

Emergency Response

Artemis Place will have the recommended number of six fire drills, three earthquake drills and two lockdown drills per year.

FIRE PREVENTION

- Staff share the responsibility of fire prevention; specifically reducing hazards and risk that may cause a fire and take active steps to reduce and minimize fire-related risks throughout the program.
- A map of emergency evacuation routes will be posted in each main area.
- In case of fire, 911 will be called immediately. Staff members will do a quick sweep of rooms and nearby common area as they exit to ensure no youth remain in the area. When that is determined, doors will be closed behind the staff (but not locked).
- The school will have the recommended six fire drills through the year. Everybody must participate, including students, staff and visitors. The designated person will either use the alarm bell or call out that there is a fire and for everyone to exit the building. Students and visitors will exit from the nearest safe exit and go to the designated meeting area (the basketball blacktop outside the art room windows). Staff members will do a quick sweep of rooms and nearby common area as they exit to ensure no youth remain in the area. When that is determined, doors will be closed behind the staff (but not locked). The designated staff will take the attendance to this area and determine if all are accounted for.
- Only emergency personnel will re-enter the building unless it is determined to be safe for others to do so.

EARTHQUAKE

- A map of emergency evacuation routes will be posted in each main area.
- The school will have at least two earthquake drills in the year, one before Winter Break and one after.
- Everybody must participate, including students, staff and visitors. The exact scheduling of these will not be announced.
- The designated person will call “Earthquake. Everyone takes cover.”
- Students, visitors and staff will take cover beneath sturdy furniture.
- When shaking has stopped and staff members determine it is safe to do so, a staff member will announce, “Everyone leave the building.”
- Students and visitors will exit from the nearest safe exit and go to the designated meeting area

- The designated staff will take the attendance book to this area and determine if all school members are accounted for.
- Staff members will do a quick sweep of rooms and nearby common area as they exit to ensure no youth remain in the area. When that is determined, doors will be closed behind the staff (but not locked).
- Only emergency personnel will reenter the building unless it is determined to be safe for others to do so.
- The earthquake kit will be updated annually to ensure water and other supplies are available and not outdated.

LOCKDOWN

Artemis Place will have the recommended number of two lockdown drills each school year.

Staff and students should be given some warning of an impending drill. A short debriefing should be included after all drills, to identify areas of improvement.

When to Lockdown / Terminology to be used:

“**Lockdown**” should **only** be used when there is a major incident or threat of school violence within the school, or in relation to the school.

“**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 (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until the situation near the school is resolved.

“**Shelter in Place**” should be used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

Floor Plans:

Accurate floor plans will be posted in each room. These floor plans will be colour coded using two colours, red and green. Red indicates danger areas of the school which cannot be locked down safely, with green identifying areas where staff and students are to proceed to safely lock down. Hard copies of floor plans, and electronic copies, if possible, should be provided to police.

Off-site evacuation location:

A nearby location will be identified at the beginning of each school year. This location will be contacted to ensure they are willing to be an emergency evacuation location. Students and staff will be informed that if they are evacuated from the building or are outside the building during a lockout, they are to go to that location until given permission to leave by police or school authority. If a staff member is

present, they will take attendance and call police. If a staff member is not present, someone from the evacuation location should take on that role. *Should there be an emergency contact list at that site? Emergency contact available through webmail?*

Parents/guardians:

A newsletter will be sent home at the beginning of the school year to inform parents of lockdown procedures. Parents need to be informed of where they should proceed in the event of an actual incident involving a lockdown. In all incidents of an actual lockdown, a communication to parents will be sent home with each student at the end of the school day or as soon as possible.

Parents should be encouraged to ensure contact information is kept up to date, so they can easily be reached by staff in the event of an emergency.

Initiating Lockdown:

At the first indication of a major incident of school violence, the Lockdown must be commenced immediately.

Procedures during a Lockdown:

When information is received of a situation requiring a lockdown whoever receives that information will immediately go from room to room clearly announcing the lockdown. There should be no hesitation in announcing the lockdown, and the decision to call the lockdown should be made immediately by whoever receives the information and should not be delayed for checking with Administration before announcing a lockdown. If possible to do so safely, students who are outside the building must also be made aware. This may be done by cellphone if it is not safe to open the door.

It is recommended that, before locking a door, staff should gather everyone in the immediate vicinity into the secure area, but only if it is safe to do so. Once inside a secure area, staff and students should;

- stay away from doors and windows;
- turn off lights;
- close blinds;
- beware of sight lines
- consider covering window;
- take cover if available (get behind something solid);
- remain quiet;
- staff to take attendance;
- no cell phone use unless necessary to communicate regarding the incident. cell phones should be shut off or put on vibrate.

The goal is to make the room appear vacant.

Effective Practices:

Rooms that cannot be locked will be identified as a danger (red) area in the event of a lockdown. Training will include an explanation to students that they are responsible to get out of the open areas immediately upon hearing a lockdown announced and get to the nearest locking room or other area which is identified as a safe (green) area.

Staff and students should move from open rooms and halls into locking rooms but not if it means moving into immediate danger. In those instances, staff and students should remain in the open area and attempt to make the area appear vacant.

Outside of School Building when a Lockdown is called:

People who are outside the school when a lockdown is called, shall not re-enter the school, but shall proceed immediately to pre-determined off-site evacuation location (*insurance company?*). Once at the location, staff and students shall remain in that location until further advised by administration or police.

Procedures to End a Lockdown:

The principal or program coordinator will go from room to room to announce the end of a Lockdown. If police are in the building, they will make this announcement. The police will have to show identification under the door before the door will be unlocked.

In all cases where police have responded, the decision to end a lockdown shall only be made after approval of the on-scene police.

GAS LEAK

If a gas smell is noticed in the building, everyone in the building must evacuate, FORTIS BC is to be called and the gas turned off at the gas main, outside in the cage in the garden.

1. Do not use your cellphone or landline, don't smoke, light matches or operate electrical switches or create any other source of ignition.
2. As you exit, leave the door open behind you as well as any windows that may already be open.
3. Call FortisBC's 24-hour Emergency Line at 1-800-663-9911 or 911.