

EMERGENCY PREPARATION SCHOOL RESPONSE PLAN

Use the Incident Command System (green binder) and School ICM Plan (black binder) to complete the following. Information can also be found at this link: [Emergency Plans and Drills](#). To be completed by each school-based Emergency Preparation Committee. A completed copy of this form is to be emailed to: 099-assistantsuperintendentsecretary@sd43.bc.ca by October 15.

DATE: _____
SCHOOL: _____
ADDRESS: _____
PHONE: _____

A. DESIGNATED OUTDOOR EVACUATION ASSEMBLY AREA (MUSTER STATION)

LOCATION _____
ALTERNATE LOCATION #1 _____
ALTERNATE LOCATION #2 _____

B. INCIDENT COMMANDER

Overall responsibility for the incident, establishes an Incident Command Post, sets incident objectives, strategies and priorities, approves requests for additional resources.

NAME _____ NAME _____

C. SAFETY OFFICER

Monitors and assesses hazards and unsafe conditions, ensure personnel safety, implements safety measures.

NAME _____ NAME _____

D. STUDENT RELEASE

Processes the reuniting of student w/ parents/authorized release contacts. Manages all assembly area activities and organization.

NAME _____ NAME _____

E. LIGHT URBAN SEARCH & RESCUE

Ensures students and staff have evacuated the building, entering only after they have checked the outside for signs of structural damage. Reports all injuries to Incident Command.

NAME _____ NAME _____

F. FIRST AID

Provides treatment for students and staff, updates Incident Command on injuries and casualties.

NAME _____

FIRST AID ATTENDANTS (Qualified) 1) _____

FIRST AID ATTENDANTS (Qualified) 2) _____

G. EMOTIONAL SUPPORT

Monitors well-being of school emergency team, staff and students. Provides emotional support for students, staff and personnel, provides onsite intervention counseling.

NAME _____ NAME _____

H. FIRE & DAMAGE ASSESSMENT

Involved in site inspection, damage assessment, determining possibility of re-entry and shut off of utilities as necessary. (Designate alternate when caretaker is not available for shutoff).

NAME _____ NAME _____

- **Gas**

The policy of Fortis Gas is to only shut gas off if you smell it or hear it. The shutoff is at the meter as shown on the school floor plan and is a simple gate valve which must be turned 90 degrees with a crescent wrench. Once shut off, do not turn on again.

- **Electricity**

Do not shut off unless affected by water, sparking, arcing, or smoke is observed. The shutoff is in the electrical room and is a large lever type circuit breaker.

- **Water**

Do not shut off unless there is a ruptured line which is flooding the school. The shutoff location is shown on the school floor plan. Copies of school floor plans are available from Maintenance and should be included by the committee as part of its preparation plan.

- **Propane**

Propane tanks serving portable classrooms should be shut off. Access to the cage enclosing the valve is via a padlock coded to the school master key. If the master key does not currently open the padlock, schools should request the Facilities Department to change the lock, so it will. Details of the School Response Plan have been discussed with staff and posted in each classroom.

Principal's Name