

Administrative Procedure 3040 R1

***Emergency Preparedness and Response –
Earthquake***

This regulation provides for the minimal expectation regarding earthquake preparedness and response. More detailed information and a guideline for further activity is contained in the *Emergency Preparedness Manual (1999)*.

1. Annual Expenditure

As a component of its budget-setting process, School District No. 71 (Comox Valley) shall allocate, within the limitations of financial resources, a fund to assist in the non-structural preparation for earthquakes. Due to the complexities of preparedness activity and financial constraints, this expenditure shall be focused on district-wide priorities determined by management using appropriate consultative procedures.

2. District/Community-Wide Planning/Preparation

The district shall participate in any community-wide planning and preparation activities and establish district-wide procedures in conjunction with community agencies and organizations.

3. District Authorization

It is the responsibility of employees to implement and adhere to this regulation. In addition to this regulation, the Board of Education endorses the *Emergency Preparedness Manual (1999)* as a general guide for the preparation for, and response to, earthquakes. The board encourages cooperation between administrators, PAC's, teaching and support staff in working toward the plans and procedures outlined in the document.

4. **Planning Committee(s)**

- 4.1 The district shall, within limits of financial and temporal resources, establish a district response committee to develop a district-wide plan and assist schools and sites with planning when so requested.
- 4.2 The principal, supervisor, or his/her designate is responsible for the overall planning for school/site-based earthquake preparedness including the establishment and operation of an Emergency Preparedness Committee.

A guideline for such a committee and its role is outlined in the *Emergency Preparedness Manual (1999)*. Schools/sites have discretion in developing, designing and operationalizing this committee. The committee reports to the principal or designated site supervisor.

- 4.3 Planning shall reflect that, in the event of an evacuation or emergency, the administrative officers or site supervisors or their designate shall be in charge.

5. **Parent Communication/Role**

- 5.1 The school shall send information to parents either through the school newsletter or by letter prior to September 30 of each year.

The information conveyed shall include that the school anticipates that parents will:

- 5.1.1 make themselves aware of the school's emergency plan;
 - 5.1.2 provide the school with names of alternate adult contacts;
 - 5.1.3 in the event of an emergency, listen to local radio stations and not phone the school; and,
 - 5.1.4 listen to the direction given by staff.
- 5.2 Employees and parents are strongly encouraged to develop a family response plan and participate in neighbourhood and community preparedness activities.

6. **First Aid**

Emergency medical conditions forms and necessary medications shall be stored close to or within the emergency first aid kit.

7. Supplies/Equipment Storage

- 7.1 Schools and sites are encouraged to provide additional supplies and equipment. A guide for such materials is available in the *Emergency Preparedness Manual (1999)*. Donations to schools shall be in accordance with Board Policy 8040, *Acquisition of Services, Equipment and/or Facilities*.
- 7.2 The district shall establish standards for design and construction of outdoor storage areas. Construction or acquisition of such storage areas shall be in accordance with these standards, and other existing Board Policy 8040, *Acquisition of Services, Equipment and/or Facilities*). The district shall determine the location of any outdoor storage areas.
- 7.3 Outdoor storage shall be considered if such storage is a high priority and is the best option available in terms of access, expense, storage of material, and maintenance. District approval is required for outdoor storage areas.

8. Earthquake Drills/Posters

- 8.1 Earthquake drills shall be held at least three times per year. Timelines for completion of drills is as follows:
- first drill - by September 30
 - second drill - by November 30
 - third drill - by March 31
- 8.2 The minimum earthquake drill procedures are as follows:
- students and employees shall drop and take cover under desks or tables,
 - students and employees shall turn away from windows,
 - students and employees shall remain in a sheltered position for at least 60 seconds,
 - students shall be silent and follow employee directions,
 - choose two alternate students prior to the drill,
 - students shall begin evacuation following the instruction of the teacher (if the teacher is incapacitated the two alternate students),
 - evacuate the building in an orderly manner through designated exits,
 - assemble in designated areas,
 - conduct a headcount and provide information to the command post.
- 8.3 Additional information regarding drill and evacuation procedures are included in the *Emergency Preparedness Manual (1999)*. Schools are encouraged to prepare and practice beyond the level as stated in this policy.
- 8.4 The poster "*Earthquake Drill Procedures and Classroom Identification of Hazards*" shall be posted in a visible area in each classroom.

9. **Disaster Task Committees**

Schools and/or sites are encouraged to develop disaster task committees as outlined in the *Emergency Preparedness Manual (1999)*. Where neighbourhood emergency preparedness programs exist, schools are encouraged to link and coordinate plans and activities.

10. **Duties and Responsibilities Before, During and After the Earthquake**

In the event of an earthquake, staff are expected to remain on the scene to ensure the safety of students until otherwise directed by the administration or site supervisor.

Those staff with children or other dependents should have arrangements in place for their care by others. As the situation stabilizes, those employees with dependents will be released from duty first.

The policy statement of this regulation includes further information as well as information regarding declaration of emergencies under the *Emergencies Act (1996)*.

Duties and Responsibilities Before, During and After the Earthquake Event

| | BEFORE | DURING | AFTER |
|---|---|---|---|
| Principals/ Administrative Officers | <p>Oversee the school/site emergency preparedness activities.</p> <p>Ensure that first aid kits are complete and up to date.</p> <p>Be familiar with location of service shut-offs.</p> | Stay calm and take cover in the “crash position”. | <p>Direct the school evacuation. (Do not use elevators.)</p> <p>Set up command post.</p> <p>Direct, re-assign or instruct staff or students as needed.</p> |
| Classroom Teaching Staff, Teacher Aides, Supervision Aides | <p>Ensure students are aware of procedures and classroom evacuation.</p> <p>Be aware of class and school evacuation procedures.</p> | Stay calm and take cover in the “crash position”. | <p>Instruct students to evacuate. (Do not use elevators).</p> <p>Take “grab and go” bag if available</p> <p>Lead class to designated area.</p> <p>Be prepared to take alternate routes.</p> <p>Report situation to “command post”.</p> <p>Remain with students and await instruction.</p> |
| Daytime Custodial Staff | <p>Coordinate with principal to identify and eliminate, if possible, potential interior and exterior earthquake hazards.</p> <p>Inspect chemical storage areas regularly.</p> | Stay calm and take cover in the “crash position”. | <p>Report to principal, then proceed to carry out prearranged duties, e.g. shutting off services if needed, firefighting, water supply control.</p> <p>Assist in search and rescue if necessary.</p> |

| | BEFORE | DURING | AFTER |
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| Daytime Custodial Staff (cont'd) | <p>In cooperation with principal, establish earthquake drill with responsibilities for shutting off power, fuel and water mains if required. (Note that the power in G.P. Vanier, Highland and Lake Trail should only be turned off by an electrician.) A map should be posted in the office indicating the location of each of the mains.</p> <p>Establish a procedure for setting up emergency toilets, uncontaminated water supplies, and first aid centres.</p> <p>Know location and use of firefighting equipment.</p> <p>Be familiar with student earthquake drills and the responsibilities of other staff members</p> | | |
| Afternoon Shift Custodial Staff | <p>Be thoroughly familiar with the above checklist for daytime custodians.</p> <p>Establish escape routes from various areas of buildings.</p> | <p>Stay calm and take cover in the "crash position".</p> | <p>If night school is in session, assist students in locating exits.</p> <p>Try to establish contact with a supervisor to let him know your situation.</p> |
| Maintenance Staff | <p>Be generally familiar with earthquake drills.</p> <p>Be familiar with location of service shut-offs.</p> <p>Ensure vehicle first aid kit is maintained.</p> | <p>Stay calm and take cover in the "crash position".</p> <p>If in a vehicle, pull to the side of a road away from power lines, bridges, etc.</p> | <p>If located at a school, assist the administration as required.</p> <p>At the earliest opportunity, make contact with the maintenance department.</p> <p>Crews will be dispatched to assist schools.</p> |

| | BEFORE | DURING | AFTER |
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| Bus Drivers | <p>Be acquainted with earthquake drills and procedures.</p> <p>Ensure vehicle first aid kit is maintained.</p> | <p>Stop bus away from power lines, overpasses, bridges etc.; pull into side road or into a driveway if possible.</p> <p>Stay in the bus.</p> <p>With students, assume the “crash position” between seats or in the aisles and count out loud to 60 after the shaking stops.</p> | <p>Contact dispatch for further instructions.</p> <p>Students should remain in the bus if safe to do so. If bus is immobilized in an unsafe position, evacuate to a safe area. Because of the dangers of aftershocks, this should be in an open area.</p> <p>Administer first aid, if necessary.</p> <p>Reassure students.</p> <p>Contact supervisor, school, police or other emergency authority by any means possible without leaving students unattended.</p> <p>Stay with students until help arrives or until instructed to move.</p> <p>Keep group intact.</p> |
| Itinerant and District Education Staff | <p>Be generally familiar with earthquake drills.</p> | <p>If in a vehicle, pull to the side of a road away from power lines, bridges, etc.</p> <p>Stay calm and take cover in the “crash position”.</p> | <p>If located at a school, assist the administration as required.</p> <p>At the earliest opportunity, make contact with and return to the school board office.</p> <p>Personnel will be dispatched to assist schools.</p> |
| Non-Enrolling Teachers, Teachers on Preparation Periods | <p>Be aware of drill and evacuation procedures.</p> | <p>Stay calm and take cover in the “crash position”.</p> | <p>Report to the command post.</p> <p>Assist the school administration as required.</p> |

| | BEFORE | DURING | AFTER |
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| Clerical Staff | <p>Be aware of emergency plans.</p> <p>Assist the principal with maintenance of first aid kits.</p> | <p>Stay calm and take cover in the “crash position”.</p> | <p>Assist the principal in taking necessary supplies to the command post.</p> <p>Assist the school administration as required.</p> |
| Clerk-Librarians, Library Aides | <p>Be aware of the emergency plan and drill and evacuation procedures.</p> | <p>Stay calm and take cover in the “crash position”.</p> | <p>Report to the command post.</p> <p>Assist the school administration as required.</p> |