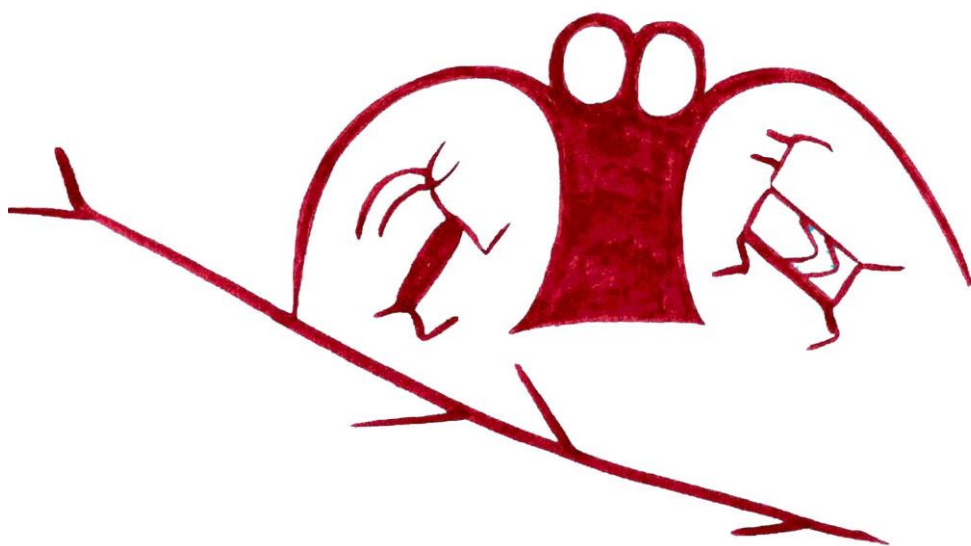


# Stein Valley Nlakapamux School



## School Emergency Management Plan

## SCHOOL EMERGENCY MANAGEMENT PLAN



**Stein Valley Nlaka'pamux School**

*1632 St. Georges Road, Box 300  
Lytton, B.C. V0k1Z0*

**Office:** 250-455-2522

**Fax:** 250-455-2512

**E-mail:** [principal@svns.ca](mailto:principal@svns.ca)

**Website:** [www.svns.ca](http://www.svns.ca)

## Contents

EMERGENCY CONTACT INFORMATION.....	4
Definitions/Glossary.....	4
Responsibilities of Staff, and Students During an Emergency .....	5
Animals on School Grounds .....	6
BOMB THREAT .....	8
Earthquake Drills .....	9
Evacuation of the Building .....	10
Extended Isolation (Shelter-in-Place) .....	11
Fire Drills .....	12
Flood Conditions .....	13
Forest Fire .....	14
Stein Valley Nlakapamux School Gas Station Emergency Plan .....	15
Hazardous Substance Release .....	18
Hold and Secure .....	19
Influx of people .....	20
Life-Threatening Allergies .....	21
Student Injury .....	23
Lockdown .....	24
School Bus Accident/incident .....	25
School Bus Evacuation.....	26
School Closure.....	27
Threatening Call Checklist.....	28
Weapons .....	29
911 instructions.....	30
Appendices .....	31
A. School Profile and building information .....	31
B. Evacuation Routes.....	35
C. Local Hazards Assessment.....	35
D. Off-Site Emergency Plan .....	35
E. Communications Plan .....	35
F. School Emergency Management Kit Contents.....	37
G. Classroom Emergency management Kit Contents .....	38
H. Building Tenant Information .....	38
Safe and Healthy Environment .....	39

## **EMERGENCY CONTACT INFORMATION**

### **External Emergency Contacts:**

- Police/Fire/EHS **EMERGENCY** Dispatch: 911
- Police Non-Emergency Dispatch: 250-455-2225
- Fire Non-Emergency Dispatch: (250) 455-2393
- EHS Non-Emergency Dispatch: (250) 455-2424
- School Liaison Officer: Constable Tucker
- Poison Control: 1-800-567-8911
- Canadian Red Cross: 1-800-363-7305
- Construction Site: Dent Safety, Scott Fawdrey – Safety: 1-778-268-2691

### **Stein Valley Nlakapamux School Staff:**

- Principal: Merle Hubbard Cell: 1-778-254-2480
- Person In Charge/Occupational First Aid, Level 3: Maria Adams Cell: 604-869-6553
- School Administrator/Manager—Communications: Edith Loring-Kuhanga Cell 1-250-213-8761
- Bus/Transportation Supervisor: Denise Dunstan Cell 1-778-220-2979
- Adult Education Centre: Mac Cassia Cell:
- Gas Station Attendant: Jason Williams Cell:

### **Nzen'man Child & Family Services Staff:**

- 
- 

## **Definitions/Glossary**

### **Alternate Muster Station**

#### **Emergency**

#### **Facility**

**Emergency** means an abnormal situation which, in order to limit danger to people or damage to property or environment, requires prompt action beyond normal procedures

**Muster Station:** North side of soccer field. Alternate muster station is Seniors Complex

**Relocation** means moving students to a suitable temporary location because the school is considered to be unsafe.

## **Responsibilities of Staff, and Students During an Emergency**

### **Persons-in-Charge:**

1. Merle Hubbard, Principal
2. Maria Adams, OFA Level 3
3. Other Staff with Emergency First Aid Level 1

### **Duties**

- Decides on the safest means of evacuating the building;
- Announces an evacuation and gives simple, clear directions;
- Contacts 911 to request assistance as appropriate;
- Contacts the emergency answering service or the appropriate staff person as soon as practical;
- Directs staff to assist in the most appropriate manner;
- Puts on the provided safety vest to ensure other-agency recognition;
- Leaves the building and reports to the predetermined assembly point;
- Ensures that all students and staff have left the building and are accounted for;
- Liaises with the responding emergency services;
- Speaks with the media as required;
- Determines if students and staff should relocate to a different location;
- Determines and announces when students and staff should re-enter the building.

### **Administrative Assistant, Anna-Marie Adams Duties:**

Follows the directions of the person-in-charge;

Brings the following items:

- Emergency management kit
- 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 applicable)
- Leaves the building and reports to the predetermined assembly point.

### **Teachers/Student Support Worker's Duties:**

- Follows the directions of the person-in-charge;
- Brings the classroom emergency management kit;
- Brings the class attendance sheets;
- Supervises students during evacuation;
- Assists students with special needs as required;

- Opens blinds and closes all windows;
- Closes doors after the last person has left;
- Leaves the building and reports to the predetermined assembly point;
- Takes class attendance and reports the information to the person-in-charge.
- Student medications

**Maintenance Staff Duties:**

- Follows the directions of the person-in-charge;
- Checks washrooms and other areas to ensure that everyone has left;
- Checks to ensure that classroom doors are closed;
- Leaves the building and reports to the predetermined assembly point;
- Reports to the person-in-charge for further directions.

**Student's Duties:**

- Follows the directions of their classroom teacher;
- Remains calm and quiet;
- Leave the building in an orderly manner;
- Reports to the predetermined assembly point.

**Visitors/Tenants Duties:**

- Follows directions of the person in charge;
- Leave the building in an orderly manner;
- Reports to the predetermined assembly point.

**Animals on School Grounds**

Any strange animal that is on the school grounds could present a potential threat to the safety of students or staff. The typical response of wild animals is to flee from humans. Animals who linger may be carriers of disease, may not recognize children as a threat or a challenge, or, in the case of carnivores, confuse children with their natural food source. In addition, some staff and students may develop an anaphylactic reaction to the danger of student pets.

Procedures:

1. At the beginning of the year, remind students to report to the principal or other staff member any and all wild animals that they see in the neighbourhood or any animals, other than our farm animals, on the school grounds.
2. Number two at the beginning of the year, remind students that they are not to bring pets to school without the permission of the teacher, if pets are to be brought to school, the teacher will:
  - a. Clarify with the parents the time that the pet will be permitted.
  - b. Determine the possible exposure risk to other classes, staff and students before granting permission.
  - c. See notify the principal or appropriate staff member.
3. Failing notification that the animal is present as part of a classroom activity, the principal or staff member will report the sighting to animal control, BC Fish and Wildlife and/or the RCMP.
4. The contact information is as follows:
  - Emergency Contact 911
  - RCMP Non-Emergency: 250-455-2225
  - Conservation Officer, Lillooet:(250) 256-4636

## **BOMB THREAT**

Upon receipt of a bomb threat, from a place of safety, the person receiving the call should make every attempt to:

1. Prolong the conversation as much as possible.
2. Use the Threatening Call checklist, see page 18, to record details of the telephone call.
3. Try to identify background noises.
4. Note any distinguishing voice characteristics;
5. Determine, if possible, from the caller:
  - a. A description of the bomb
  - b. Location of the bomb
  - c. When it is due to explode
  - d. The caller's knowledge of the facility
6. Contact the RCMP using a different phone line if possible;
7. Call School Administrator and/or Principal;
8. The Principal or Designate will use the Evacuation Drill to safely evacuate students and staff;
9. Move students and staff to the Alternative School Evacuation Site - Elders Complex - if required.  
Ensure that the RCMP and Administration are aware that students are being moved.
10. The Principal or Designate will ensure copies of school floor plans are available to the RCMP.
11. Any media statement will come from the School Administrator/Communications.
12. Follow-up on the incident includes communication to staff and to the Board of Directors.



## **Earthquake Drills**

### **Procedures for Earthquake Drills:**

1. The drill will be announced over PA, (in the real event, the earthquake itself will be the signal). Over PA, "Earthquake Drill has begun. Drop, Cover and Hold On."
2. Count the seconds out loud for the duration of the drill (quake). The longer the duration, the more cautious everyone needs to be.
3. Announcement that the drill is concluded (or quake has stopped). PA, "Earthquake (Drill) has stopped. Check for Safety and evacuate the building."
4. From your safe area, count to 60 and look for objects that might fall in a real-life situation.
5. Evacuate building using the standard evacuation procedure practiced for Fire Drills.
6. Evacuate building using alternate route if the regular designated path is blocked.
7. Report to designated location area as practiced during Fire Drill Procedures.
8. While exiting the building, look for objects that may fall on your path. Look for safe areas for cover along your path in case there are aftershocks during your exit. If you cannot find a desk for cover, get as close to an inside wall as possible and "Drop, Cover, and Hold On".

## **Evacuation of the Building**

### **Procedures**

1. The designated person will announce, “Evacuate the Building now,” three times.
  - a. Alternate signal: fire alarm
  - b. All Clear signal: air horn, three times
2. Notify the School Administrator and/or Principal;
3. Staff calmly lead students out their designated exit doors;
4. Take Emergency Kit: Student lists, field trip lists, staff lists, volunteers, and /or other relevant records of attendance;
5. Shut down all equipment (e.g. gas valves, science lab equipment) if possible;
6. Close all sports and windows except for the exit door, if possible;
7. When the building is cleared, proceed to designated area;
8. Take attendance, contain students, give attendance information to Administrative Assistant;
9. Discuss re-entry/school closure with the designated person in charge and the School Administrator/Principal.

### **Extended Isolation (Shelter-in-Place)**

Purpose: This pertains to when it is necessary to hold and care for students for an extended period of time. Situations that may result in an extended isolation include extended police action in the vicinity of the school or sudden and severe weather and an interruption to means of transportation or transportation routes.

Considerations for an extended isolation include the following:

1. Backup electric generator
2. Emergency water and food stores (24 hours minimum)
3. Blankets or sleeping bags
4. Flashlights and batteries
5. Other considerations for an extended isolation include communication with parents, resources for students with special needs, and access to emergency medical assistance, as required.

## **Fire Drills**

During the event of a fire or fire drill, the following steps are to be taken:

1. All instruction and activity must stop.
2. Supervising staff are to instruct students to stand and remain silent.
3. Students are to line up at the classroom door in a silent, single file line. Supervising staff are to take the emergency response kit, including attendance list.
4. Upon leaving the classroom, each supervising staff member is to close the classroom door and turn off the classroom lights.
5. Each class is to follow their designated route to the muster point - far end of soccer field – staff member will take attendance.
6. Attendance is reported to the Principal or Teacher in charge (TIC).
7. Classes may return to the building once the “All Clear” is given by Principal or TIC.

\*\*\*Any student in the hall or away from their classroom at the time of a drill is to leave the building from the nearest exit and join their class at the designated location point.\*\*\*

\*\*\*No one is to enter the building for any reason until the “All Clear,” is given by the principal/TIC or Designated Person in Charge\*\*\*

## **Flood Conditions**

In the event of a flooding, the School will await official direction from one of:

- O&M, Lytton First Nations
- RCMP
- Lytton Volunteer Fire Department
- Government of British Columbia.

School staff will cooperate and coordinate the evacuation of the school to the Muster Area or other designated area that is deemed to be safe and the closure of the school, if required.

If immediate evacuation is necessary:

1. Announcement will be made, “All staff and students to bus loading zones.”
2. Staff and students will evacuate building to bus loading zones
3. We will follow the instructions of emergency authorities
4. The location will be posted on the school Facebook page and our website.
  - a. Lillooet Recreation Centre
  - b. Spences Bridge, old school location
  - c. Boston Bar Community Hall
5. Buses will unload at these locations.
6. Staff will remain with class until each student from the class is picked up by parent, guardian, or emergency contact.

## **Forest Fire**

In the event of a forest fire, SVNS will await official direction from one of; Lytton First Nations, RCMP, Lytton Volunteer Fire Department or the Government of British Columbia. School staff will cooperate and coordinate the evacuation of the school to areas determined to provide safe and school closure, if required.

If immediate evacuation is necessary:

1. Announcement will be made, “All staff and students to bus loading zones.”
2. Staff and students will evacuate building to bus loading zones
3. The location will be posted on the school Facebook page and our website. Depending on the direction of the fire, SVNS will evacuate by bus to:
  - a. Lillooet Recreation Centre
  - b. Spences Bridge, old school location
  - c. Boston Bar Community Hall
4. We will unload at these sites
5. Staff will remain with class until each student from class is picked up by parent, guardian, or family member

## **Stein Valley Nlakapamux School Gas Station Emergency Plan**

### **Name and location of business:**

Stein Valley Nlakapamux School Gas Station

1675 St. Georges Rd.

Lytton, B.C. V0K 1Z0

250-455-2532

Approximately 5kms North of Lytton, B.C. on Highway 12

Emergency Day Phone: Denise Dunstan 250-455-2522

Emergency Night Phone: Denise Dunstan 250-455-2769

Other Night Phone: Jason Williams

**Hours of operation:** Monday-Friday: 7:15am-6:00pm,

Weekends and Statutory Holidays: 9:00am-4:00pm.

### **SVNS Gas Station has a fence around the gas tanks:**

-which remains locked when no gas attendant is on site.

### **Stein Valley Nlakapamux School Gas Station Tanks capacity:**

-Above ground regular gasoline 4500L tank

-Above ground diesel 2250L tank

### **Emergency response equipment and location:**

2 10lbs. ABC Fire Extinguishers inside the office building by the front entrance.

1 10lbs. ABC Fire Extinguisher inside the gas station by the gate.

1- Spill Kit inside the gas station.

### **In case of fire:**

-Push the emergency stop button, which is on the power pole by the gas station.

-If it is safe to do so, attempt to extinguish the fire using available fire extinguishers.

-Call 911

-protect yourself

-evacuate and secure the area of any personnel.

-document the situation.

### **In case of a Fuel Spill:**

- push the emergency stop button, which is on the power pole by the gas station.

- remove all ignition sources; cell phones or anything with spark.

- don't remove the vehicle if filling it up.

- clear and secure the area of any personnel.

- stop the source if safe to do so; don't contact liquid and only approach from up wind.

- contact SVN; Denise Dunstan - 778-220-2979, Merle Hubbard - 778-254-2480 right away and have them call **fire department**

- document particulars and notify: Environment Canada at 1-800-663-3456.

- have fire extinguisher ready.

**Surrounding area of the SVNS Gas Station:**

- is a K-4-12 school.
- 4 residents.
- Senior Citizens Complex.
- Lytton First Nation Health Department.
- Nlakapamux Nation Tribal Council
- Council Office and Lytton First Nation Maintenance Department.

**List of individuals to carry out plan:**

Jason Williams, Gas Attendant

Denise Dunstan, Supervisor

Merle Hubbard, Principal of Stein Valley Nlakapamux School

Chief Janet Webster of Lytton First Nations

Name, Lytton First Nation Emergency Plan Coordinator

Name, Lytton First Nation Coordinator

Name, Lytton First Nation Coordinator

Name, Lytton First Nation Coordinator

**Contact:**

The Emergency Management BC at 1-800-663-3456 to call the appropriate provincial or federal response team.



### Phone Tree

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>After Hours</b>
Denise Dunstan	Bus Driver/Supervisor	250-455-2522	250-455-2769 778-220-2979
Opal Charters-Voght	Principal, SVNS	250-455-2522	250-455-0461 250-378-0908
Christine Brown	LFN Emergency Coordinator	250-455-2304	250-320-2671
Jim Brown	LFN Maintenance Department	250-455-2339	250-318-5296
Nlakapamux Tribal	Front Desk	250-455-2711	
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>After Hours</b>
LFN Health Dept.	Virginia Peters	250-455-2115	
LFN Seniors Complex	Front Desk	250-455-2273	
BC Ambulance Emergency Response		1-800-461-9911	
BC Hydro		1-888-769-3766	
Forest Fire reporting ONLY		1-800-663-5555	
Ministry of Environment, Lands & Parks (Kamloops)		250-371-6200	
Environmental Violations, Dangerous Wildlife/Human Conflicts		1-800-663-9453	
Ministry of Water, Lands & Air Protection		250-371-6200	

**UPDATED VERSION NEEDS TO BE ADDED \***

### **Hazardous Substance Release**

If there is not enough time or warning to safely evacuate, AND:

- The release is expected to pass over the area quickly.
- The source and nature of the release have yet to be determined.
- A safe evacuation route has yet to be verified.

### **Procedures**

1. Immediately gather everyone indoors and stay there.
2. Close and lock all windows and outside doors of the school.
3. If possible, Maintenance staff can tape (duct tape) the gaps around the exterior door frames.
4. Maintenance staff will turn off appliances or equipment that either blow out or use indoor air, such as:
  - a. washroom and kitchen exhaust fans
  - b. built-in vacuum systems Or, suck in outside air, such as
  - c. heating ventilation
  - d. air conditioning (HVAC) systems
  - e. fans for heat recovery ventilators or energy recovery ventilators (HRV/ERV)
  - f. Maintenance staff will turn down furnace thermostats to the minimum setting and turn off air conditioners.

## **Hold and Secure**

**“Hold and secure”** should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school, (a robbery near the school, a cougar). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved or when the school becomes unsafe to stay in.

**\*\*Note: After any Hold and Secure, a communication should go out to the families outlining the situation and how it was handled. This will ensure that accurate information goes home and that families can support their children if they have questions or concerns.**

### **Procedures**

1. An announcement stating: “We are in a Hold & Secure situation. Please remain inside the building until further notice.” (Repeated three times). Remain in your respective classrooms;
2. Teachers are to look outside room into hall to gather any students into your room as quickly as possible;
3. Lock your room, close blinds and curtains;
4. Classes that are outside must immediately move to the furthest possible point in the school yard;
5. Record any additional staff/students in the room;
6. All staff and students must remain inside the building;
7. Listen for announcements on the PA updating the ongoing situation “All Clear” will be announced after the threat has been resolved or if there is further action required.

## **Influx of people**

### **Procedures**

1. Confirm the identity of the displaced group and the number of people in the group;
2. Determine if any individuals with special needs are present and if the school is able to accommodate them;
3. Consult with the School Administrator and/or President of the SVNS Board to determine if the school should be dismissed;
4. Inform the students and staff of the expansion;
5. Make preparations as appropriate;
6. Contact 911 to request assistance as appropriate;
7. Direct staff to assist as required;
8. Liaise with emergency agencies and person-in-charge of the displaced group;
9. Direct any media enquiries to the School Administrator, as required.

## Life-Threatening Allergies

### **Procedures**

1. It is the responsibility of the parent/guardian to:
  - a. Inform the school principal of their child's allergy (and asthma) and discuss the need for an individual plan (Strategies to avoid allergens, communication with staff, special requirements).
  - b. Complete medical forms and the "Anaphylaxis Emergency Plan" which includes a photograph, description of the child's allergy, emergency procedure, contact information, and consent to administer medication.
  - c. Advise the school if their child has outgrown an allergy or no longer requires an epinephrine auto-injector. A letter from the child's physician/allergist is required and will be put in the student's file.
2. The child's allergy must be recorded on the Permanent Student Record, School Registration Form, and student emergency contact information card. The names and photos of students with medical conditions and allergies must be posted in the copy room, staff room and kitchen areas.
3. Availability and location of Epinephrine auto-injectors or Allergy Medication:
  - a. Children who are old enough must carry their own Epinephrine auto-injector or allergy medication with them at all times.
  - b. The parent/guardian must provide the Epinephrine auto-injector or medication to the school.
  - c. It cannot be presumed that a child/adult will self-administer their auto injector while having a reaction.
  - d. Posters describing the signs and symptoms of anaphylaxis or allergic reaction and the use of the Epinephrine auto-injector should be posted in relevant classrooms and the office.
  - e. If a child who is allergic or anaphylaxis is going on a field trip; the Epinephrine auto-injectors and allergy medication must be brought along.
4. On a yearly basis there should be awareness sessions for all staff which can be part of the Week Orientation at the beginning of the school year, which would include:
  - a. Ways to reduce the risk of exposure
  - b. Recognition of signs and symptoms of anaphylaxis
  - c. When and how to give the epinephrine auto-injector.

5. In case of emergency:

- a. One person must stay with the individual at all times;
- b. One person goes for help;
- c. Administer epinephrine at the first sign of reaction
- d. Contact the emergency room, and regardless of the degree of reaction or response to epinephrine, transfer the child to the emergency room.
- e. It is suggested that another individual accompany the driver to provide assistance.
- f. Contact the child's parent/guardian.
- g. A calm or familiar person stays with the child until a parent/guardian arrives.

## **Student Injury**

### **Procedures:**

1. If a student requires immediate attention, every attempt will be made to address the medical needs of the student immediately by the 1st aid attendant.
2. Another staff member will call for emergency assistance, if required.
3. Instructions of emergency assistance will be followed.
4. The student's parent will be contacted to come pick up their child as soon as possible.
5. All medical emergencies will be reported to the principal who will inform the school administrator.
6. If necessary, a staff person of the school may drive the student to the nearest emergency unit. If a student must be transported to hospital, every attempt will be made to notify the student's parent(s). If the parents are unavailable, every attempt will be made to locate one of the persons listed on the emergency contact sheet of the student.
7. Staff of the school may not administer prescribed medicine to a student unless the parent consents, and the medicine is prescribed by a medical practitioner, dentist or a physician authorized to prescribe such medicine. The prescribed medicine must have proper instructions, be in its original container, have the date, dosage and medical practitioners and student's legal name on it.
8. Parental consent is required for staff to administer over the counter medication to their child. Staff are required to record the type of medicine, dosage, time and date. (Form needs to be developed).
9. The principal and/or school administrator will notify the School Board President verbally with a follow up with a written report identifying all serious injuries.
10. Staff are required to fill out an Incident Report Form, describing what happened, any first aid that was administered, and by whom. This will be filed in the office.

## **Lockdown**

### **Procedures**

1. Announce: "Lock down the building." Repeat three times.
2. Call 911
3. Contact School Administrator to inform.
4. Quickly look outside room into hall to gather any students into your room as quickly as possible.
5. Lock your room, close blinds and curtains, turn off lights.
6. Do not leave your students.
7. After you have locked your door, do not let a student into your room unless staff people, who have identified themselves to you, accompany the student.
8. Keep students quiet and away from the windows and doors.
9. Staff on preps or not assigned to teaching area;
  - a. Check bathrooms, halls and stairwells in immediate area
  - b. Go to closest secure room
  - c. Lock door

### **DO NOT:**

1. Call outside the school
2. Go to the office
3. Open your door to see what is going on



## **School Bus Accident/incident**

### **Driver/Staff at the Scene**

#### **Procedure**

1. Call 911.
2. Call the person-in-charge at the school.
3. Help to implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
4. Move all uninjured students to a safe distance from the accident.
5. Provide to the school the names of all injured students and the location to which they may have been taken for medical treatment.
6. Ascertain the names of any injured students and the nearest location of any medical treatment facility.
7. Notify parents/guardians of all students on the bus as quickly as accurate information is available.
8. Direct a designated school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate.
9. Complete appropriate documentation.

## **School Bus Evacuation**

### **Procedures**

1. Each bus will do an evacuation drill at least twice each school year (once by the end of October and once again before spring break); at least one drill must include the teachers, teacher assistants and the school principal.
2. All practice school bus evacuation drills will be held under the direct supervision of the Bus Supervisor.
3. The principal will assign members of the school to assist students unloading from the bus through the rear exit door due to the height of the bus from the surface on which the bus is parked.
4. When discussing school bus emergency drills with students, the importance of an orderly evacuation must be emphasized.
5. School bus evacuation routes and procedures will be reviewed periodically throughout the year.
6. A record of the school bus emergency drills must be recorded and kept in the principal's office.

## **School Closure**

### **Procedures**

1. The principal, in consultation with the school administrator, may close the school for emergency situations such as no heat, no water or power outages that are considered unsafe for classroom occupancy.
2. Should the heat not be functioning in the school, the principal will close the school once the inside temperature reaches 18 C degrees.
3. Should there be no water running in the school and the Maintenance Department has indicated that the water will not be restored quickly, the principal, in consultation with the school administrator will close the school.
4. If the power outage is expected to be longer than two hours, the principal, in consultation with the school administrator, may close the school.
5. The secretary/receptionist will contact the parents/guardians, teachers and other staff regarding the school closure.
6. The principal, in consultation with the school administrator, will determine when the school will reopen and the secretary/receptionist will notify parents/guardians, teachers and other staff.

### Threatening Call Checklist

Be calm, courteous and listen - do not interrupt the caller. If possible, record the following information to share with the RCMP.

Your Name:	Time:	Date:	Length of Call:
Your Location in Building Where You Received Call:			
Nature of the Threat (use caller's words if possible):			
Why is the threat being made? (use caller's words if possible)			
Description of the threat		Location of the threat	
Does the caller appear to be familiar with the building?			
<b>Voice Characteristics (check all that apply)</b> <input type="checkbox"/> accent <input type="checkbox"/> deep <input type="checkbox"/> lisp <input type="checkbox"/> raspy <input type="checkbox"/> angry <input type="checkbox"/> deep breathing <input type="checkbox"/> loud <input type="checkbox"/> slow <input type="checkbox"/> calm <input type="checkbox"/> disguised <input type="checkbox"/> nasal <input type="checkbox"/> slurred <input type="checkbox"/> clearing throat <input type="checkbox"/> distinct <input type="checkbox"/> normal <input type="checkbox"/> soft <input type="checkbox"/> cracking voice <input type="checkbox"/> excited <input type="checkbox"/> rapid <input type="checkbox"/> stutter <input type="checkbox"/> crying <input type="checkbox"/> laughter <input type="checkbox"/> ragged <input type="checkbox"/> whispered <input type="checkbox"/> familiar (If voice is familiar, who did it sound like?)			
<b>Language (check all that apply)</b> Good Fair Poor Foul	<b>Accent (check all that apply)</b> Local Not Local Foreign Ethnicity or Dialect	<b>Background Noises (check all that apply)</b> Machines Trains Animals Music Voices Children Airplanes Street Traffic Other	<b>Manner (check all that apply)</b> Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional Righteous Laughing Other

## **Weapons**

### **Procedures**

1. When the principal reasonably believes that any person on the school premises possesses weapon, they shall:
  - a. Make all reasonable attempts to minimize the risk of injury to any person.
  - b. Arrange for the removal of weapons from the school premises.
2. After the principal and/or designate has ensured that safety of all she/he:
  - a. Shall, as soon as practical, notify the parent/guardian of any child involved in the situation.
  - b. May report the matter to the RCMP, and if appropriate, seek their assistance.
  - c. Make an immediate verbal report to the school administrator (followed by a written report) who will verbally inform the School Board President.
3. Suspension of Student – Stein Valley Nlakapamux School recognizes the possession of any weapon by a student on or near the school premises, or at any school function, a serious threat to the school environment and the community at large. Therefore, the principal shall suspend any student in possession of or using a weapon.
4. All cases involving weapons shall result in a suspension. The length of the suspension is at the discretion of the principal in accordance with the circumstances and seriousness of the offense.

### **Do Not:**

1. Evacuate the school. The RCMP will determine the location concerned and direct any evacuation that may be required.
2. Attempt to remove the weapon or weapons from the Intruder(s)
3. Attempt to negotiate with the Intruder(s).
4. Remove lock down until given clearance by the RCMP.

### **Do, when the situation has been resolved:**

1. Follow up on the incident by involving School administration and a discussion with all staff.

### **911 instructions**

From a position of safety, be prepared to tell the dispatcher:

	DESCRIPTION
<b>What?</b>	Nature of the incident: fight, drugs, suspicious person, threat, Etc. Is the suspect still present? Are there injuries? If so, what is the extent of the injuries?
<b>When?</b>	Is the incident in progress, or did it happen in the past? At what time?
<b>Where?</b>	Specify school name, exact school address, your name and the date of birth, specific location of the emergency,. If outside, bordering Street information and direction is important.
<b>Weapons?</b>	If weapons are involved, give specifics if possible. IE, firearms, knife, etc.
<b>Who?</b>	If known, names and full description of suspect and any victims. See threatening call checklist to help with additional details

## **Appendices**

### **A. School Profile and building information**

This is a brief description of the school, including what grades or age levels attend, how many buildings and rooms are on the school property, how many teachers and staff, etc. Be sure to include any unique situations or information, such as other tenants. Include the location and identification of external doors.

The following form, adapted from the RCMP School Action for Emergency (SAFE) Plan, can be used to document school profile and building information.

#### **School Data Form**

**LAST UPDATED:**

#### **School Profile**

Name of School: Stein Valley Nlakapamux School
Hours: 7:00 am to 5:00 pm
Grades: K4-12, Adult Education and Post-Secondary Education
School Address: 1575 St. Georges Rd Lytton B.C. V0K1Z0 Box 300
Floors: 3
Number of Elementary/Secondary Students: 109 Number of Adult Students: 35
Mobility Challenged Students: yes
School Phone: 250-455-2522
School Fax: 250-455-2512
Staff: 38

## Building and Personnel Information

Position	Name & Office Phone	Cell Phone
Principal	Merle Hubbard Ext. 222	778-254-2480
Administrator	Edith Loring-Kuhanga Ext. 223	250-213-8761
Admin. Assistant	Anna-Marie Adams Ext. 223	778-254-1084
OFA Level 3	Maria Adams Ext. 239	604-869-6553

Audio/Intercom	
Location	Reception Office and in each classroom
Instructions for Use	Function button- 611

Alarms	
Type	Location Shut Off Instructions
Fire	Photocopy room Follow posted instructions

Telephones	
Location	Type
Main phone- office 204 A-B	Outside line
Room 205, 206, Merle's office	Outside line
Classroom phones	Internal lines
Adult Education Centre	Internal lines
Gas Station	Outside line



<b>Security Cameras/Main Entrance Intercom</b>	
	<b>Location Coverage</b>
	<b>None N/A</b>
Instructions for Use	
Monitoring Locations	

<b>Utilities</b>	
<b>Type</b>	<b>Location Shut Off Instructions</b>
Gas/Propane	North end, in brown fence Turn white handle
Water	Room 228 Turn wheels
Electrical	Room 106 Flip main switch down
Gas Station	See pages 11-12

<b>Sprinkler System</b>
Control Valve Location Room 228
Shutoff Instructions: Turn wheels as needed

<b>Boiler Room</b>
Location Room 228
Access Master key

<b>Main Telephone Panel</b>	
Location	Room 106
Access	Master key

<b>Roof Access</b>
--------------------

Location Access
Room 227A Climb ladder to latched door
Room 122

<b>Elevators</b>
Location Instructions for Use
Main floor Insert key, hold unlock button, remove key, insert key
Inside, press and hold which floor # until elevator
Reaches desired level, remove key and wait for it to lock

Emergency Power System	
Type	N/A
Location	N/A
Provides Power To	N/A
Shutoff Instructions	N/A

On Site Hazards	
Custodial Areas	Room 104, 106
Science Labs	Room 115
Machine Shops	Room 122
Maintenance Shed	Northeast of school
Gas Station	See pages 111-12
Construction North of School	Contact Scott Fawdrey, Dent Safety Officer, 1-778-269-2691 <a href="mailto:sfawdrey@jimdent.com">sfawdrey@jimdent.com</a>

## **B. Evacuation Routes**

Please see attached map of the school, with exit routes for each room.

## **C. Local Hazards Assessment**

Our external plan would be to follow the Emergency Plan set out by Lytton First Nations and include Dent, the construction company working just north of the school.

## **D. Off-Site Emergency Plan**

When students are off site, teachers are to keep track of the number of students on a regular basis.

- Emergency contact lists
- First-aid KIT and a designated person with Level 1 Emergency First Aid
- Student emergency contact information
- Staff/chaperon emergency contact information
- If a student is injured, the situation will be determined on a case by case basis. If medical assistance is required, the person will be transported to the nearest hospital, or call 911 if in cell service.
- If a student is missing, staff will determine who is missing. The child will be reported missing to 911 and parents/guardians will be notified. Small groups of staff and students will search for the missing student.

## **E. Communications Plan**

The communications plan provides guidance to the person-in-charge regarding communications before, during, and after an emergency in the following areas:

- Police/Fire/Emergency Health Services (EHS)/Emergency Management Organization (EMO)
- School/Board Staff and Tenants
- Parents/Guardians/Students/Community
- Media

### **Police, Fire, EHS, EMO**

During an emergency, one of the first priorities will be to contact police/ fire/emergency health services/emergency management organization. The most expedient means is by calling 911. The 911 operator will ask you to state your emergency. This is done to ensure that the appropriate agency or agencies are dispatched. It is vital at this point.

Be clear as to what has actually happened or is happening. Do not speculate, exaggerate, or minimize the facts. The Enhanced 911 system will provide the operator with a specific address for a telephone, however you will be asked to confirm your address. It will be vital that you clearly describe where the main entrance is located or where the police should arrive or should avoid. It is important to remember that the Enhanced 911 system will not give a location if you are calling from a cell phone; therefore, you will need to state the address for the school as well as any specific directions responders should know.

The 911 operator will continue to ask you questions as responders are being dispatched. Questions you should be prepared to answer include:

- What is happening?
- Is anyone or how many are injured?
- Are the suspects still on the scene?
- What are their descriptions?
- Do they have weapons?
- Who will meet the police/fire/EHS at the door and what is their name/description?

If the emergency involves injuries to students or staff, 911 operators will transfer you to Emergency Health Services dispatchers who will ask further questions in relation to the injuries or illness as well as giving directions for emergency care.

Finally, if the emergency is ongoing, the 911 operators will request that you stay on the line with them to provide updates and additional information until the emergency responders arrive.

### **Staff, School Board Staff, and Tenants**

- Communicating with staff internally during an emergency will either be in person, via in class phones, or through the PA system.
- Communicating internally in the event of a power failure will consist of either cell phones, in person, using a megaphone, or a satellite type phone.
- Communicating internally/externally in the event of a phone/cell phone failure will be with using a satellite phone.

## Media

- Edith Loring-Kuhanga is the main media representative, and the secondary person is Merle Hubbard .
- Media inquiries will be deferred to the responding emergency service when the media representative is unavailable, or attending to a staff member or student. Or when the representatives are involved in the emergency.
- Media are to gather at or near the front fence line of the school, to deter from photographing teachers or students.

Following are some guidelines for dealing with the media:

- No person other than the communications manager or the person-in-charge should speak with the media.
- Do not play favourites. Give all media access to the same information.
- Try to have consideration for the media's deadlines.
- Be factual. Don't speculate.
- Do not cover up or try to mislead the media.
- Keep records of all information provided to the media. Provide written press releases when possible.
- If the media will be on the site during the emergency/disaster, ensure that appropriate safety precautions are followed.

## **F. School Emergency Management Kit Contents**

Refer to page 31 of the *Planning Guide* for details.

- school emergency management plan
- student data (name, phone number, address, emergency contact person,
- pertinent medical information, sign in/out sheet if applicable)
- 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
- school profile and building information
- aerial photos
- map of school area
- map of relocation route (if not included in the school area map) ⑥ traffic
- safety vests
- keys
- first-aid kit

- charged cell phone
- megaphone
- portable radio(s)

#### **G. Classroom Emergency management Kit Contents**

- a copy of the *Emergency Response Plan*
- class student roster
- small first-aid kit

#### **H. Building Tenant Information**

- names and contact information of tenants
- number of mobility challenged tenants
- health risks and hazards that could happen during the event
- agreement to follow SVNS Emergency Management Plan and have a copy on hand during the event

## **Safe and Healthy Environment**

### **Policy**

Stein Valley Nlakapamux School will meet all health and safety procedures.

### **Procedures**

1. School facilities and grounds will be properly maintained to meet all health and safety procedures, including Environmental Health Officer Inspections.
2. When a child is suspected of or reported to have a communicable disease by a medical practitioner, the matter will be immediately reported to the principal and the parents will be contacted to pick up their child.
3. The student will be allowed to return back to school when they are free of communicable disease. The prescribing medical practitioner must provide written notification that the student is free of communicable disease and is able to return to school.
4. The First Aid room at the school must be kept sanitized, including cleaning of blankets and pillows after each use.