



Emergency Response Plan

It is a goal of the school to provide a safe and secure learning environment for all students. St. John's Academy will regularly participate in drills including earthquake drills, fire drills and lockdowns. We maintain emergency and first aid supplies in the event of an emergency. In addition, to natural disasters, our schools are also prepared for other risks and threats of dangers ranging from health related issues to potential intruders.

Our response to an emergency will vary depending on the situation. Any response will be a coordinated effort with our local support and emergency agents. St. John's Academy works in partnership with the RCMP, the Fire Department, Coastal Health, and the Ministry of Children and Family.

Emergency, Unscheduled and Snow Closures

In the event of an unscheduled school closure caused by snow, emergency, or extraordinary circumstances an alert announcing the affected schools will display at the top of the school website.

When in an emergency the school will send an email to SJA community about what is happening and next course of action.

Current information on school closures or threats of closures due to external conditions is also available:

- On School websites
- On Facebook and Instagram.
- On media outlets such as [CKNW](#), [News1130](#), [170.1 Country](#), [CBC Radio](#), [107.7 Pulse Radio](#)
- By phone at 604-683-4572

IMPORTANT COMMUNITY NUMBERS

- Vancouver Coastal Health: 604-763-2033
- Family Services: 604-731-4951
- Non Emergency (Police) : 604-717-3321
- Suicide Hot Line 1-800-784-2433
- Kids Help Line 1-800-668-6868
- Crisis Line (604) 872-3311
- After Hours Chinese Crisis Line (through SUCCESS) (604) 270-8222 for Mandarin or (604) 270-8233 for Cantonese

Fire Drill

In the case of a fire:

- 1. Teachers leave the room with students, closing all doors behind them. Do not go to other areas to get coats or personal items. Students away from their class at the time the alarm sounds must proceed to the nearest exit and meet with their class at the mustering area. If the attendance sheet is still with the teacher, he/she must collect and bring it to the mustering area.**
- 2. The Assistant Registrar must collect attendance sheets and the student emergency contact list before evacuating the building.**
- 3. If you have discovered a fire and the alarm is not sounding, activate the building fire alarm system by using the nearest emergency exit on your way out of the building.**
- 4. Evacuate the building using the closest staircase and using the safest nearest exit. If it is not possible to exit out of the nearest exit, use an alternate exit.**
- 5. Once outside, if there are no emergency vehicles present, the Principal or his/her designate will call 911 and give the building address and any other relevant information.**
- 6. The mustering area in case of a fire is at the back of the parking lot. The Principal and Registrar will be in the foyer of the building where they can monitor the Fire Marshall's activities and respond as needed.**
- 7. Students are to meet in the mustering area and remain there with their teacher. Teachers must recheck their student attendance at this time and report any missing students to Principal.**
- 8. Students and teachers may only enter the building when the Fire Marshall has given the all clear and the Principal or his/her designate has released students to proceed.**
- 9. Should there be damage in the school or the building is unsafe, parents/guardians will be informed and students will be dismissed from the mustering area. Students will not be allowed back in the building to retrieve personal items.**

In the case of an earthquake:

1. Remain in your current location. Drop under heavy furniture such as a table, desk, or any solid furniture. Cover your head and torso to prevent being hit by falling objects. Hold on to the object that you are under so that you remain covered. Be prepared to move with the object until shaking has finished.
2. If you cannot get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall and protect your head and neck with your arms.
3. Face away from windows. Do not stand in doorways.
4. Count seconds out loud for the duration of the quake. This will help keep students focused and calm and will allow you to identify how long the earthquake lasts. The longer it lasts, the more cautious everyone will need to be.
5. Once the shaking has stopped stay where you are unless your teacher, the Principal, Registrar or other school official tells you to leave.
6. If the fire alarm goes off, follow the procedure above.

OUTDOORS – STAFF PROCEDURES

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 injury.
- 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.
- 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 Lockdown Procedures

1. Contact the front desk and phone 911.
2. An emergency lockdown will be announced by someone from the front office who will contact the classrooms.
3. STAFF check hallways and washrooms for students and direct them to the nearest classroom.
4. STUDENTS in hallways are to seek shelter in the nearest classroom.
5. Lock and/or barricade classrooms and other doors.
6. Classrooms with windows should leave **lights on**, and blinds open.
7. Sit or stand in an area that is out of sight from doors and windows. Remain quiet
8. until **All Clear** is announced.

Notes: A lockdown supersedes fire alarms. If the fire alarm sounds, **DO NOT** evacuate the building unless:

- a) You have first-hand knowledge that there is a fire in the building.
- b) You have been advised to evacuate the building.

Do not use cell phones in classrooms.

Lunch Hour and Extracurricular Activities:

Should a lockdown be required during lunch hour, class change or extracurricular activities, students should be immediately moved out of the hallways into open classrooms.

Available teachers/staff should open their classrooms or other available rooms in their immediate vicinity and proceed with lockdown precautions.

Classes Outside the Building:

If a threat occurs while a class is being held outside of the building, the school will notify that group, and it should immediately move to an alternative location such the park.

Emergency Lockdown Procedure (Outside Threat)

1. The preceding information outlines the emergency lockdown procedures for a situation in which the threat is within the school building.
2. If the threat is outside the building (for example, in the neighborhood), the doors leading outside will be locked so that no one can enter the building. Staff will be posted at each door.
3. An announcement will be made to inform staff and students of the threat and the conditions of the lockdown.
4. Students and staff will not be allowed to leave the building until the threat is over.

Information to Parents/Guardians:

If an actual lockdown occurs, administration will attempt to prepare an email to be sent to parents that day.

Natural Gas Leak

In the event that the fumes are identified as a natural gas leak from within the building, the evacuation of the school should be immediate, and consideration should be given to moving the customary marshalling area to a location more distant from the school.

School doors should be locked to prevent access until the building is declared safe for entry.

- Order the school evacuation via the PA system or runners. DO NOT use the fire alarm.
- Contact 9-1-1 and report the situation.
- Contact the delegate and report.
- Move the student marshalling area to a further location from the building.

BOMB OR SUSPICIOUS DEVICE

Bomb threat phone call:

When a bomb threat call is received, remain calm and be courteous. Listen and do not interrupt the caller.

Initiate trace after call ends prior to using the line again by dialing *57 immediately.

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

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.
- Get students out of the immediate area and wait for directions from the school office.
- 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
- Notify all students and staff of the potential danger.
- Work with police and fire officials to determine the nature of the device.

Search Guidelines:

- Search your immediate or assigned areas.
- Search all unlocked cupboards, drawers, shelving, and flooring.
- Do not touch any suspicious objects.
- Report any suspicious packages to School Administration.
- Staff member sees suspicious package
- Staff moves students to a safe area & assigns supervision of students to another staff member
- Staff member immediately & personally reports package details to School Administration.
- School Administrator assess suspicious package information and If package suspicious - enact immediate evacuation by Fire Alarm and call 9-1-1(if emergency services not on site).

SCHOOL SAFETY ALERT SYSTEM

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| <div style="text-align: center;">  </div> <p style="text-align: center;">CODE RED (announced over intercom) Full Lock Down</p> <p>The exterior doors of the school shall</p> <ul style="list-style-type: none"> • Be locked if the threat is outside • Not be locked if the threat is within. <p>Room doors will be locked. No movement inside the school.</p> <p>INSIDE BUILDING</p> <ul style="list-style-type: none"> • Gather students into nearest classroom • Check the hall/washroom for passing students/staff and direct them to immediately enter the classroom. • Close and lock room door(s). • Close windows and blinds/shutters • Keep students away from doors, windows and outside walls. • Teacher to instruct students to duck and cover • No one admitted once door secured. • Remain calm and reassure students • No talking • Record names of those present and list any missing • Adult answers classroom phone. • Administrator to keep text list of staff & provide periodic situation updates. • Direct students & staff to turn off cell phone ringers. • Follow directions of Principal/VP or RCMP <p>Remain in secured rooms until CODE GREEN – ALL CLEAR is given by Principal/VP or RCMP.</p> <p>OUTSIDE BUILDING</p> <ul style="list-style-type: none"> • Do not enter building. Go to designated offsite assembly area and wait for RCMP. • Record the names of persons in your care • Remain in place until CODE GREEN – ALL CLEAR is given by Principal/VP or RCMP.. | <div style="text-align: center;">  </div> <p style="text-align: center;">CODE YELLOW (announced over intercom) Perimeter Lock Down</p> <p>The exterior doors of the school will be locked to allow limited movement inside the school. No one will be allowed to enter or exit the school.</p> <ul style="list-style-type: none"> • Keep students in classroom unless otherwise directed. • Close door • Students outside classroom must go where directed • Classes outside building to proceed into the building. • Principal to ensure the exterior doors are locked. • Remain in place until CODE GREEN – ALL CLEAR is given by Principal/VP or RCMP | <div style="text-align: center;">  </div> <p style="text-align: center;">CODE GREEN (announced over intercom) All Clear</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Note: it is recommended to keep the locks of classroom door(s) in the locked position at all times so it is easy to secure the room if necessary.</p> </div> <div style="border: 2px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>CLASSES NOT IN SESSION (before/after school, lunchtime, between classes)</p> <ul style="list-style-type: none"> • Direct all staff and students to the nearest room where space is available • Follow procedures under Code Red or Code Yellow as appropriate. </div> |
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Revised February 2012

