Disaster Response For Gill Elementary School

The following framework has been put in place in the event that Gill School is faced with an emergency that requires on site or off site evacuation.

Pre-Emergency Procedures

1. Hazard Assessment—Site safety committee has inventoried potential hazards on school grounds. Ensuring gas valve is turned off is critical. Back field will work as marshalling area for on site evacuation. The Beaver Creek Fire Hall will be used for off site evacuation.
2. Supplies—Each classroom teacher has an emergency pack with a tarp, two solar blankets, water, cups, snack bars, felt pens for student labeling, class list of emergency numbers, pens, a flashlight, a whistle, tampax pads to control excessive bleeding. Each class also has their own First Aid kit.
3. Plan—A yearly plan is established for on site and off site evacuation.
4. Records—Each September student records will be updated with two emergency contacts, medical concerns,
5. Drills— fire, earthquake and evacuation procedures will be conducted at least 6 times per year. Drills will take place during in class as well as out of class situations.

Teacher and Student Emergency Procedures

Fire Bell

- Evacuate school in orderly manner. Evacuation routes have been posted in all student areas.
- In class evacuation, teachers take students to marshalling area on back field. Teachers are responsible for taking emergency and first aid packs. Attendance is taken and runner sent to Command Post to confirm all students are accounted for.
- D. Olson will make sweep of upper and lower floors of school. D. Bratt to check washrooms on lower floor. D. Olson or D. Bratt to take school records to Command Post
- Students and staff remain at marshalling area until all clear signal is given (3 bells)

Earthquake Less Than 20 Seconds

- Follow duck and cover procedures during shaking. Students and staff should take shelter under desks if available, grasping desk legs firmly.
- When shaking stops, implement fire bell protocol

Earthquakes More Than 20 Seconds, Tsunami Warnings

- After shaking stops, immediate off site evacuation to Beaver Creek Fire Hall. Although a direct route would have been a faster route to the Fire Hall, the volume of traffic on Beaver Creek Road is a risk in itself. Therefore, all students will exit the school grounds via the crosswalk to Mersey Road through the property of Mr. Hatch to Tosca Road, around the East Indian Crematorium, through the property of Mr.

Cruckshank to Beaver Creek Road. The Fire Hall is located directly across from this property. Both Mr. Hatch and Mr. Cruickshank have given permission for students to cross their properties. In recognizing that this is quite a distance to walk, it is anticipated that once primary students are on Mersey Road, they are out of danger and if necessary teachers would stop with their class in a designated area. It is not anticipated that other property owners would object if this measure was needed. Two additional supply totes will be stored at the Fire Hall.

Procedures During Non-Class Time

- During lunch hour, recess, before/after school, staff will direct all students to marshalling area on the back field.
- Protocol for final sweep of building as in fire drill.
- Should a 20 second or more shake or Tsunami warning occur, after students have been accounted for on the field, staff and students will proceed to the Fire Hall.

Procedures for Locking Down the School for Man Made Emergencies

In recognizing that it may be necessary to ensure the safety of students due to the behaviors of unstable people who may be on school property, Gill Elementary School has requested that all classroom doors will be keyed to provide teachers the opportunity to lock staff and students within the classroom. There has also been a Code Phrase to ensure that if this phrase is announced, a bell will ring and students will be locked in the class. During in class sessions, students will be locked within their home classroom or in the library, music or gymnasium area. During out of class sessions, a bell will ring and students will be directed to the closest secure area.

Procedures for Parents

- All parents have been notified with a letter outlining our emergency procedures. They have been asked to pick up students during an on site evacuation from the far end of the school field via Josephine Street rather than congesting the front area of the school and not allowing emergency vehicle access. During an off site evacuation, they are asked to gather at the Fire Hall.
- Parents must report to the classroom teacher to claim their child. If parents are not able to pick up their child, children will be released only to those names listed as emergency contacts.

In recognizing that our staff is small, our first priority is to ensure the safety, care and welfare of our students. Team duties have been allocated as follows.

Command Post Either in the center of the field or the Fire Hall. D. Bratt and D. Olson to have all records, communicate with media, police, D. Olson to shut off gas valve.

Student Care Team Teachers are responsible for supervising students. Teachers are to document to whom students are released, send runner to command post if student are missing, medical help is required, or any other problems arise

First Aid Team Silvia Bakken and Sherri Roberts, both certified in Level 1 First Aid will man this post. P. Sorensen to bring First Aid Tote to site. Site to be located under covered play area.

Food, Water and Supplies Team P. Sorensen will distribute additional supplies as needed.