD

A child could be missing from your class for a variety of reasons which could include abduction, sickness, playing hooky, disorientation, adventurism or a variety of other reasons.

Teacher or Supervisor Adult

- Notify the Office immediately
- Check closets and surrounding areas

Administrative and Support Staff

- Call on the PA for the child to come to the office
- Interview contacts – teacher, siblings, noon-hour supervisors, classmates, secretary, to determine:
 - who was the last contact, and
 - Who spoke with the child
- Search the site – washrooms, playground and common areas
- Have school secretary:
 - Prepare hard copy of pupil information sheet
 - Contact home or emergency contact number
 - Check for custodial order or restraining order and, if present, make a copy for the Police.
 - **Follow the Critical Incident Response System**
- In consultation with parents/guardian notify the Police. Provide them with description, pictures and what clothes the child was wearing.
- Send staff by the house; check with neighbours re: other information or possible sightings
- Other areas to concentrate on are:
 - Local stores
 - Malls
 - Best friends

EMERGENCY RESPONSE & CONTINGENCY PLAN

Water System Name: Fraser Valley Adventist Academy

Date Completed/Revised: August 14, 2018

Emergency Contacts	Name/Title	Phone	Fax	E-mail
Water System - Primary Contact (person responsible for receiving call from lab and/or FHA)	Cathy Domke	604-607-3822 ext. 315 Cell: 604-999-9130	604-856-1002	cathydomke@fvaa.net
Water System - Secondary Contact (Should primary contact be ill or on vacation etc.)	Scott Graham	604-607-3822 ext. 318 Cell: 604-835-4852	Same as above	vstabus@hotmail.com
Alternate Contact	Joan Septiembre	604-607-3822 ext. 301 604-859-8910(H)	Same as above	info@fvaa.net
Water System Owner	BC Conference of the SDA Church	604-853-5451	604-853-8681	phudema@bcadventist.ca
Fraser Health Authority Contacts				
Environmental Health Officer	Barbara Haworth	604-870-7900	604-870-7901	barb.haworth@fraserhealth.ca
Medical Health Officer	Dr. Elizabeth Brodtkin	604-507-5497	604-507-5492	Elizabeth.brodtkin@fraserhealth.ca
Fraser Health After Hours Contact (After 4:30 pm or on weekends)	Fraser Health On-Call Staff	604-527-4806		
Emergency Contacts				
Alternate Source of Water i.e. bottled water or bulk supply	Save-On-Foods Costco	604-607-6555 604-539-8901		604-604-6554
Plumbing Services	Crew Home Services	604-857-2736		
Equipment Services i.e. Treatment/pumps	EDS Pumps (David Mellis)	604-534-1115	604-534-5522	
Electrical Services	Daryl Berden	604-354-3085		
B.C. Hydro		On cell *49376 1-888-769-3766		
Hospital		911		
Call Before You Dig		1-800-474-6886		

RESPONSE TEAM DIRECTORY

FVAA Administration	Principal: Cathy Domke	604-999-9130
	Vice-Principal: Linda King	604-755-0230
	VSTA/FVAA Sysytems: Scott Graham	604-835-4852
	Secretary: Joan Septembre	604-855-6369
Emergency Response	Police Fire Ambulance	9-1-1
Office of Education	Superintendent: Phil Hudema	778-808-3427
	Assoc. Superintendent: Kent Rusk	1-250-267-9111
	BC SDA Conference	604-853-5451
On-Site First Aid Responder	Kerstin Kuppers Kyle Kay	604-996-1059

CHILD ABUSE AND NEGLECT

Ministry of Children & Family Dev.	604-310-1234 <i>(anytime from anywhere)</i>
Abbotsford Area	604-870-5880
Langley Area	604-514-2711
Surrey Area	604-586-4100
Aboriginal Child & Family Ser.	604-951-5928
After Hours (4:30 pm to 8:30 am)	604-660-8180
Local Police	604-532-3200