



Emergency Management & Planning Policy

for

Pattison High School

981 Nelson Street
Vancouver, BC
V6Z 3B6

Draft Date: July 2013

Last Update: November 2023



Table of Contents

I. Summary of Important Information

Introduction	2
Emergency Numbers (This page should be available in each classroom)	3
911 Instructions/All Hazards Approach	5
Duty of Care, Safety Trumps Privacy, Roles and Responsibilities	6

II. Action Strategies

Responsibilities of Principal and Teachers in Emergency Situations	7
Training and Drills/Risk Assessment	8
Accident Investigation	9
Reporting Procedures	10
Accident Report Form	23

III. Emergency Procedures for Specific Events

Concussion	11
Death and Serious Illness	11
Earthquake	12
Fire	13
Hazardous Material Spill/Explosion: Policy	13
Hazardous Material Spill/Explosion: Procedures	14
Hostile Individuals/Intruders	15
Intruders	16
Medical Emergencies: Communicable Diseases, Concussion, Mental Health	17
Removal of a Student from School for Health Reasons	18
Missing Student	18
Power Outage	19
Social Media Reputation - School	19
Social Media Safety – Students / Safer Schools Together	20
Violent Incidents/Weapons	21
Emergency School Closure	22



Summary of Important Information

Introduction

The information provided in this document is intended as a practical supplement to the BC Ministry of Education publication *Emergency Management Planning Guide for Schools, Districts, and Authorities* ©2015 (*The Guide*). It is important for persons responsible for independent schools or multi-school systems in British Columbia to be familiar with the content of *The Guide*.

Although it is not possible to anticipate every type of school disturbance that could threaten the safety of staff and students, this document is intended to be helpful in establishing procedures to prevent emergencies, or to contain the potential negative impact of major emergencies, should they occur. This document contains procedures and principles that can be adapted to unique situations.

It is extremely important that staff members consider their personal safety first and not approach any situation that would endanger their own safety or the safety of a student.

If a crisis occurs, school personnel need to take immediate action to prevent and/or reduce the possibility of further accidents or tragedies. The school is not immune to any type of serious incident, whether natural or intentional, but the school can take preventative steps to minimize both immediate confusion and ultimate consequences of the incident.





**EMERGENCY
PHONE NUMBERS**

Counselling
310-6789

Tele Care Crisis
604-852-9099

Mental Health (Children)
604-875-2084

Reporting Child Abuse
1-800-663-9122

BC Hydro/Power Outages
1-800-224-9376

Poison Control Centre 1-800-567-8911

Hospital (non-emergency) 811

Hospital (emergency) 911

Ministry of Children & Families
1-800-663-9122

Provincial Emergency Response (earthquake, flood, fire)
1-800-663-3456

Security Monitoring Company _____

604-719-1549

In School Resource Numbers

Title	Name	Ext.	Cell	Direct Line
School Director	<u>Amanda Lu</u>	<u>126</u>	<u>604-790-9856</u>	<u>236-521-8347</u>
Principal	<u>Michael Powell</u>	<u>130</u>	<u>778-870-6525</u>	<u>236-521-8342</u>
Counsellor	<u>Christopher Puckett</u>	<u>123</u>	<u>778-870-1092</u>	<u>236-521-8345</u>
Office Manager	<u>Azar Akbari</u>	<u>143</u>	<u>604-440-6383</u>	<u>236-521-8339</u>
Business Admin.	<u>Simon Chan</u>	<u>124</u>	<u>604-723-1737</u>	<u>236-521-8343</u>
IT Manager	<u>Jeff Yu</u>	-	<u>604-729-1263</u>	-
Facilities Mgr.	<u>Alan Davis (The Electra)</u>	-	<u>604-488-0048</u>	<u>604-343-2601</u>



B.C. Student Safety Communications Protocol

This protocol is intended for Superintendents and Safe School Coordinators to provide clarity on who to contact, how to contact, and under what circumstances, regarding student safety issues or information.





911 Instructions

Calling Emergency Response Services 9-1-1



Tell the Dispatcher:

WHEN: is the incident in progress, or did it happen in the past, and at what time?

WHERE:

- **Pattison High School**, 981 Nelson Street, at Electra Building
- your name and role at school
- specific location of the emergency (i.e. hallway, classroom, gym, cafeteria, etc.).
- If outside, bordering street information / direction (north, south, east, west) is helpful.

WHAT: nature of the incident: fight, drugs, unwanted suspicious person, threat, etc. Is the threat/suspect still present? Are there injuries? If so, extent of injuries?

WEAPONS: if weapons are involved, give specifics on the type and quantity.

WHO: name of suspects if known, and victims. Full descriptions of each suspect.

School Address: **Pattison High School**
981 Nelson Street,
Vancouver, B.C
V6Z 3B6



“All Hazards” Approach

The Guide develops basic all-hazard approaches that may be adapted as an appropriate response to most emergencies, disasters, or critical incidents. These are:

- Drop/cover/hold on
- Evacuate
- Lockdown



Duty of Care: *in loco parentis*

The legal concept of “in loco parentis” stipulates that educators are expected to use the same standard of care towards their students – both within the school and on school-sponsored field trips – as a prudent or careful parent would in the same circumstances.

In addition, teachers are expected to exercise special skills, abilities, or experience during certain school activities, even though the ordinary, careful parent might not be in a position to do so. Examples of the special standard of care expected of teachers occur during classes in a science lab, workshop, gymnasium, or “outdoor school.”

In an emergency, educators must ensure that students are cared for until they can be safely reunited with their parents or transferred to an appropriate medical or protective facility.

Safety Trumps Privacy

Because teachers are in a unique position of responsibility towards their students, BC’s privacy laws allow disclosure to next of kin, school officials, and health care providers of information that would normally be protected if it affects the health or safety of a student or students. Teachers and school administrators are allowed the flexibility needed to deal with discipline problems in school, and to perform searches and seizures of prohibited items such as drugs or firearms if deemed necessary. As with all legal matters, legal advice should be sought.

Roles and Responsibilities

School Director/Principal are responsible to:

- develop and implement emergency preparedness policies and standards,
- develop a Violent Threat Risk Assessment (VTRA) protocol and team,
- take control and maintain order in an emergency, and work with community agencies,
- ensure that students return safely to parents or guardians as soon as possible,
- conduct regular drills (six fire, three earthquake, and two lockdown drills annually) , and
- report emergencies, disasters, and critical incidents to the Ministry promptly.

Teachers, Support Staff and Students are responsible to:

- be familiar with the emergency management plan
- understand their particular role in carrying it out
- students must also follow instructions given by their teachers

Response

When an emergency occurs, it is too late to look up what should be done. Action must be taken immediately, and effects of the emergency will be mitigated most effectively if staff and students are well-trained to take the appropriate actions. Such a response can only occur if extensive preparation has taken place.



Responsibilities of Principal and Teachers in Emergency Situations

Safety Alerts to be used in response to a life-threatening emergency to ensure the safety of students, staff, and volunteers. Please refer to the five All-Hazard Emergency Responses in The Guide pp. 35-36. Use the correct applicable term when announcing the Safety Alert.

Principal/HS/Headmaster:

- Principal will issue Safety Alert by PA: ***"This is a (Drop-Cover-Hold On, Evacuate, Lockdown, Lockout, or Shelter in Place) Safety Alert. Secure the area."***
- Secure any areas where the public address system cannot be heard: fields, parking lots, restrooms, etc.
- Call 911.
- Notify Superintendent/Headmaster/Principal, as required.
- Cancel bells.
- Meet police.
- Evacuate specific rooms if appropriate (decision by principal).
- A PA message of ***"All Clear. The past condition is clear."*** to resume the regular schedule.
- Issue written notification to students, staff, and parents to explain the reason for the safety alert.

Teachers:

- Gather students into nearest classroom.
- Check the hall for passing students/volunteers and direct them to immediately enter the nearest classroom.
- Teachers instruct students to duck and cover.
- Lock door and stay put.
- Close windows and blinds. Turn out lights.
- Stay away from windows, doors, and outside walls.
- No one is admitted to the room.
- No talking. No phone calls out. Maintain complete silence.
- Police will identify themselves.
- Principal has keys for access if needed.
- Adult answers phone if it rings.
- Write down names of persons in the room.
- Follow direction from the police.
- Exit only when you hear the ***"All Clear"*** announcement.
- Bring students to off-site assembly area.
- Write down names again at off-site assembly area, if so instructed.
- Direct students to return to classes as advised.

If classes are not in session, direct all staff and students to the nearest room where space is available and follow Safety Alert procedures as appropriate.



Training and Drills

The school needs to have an adequate number of staff members trained in First Aid and CPR, based on the size of the school (one per 100 students and staff).

1. Drills for each type of emergency preparedness should be run so that students and staff are familiar with procedures. These include:
 - ◆ Fire/evacuation (6 annually mandated)
 - ◆ Earthquake/evacuation (3 annually mandated)
 - ◆ Intruder/lock down (2 annually mandated)
2. Emergency and First Aid supplies kept on the school premises need to be examined on a regular basis to make sure everything is in order and fully stocked.
3. Emergency contact information for all students and staff should be updated at least annually.

Risk Assessment

The School Director and School Principal are required by law to control or eliminate hazards.

SSC Risk/Hazard Assessment and Analysis

1. Conduct workplace inspections and identify risks/hazards (see *The Guide* templates).
2. Make an inventory of hazardous materials kept on the premises and their location.
3. Establish procedures for a variety of emergency situations and inform staff of appropriate actions to be taken in each type of emergency.
4. Develop safety plans, responses, and reporting of incidents.
5. Provide orientation for staff members, including:
 - Emergency procedures, including alarm announcements, communication strategies, exits and meeting points, off-site meeting points, fire alarm and extinguisher locations, earthquake kits, and lock down procedures
 - Procedures for emergencies involving hazardous materials
 - Procedures for reporting an accident, violent incident, or injury
 - Procedures for cleaning up blood and other bodily fluids
6. Provide name of First Aid Attendant(s) and location of medical room and supplies.
 - OFA Level 1 Certification Feb 10, 2023 – Feb 10, 2026:
 - Staff: Lin Lu, Azar Akbari, Minh Trong Phung, Hong Lu
 - Faculty: Erin Pettinger, Brian Burke, David Truman



Accident Investigation

All serious accidents, accidents resulting in medical attention, and close-call incidents must be investigated immediately after occurrence.

An administrator or supervisor must lead the investigation and may involve other employees in it. These other employees include those who are knowledgeable of the activity being performed at the time of the accident,

The purpose of the accident investigation is to *find the causes* rather than to establish fault.

Procedure for Accident Investigation

A. Immediate Investigation

Administrator or supervisor must immediately initiate the investigation of any incident by:

- Summoning the employee most suitable to assist with the investigation
- Complete the Accident Report Form
- Inspecting the scene of the accident and taking notes of all equipment, materials, weather and environmental conditions, etc., that were being used or may have contributed to the occurrence
- Interviewing eyewitnesses
- If the incident was serious, obtaining written statements from witnesses and other people who may have been involved in the incident
- Taking pictures, if appropriate
- Completing the *Incident Investigation Report* and forwarding it to the Health and Safety Officer or Administrator.

B. Implement Remedial Actions

The administrator must implement all necessary measures to prevent further consequences or similar future occurrences.

C. Discuss the Investigation Results

The administrator must provide a report of the findings of the investigation to the SSC.



Reporting Procedures for Workers Compensation Act

The Workers Compensation Act makes the school responsible for reporting accidents within set time frames, as follows:

Required Procedures:

- A. Serious Incidents
 - Must be reported immediately via phone call to WCB at 604-276-3301.
 - Include serious injuries or sudden health changes that may result in death or severe incapacities, such as heart attacks, strokes, explosions, collapse of structures, etc.
- B. Accidents Requiring Medical Attention
 - Must be reported within three days via WCB Form 7 or Employer Connect, *Employer's Report of Injury* form.
 - First Aid Attendants must record in first aid log and assist in filling of Form 7.
- C. Chemical Spills and Discharges
 - Must be reported immediately to the Fire Department fire hall (#7) closest to your school at phone number 604-665-6007 or 911.
- D. Communicable Diseases causing illness in 10% or more of the student population
 - Must be reported to the Regional Health Authority phone number 1-888-268-4319.

Recommended Procedures:

- A. Injured Employee must report incident immediately to administrator or supervisor via WCB Form 6A *Worker's Report of Injury or Industrial Disease to Employer* or school approved form. If the employee sought medical attention, s/he must report doctor visit to administrator and first aid attendant as soon as possible.
- B. First Aid Attendant must report to the administrator all first aid treatment cases.
- C. Administrator or Supervisor must report to the SSC all incidents within 24 hours, by faxing or sending an electronic copy of *Interim Incident Report Form* and WCB Form 7. Form 7 should also include First Aid information.
- D. SSC must report to WCB all incidents reported by administrators and supervisors within the set time period.



Concussion

A concussion is an injury to the brain caused by a blow or jolt to the head, face or neck. A concussion causes disruption of normal brain functioning. An individual does not have to lose consciousness to sustain a concussion.

Concussions can occur in sports, as a result of a motor vehicle crash, from an assault or in a fall. If the victim exhibits any of the following symptoms, call 911 immediately:

- Is vomiting repeatedly
- Has unequal pupils
- Is confused or agitated
- Has weakness on one side of the body
- Passes out or is unconscious
- Is very drowsy or unable to wake up
- Has neck pain after a fall
- Has slurred speech
- Has a seizure

Death and Serious Illness

- ❖ Confirm details.
- ❖ Call 911.
- ❖ Notify School Director/Principal.
- ❖ Where death or serious injury occurs to a non-employee in connection with a school activity, contact the School Director to appoint an insurance investigator.
- ❖ Create a communication plan for staff, students, parents, and media.
- ❖ Media communications are coordinated by the School Director/Principal.
- ❖ Meet with staff.
- ❖ Prepare a statement for staff to read to students (do not use PA system).
- ❖ Prepare a letter to be sent home to parents/custodians.
- ❖ Encourage students to stay in school unless they are released to parents; emphasize the process of caring and grieving, which can be facilitated best in school.
- ❖ Make sure that students sign out before they are released to go home.
- ❖ Ensure students are supervised until they are released.
- ❖ Circulate among students and staff as they change classes, eat lunch, etc.
- ❖ Set aside specific rooms and identify staff to provide support to other students/staff.
- ❖ Obtain assistance of community agencies as required.
- ❖ Re-establish routine as quickly as is reasonably possible.
- ❖ Complete an accident report if incident occurred at school or en route to or from school.



Earthquake

Refer to *PHS Emergency Drill Procedures for Faculty and Staff*

If you are Indoors:

- ❖ Stay under desks, in doorways, away from windows, against walls.
- ❖ Cover head for at least one minute or until safe to vacate the building.
- ❖ Hold onto the object you are under so that you remain covered. If you cannot get under something strong, flatten yourself against an interior wall. If you are in a wheelchair, lock the wheels and protect the back of your head and neck.

If you are Outdoors:

- ❖ Stay outside.
- ❖ Go to an open area away from buildings or trees.
- ❖ If you are in a crowded public place, take cover where you won't be trampled.

Avoid the Following:

- ❖ Doorways and windows
- ❖ Bookcases and tall furniture
- ❖ Light fixtures
- ❖ Elevators
- ❖ Downed power lines
- ❖ Ocean coastline

Additional Instructions:

- ❖ Wait for shaking to stop. Check yourself and others around you for injuries.
- ❖ Be alert to aftershocks.
- ❖ Decision to evacuate all or part of school should not be automatic. There may be more danger outside the building than inside.
- ❖ Identify safe evacuation routes and safe assembly area (pre-planning necessary).
- ❖ Signal staff and students to evacuate. **DO NOT USE FIRE ALARM.** Do not use elevators.
- ❖ Determine names, ages and possible locations of unaccounted for students/staff, including any students/staff waiting in secure areas of the school for assistance to be removed from the building.
- ❖ Ensure all power, fuel and water mains have been shut off.
- ❖ Check for possible fires, utility leaks, hazardous material spills, and call 1-800-663-3456 if help is needed.
- ❖ Implement procedures for communication, safety glasses, face masks, hard hats, search and rescue, first aid, shelter, supervision, student/staff release, etc.
- ❖ Ensure staff/students remain away from buildings, overhead power lines, trees, or other hazards that may fall while outside.
- ❖ Consider school plans for an extended stay with students and/or emergency evacuation to another site.
- ❖ Schools will remain open indefinitely until every child has been released to a parent/guardian.



Fire

- Activate the site fire alarm for building evacuation.
- Confirm the location of the fire.
- Call 911 for Fire Department, providing details of incident (e.g. location, nature)
- Determine whether staff and students have safely evacuated the school building.
- Inform Fire Department if students/staff are waiting in secure areas of the school for assistance to be removed from the building.
- Inform Fire Department of names, ages, and possible locations of unaccounted for students/staff.
- Notify School Director/Principal (Amanda Lu (604-790-9856) / Michael Powell (778-870-6525)) of the fire.
- Stand by and be of assistance to the Fire Department as required.
- Ensure that staff and students remain in designated areas until Fire Department gives "all clear."

Hazardous Material Spill / Explosion

Policy

Hazardous Materials Policy:

Critical areas for possible hazardous materials may be custodial storage areas, scientific laboratories, and art classes. Some of these materials have special disposal considerations.

Principals should ensure that personnel involved with these materials are aware of regulations and procedures regarding their safe deployment. Information should be handy in the office regarding the location, purpose, and significance of any hazardous materials kept in the workplace.

Workplace Hazardous Materials Information System (WHMIS) regulations require that Material Safety Data Sheets (MSDS) be readily available to employees handling or exposed to any products that could affect their well-being.

http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/laboratory_handbook.pdf

Materials in Science Labs: <http://www.bced.gov.bc.ca/irp/resdocs/scisafe/moescisaf.pdf>

Arts and Crafts Materials: <http://www.hc-sc.gc.ca/hi-vs/iyh-vsv/prod/arts-eng.php>

Hazardous Material Spill / Explosion

Procedures

Procedures (if spill is large or the chemical poses a health risk to students/staff):

1. Notify the receptionist immediately.
2. Seal off room by closing doors/windows.
3. Announce to all students and staff that a chemical spill has occurred, and give instructions regarding evacuation or remaining in classroom.
4. Call 911 and tell dispatcher this is a HAZMAT incident.
5. Notify School Director/Principal and Facilities Manager (Alan Davies 604-669-6640).
6. If necessary, evacuate school building by activating fire alarm system.
7. Ensure that students and staff do not assemble downwind from the escaping fumes.
8. If evacuation is necessary, do not allow anyone to re-enter, even to render first aid, until material has been identified.
9. Determine nature, type of material involved, location and size of spill/explosion/accident.
10. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
11. Indicate location on a site plan for responding crews.
12. Provide name of First Aid Attendant and location of medical room and supplies.
13. Make available the person or persons with firsthand knowledge of products used.
14. DO NOT clean up spill unless familiar with health risks and clean up protocol.
15. Do not release students/staff or re-enter until "All Clear" is issued by Fire Department.

AFTER HOURS: Call Provincial Emergency Program at 1-800-663-3456 .

WHMIS Symbols





Hostile Individuals / Intruders

Responding to an incident involving a hostile individual causes all of us concern. Hostile people are usually unpredictable and we are often uncertain how best to respond to their aggressive behaviour. While each incident is unique and will require modifications as the level of hostility increases, there are general safety considerations that will make such interventions easier.

- **Model control, don't demand it.** Maintain a calm, professional demeanor. By demonstrating self-control, you may avoid increasing anger and anxiety in others.
- **Assess as you approach.** Approach overtly. Disperse any crowd of onlookers. When possible, assign tasks. E.g. "Go to the office and ask for another teacher to come here."
- **Watch the periphery of the area.** Any weapons involved will often be passed to individuals on the periphery. Watch for weapons and other problem individuals.
- **Work in pairs.** Person 1 makes contact and gives direction. Person 2 monitors incident while standing approximately 3 meters from Person 1.
- **Ensure you have a clear exit.** Prior to entering the area, ensure you can leave easily. Never stand with your back to a door as it blocks the exit for the intruder.
- **Allow the intruder a clear exit.** Always ensure there is an exit available to the aggressor. If the aggressor chooses to leave, allow him/her to go.
- **Keep your hands free.** Avoid carrying anything in your hand. It is difficult to appear in control when your hands are not free.
- **Identify yourself by name and/or position.** Don't assume this will bring about immediate compliance. However, it is less likely to trigger a comment such as, "Who do you think you are?" from the aggressor.
- **Listen, listen, listen.** Let them talk. If an angry individual is willing to talk, let him/her talk, regardless of whether or not you agree with him/her. It is a great way to "let off steam."
- **Maintain casual eye contact.** While the issue of eye contact has many variables (gender, culture, etc.) it is important to maintain at least casual eye contact.
- **Keep a barrier between yourself and the individual when possible.** This will allow you to keep a safe distance away and discourage direct and possibly physically violent contact.
- **If you approach a vehicle.** Note the licence plate number and description of the vehicle. DO NOT stand in front of or behind the vehicle. DO NOT stand beside the doors. DO NOT lean into the vehicle.



Intruders

- Determine the location, description and any other information about the intruder. Initiate Intruder Alert Procedures (below) if there is potential risk to staff and students.
- Advise the main office of the incident and where you are going.
- Do not approach the intruder alone.
- Approach in a non-confrontational manner and assess the situation/intruder.
- Maintain a safe distance.
- Identify yourself and ask why the intruder is there.
- Ensure that you do not block the intruder's exit, and identify an exit for yourself.
- Ask the intruder to accompany you to the main office, explaining the safety concerns.
- If the intruder refuses to cooperate, direct the intruder to leave the school site.
- If the intruder refuses to leave, instruct staff to call 911 for police immediately.
- Avoid further confrontation by observing the intruder from a distance.
- Initiate Intruder Alert Procedures (below) if situation escalates and poses a risk to students/staff.

Intruder Alert Procedures:

- Notify Superintendent/Headmaster/Principal.
- Instruct main office staff to announce over Teams ***"This is a Lockdown Safety Alert – All staff and students report to the nearest classroom. All staff and students must remain in their classroom with the doors secured until further notice."***
- Administration is notified by staff or faculty that an unknown person is in the building. Administration confirms that the person is an uninvited intruder, and proceeds to announce to staff and faculty know that a **Mr. Brown** (intruder) is in the building. Teachers and staff are to lock their classrooms/offices and stay away from the door window.
- Instruct staff to call 911 immediately for police assistance, providing location, description of intruder, and seriousness of the situation.
- When authorities arrive, be available to direct them.
- Ensure contact with all PE, music, and technology classes.
- When the situation is safe, announce ***"All Clear" on Teams***. The administration will announce that **Mr. Brown has left the building**. Classrooms and other rooms are to be unlocked, and teaching is to be continued as normal.
- Activate SSC as necessary.



Medical Emergencies, Communicable Diseases, Mental Health

Medical Emergencies

- Don't move the individual unless there is immediate danger and don't leave them alone.
- Evaluate first aid needs and send for assistance.
- Call 911 as necessary.
- Identify witnesses.
- Check the health record of the individual to identify any pre-existing medical conditions or allergies to medication.
- Notify the parents/custodians.
- If the individual is taken to hospital, a staff member should accompany them.
- Send pertinent personal and medical information to hospital with the individual.
- Contact School Director (Amanda Lu 604-790-9856) or Principal (Michael Powell 778-870-6525.)

Communicable Diseases

- Report to BCCDC Health Region (1-888-268-4319) all students with a suspected communicable disease (i.e. whooping cough, measles, etc.).
- For a complete list of communicable diseases and other school health resources refer to the BCCDC Health website at www.bccdc.ca.
- Report to BCCDC health Unit any disease that is affecting a large number (10%) of your school population (e.g. influenza, chicken pox, etc.).
- BCCDC Health Unit is responsible for all communications and for providing information to parents and staff during a communicable disease outbreak.

Mental Health

- If immediate physical threat, call police.
- Don't argue with the individual.
- If possible, decrease contributing stimuli.
- Consider moving the individual to a quiet room in the building with someone.
- Adolescents (12-18 yrs old) in an acute crisis state with mental health indicators are to be referred to Adolescent Crisis Response Program.
- All other individuals should be referred to Mental Health.
- Check health card for pre-existing conditions and medications.
- Ask individual if they have a current mental health therapist and contact if possible.
- Contact school-based counselor to determine related history if possible.
- Notify parent/custodian.
- Notify School Director/Principal.



Removal of a Student from School for Health Reasons

The BC *School Act* makes the following provision for the removal of a student from school, and the same provision may apply to an independent school:

- 91 (4) If a teacher, principal, vice-principal, or director of instruction suspects a student is suffering from a communicable disease or other physical, mental, or emotional condition that would endanger the health or welfare of the other students, the teacher, principal, vice-principal or director of instruction must report the matter to the school medical officer, to the school principal, and to the superintendent/headmaster, and may exclude the student from school until a certificate is obtained for the student from the school medical officer or from a private medical practitioner, permitting the student to return to school.
- The school must continue to make available an educational program for any student removed or excluded from school for health or safety reasons.

Missing Student

- Notify School Director/Principal.
- Check the sign-out book to determine if a student is out on a school activity or for medical reasons.
- Check school records to determine who has legal custody of missing student.
- Contact parents/guardians to determine whereabouts of child.
- If student is in the care of Ministry of Children & Families, report to 1-800-663-9122.
- Organize a thorough search of the school.
- Obtain the following information, if possible:
 - Where/when the student was last seen
 - What the student was wearing
 - Names of student's siblings and close friends
 - Names of witnesses (if abduction is feared)
 - Student's route and means of transportation to/from school
 - Call 911 for police assistance.
 - Activate School Safety Team as necessary.
 - If student returns, re-notify all parties involved.



Power Outage

Ensure all students and staff remain in/return to assigned classroom and wait for instructions from administration about closure.

- Contact Superintendent/Headmaster/Principal.
- Call BC Hydro (1-800-224-9376) to determine reason for power outage, and how long it might last.
- Contact Facilities Manager.
- See procedures for “School Closures.”
- Ensure that there are no risks to students from damaged trees or buildings before issuing the “All Clear.”

Social Media Reputation – School

If your school has a social media presence, it is important to manage it proactively.

- If someone complains publicly, respond publicly with an apology or explanation or rebuttal, as required. Your school will gain points for responsiveness and credibility.
- Don't delete negative posts unless they are extremely inappropriate. Rather, address the problem head on (see above).
- If someone is voicing an issue online, address it as soon as possible and publish how you responded online.
- Don't be afraid to admit a mistake or change a policy if necessary.
- Avoid posting thoughtless or sarcastic comments or jokes, as they are sure to backfire.
- Establish a social media crisis response plan so you are ready to handle situations as they occur.

Social Media Crisis Response Plan

- Monitor your online presence:
- Set up Google Alerts (www.google.com/alerts). You will receive an email whenever your specified terms appear online.
- If you are on X (Twitter), regularly conduct a search for your school name
- Create policies and plans for crisis management, so you can take action immediately:
 - a) Who will craft and approve your response?
 - b) How will you communicate your response?
 - c) Who will be responsible for various tasks?
 - d) How will you manage any additional press?



Social Media Safety – Students

- **Be careful what you post on the Web.** Once it's on there, it's public property and impossible to remove.
- Use **privacy settings**.
- **Don't accept a "Friend" request** unless you know the person.
- **Create a nickname** for your Facebook, Instagram, Twitter, and other social media accounts. Do not use your real name online, or give out any personal information.
- **Clean up your profile.** Photos of illegal or drunken cavorting can hurt your future education or career possibilities.
- **Avoid a sexy or provocative identity online.** It attracts predators.
- **DO NOT SEXT.** You can't take it back, your enemies can use it against you, or you may even be charged with a crime. Only post pictures you would want your parents, teachers, or employers to see.
- **Report** any nude or inappropriate picture you receive on your cell phone to an adult that you trust. Do not delete it; get an adult involved immediately.
- **Be careful what you look at.** Once you see it, it's with you forever and may have a permanently negative effect on your mind, your life, and your future.
- **Do not go alone to meet someone in person that you met on the internet.** They may not be who they pretended to be online. However, if you do, take another person along and meet in a public place. Take your cell phone along and have an exit plan.

Safer Schools Together

- Call Safer Schools Together (604-560-2285 or 1-855-677-3720) for assistance with a serious threat assessment or school trauma. They can also provide assistance with managing digital issues.
- The AMS Safe School Coordinator is Kent Dykstra: 604-530-5396
- FISA office can be reached at 604-684-6023 for advice or assistance locating other agencies as appropriate



Violent Incidents / Weapons

Prevention of Violent Incidents:

- Report all concerns or threats to the School Director/Principal immediately.
- Enact VTRA procedures.
- *Perform risk assessment.* If there is sufficient indication that uttered threats present a risk, contact School Director/Principal.
- Safety Plan may include:
 - Description of behaviour
 - Potential triggers for behaviour
 - Calm down and self-talk strategies
 - Non-physical interventions to prevent behaviour
 - Identification of staff member or team who will intervene
 - Identification of intervention techniques that will be used
 - 911 calling guidelines
 - Communication procedures during and after an incident

If a Violent Incident Occurs:

- Call 911 for police assistance and send for extra staff assistance.
- Assess your ability to intervene safely.
- Walk to the scene with another staff member – do not intervene alone.
- Disperse crowd on approach; give simple, loud, verbal commands – “STOP!”
- Use combatants’ names, if possible.
- Watch for weapons and proceed accordingly (see below).
- Obtain medical assistance, as necessary.
- Assign staff to stay with any injured parties and accompany to hospital if necessary.
- If a crime has been committed, try to screen off the scene to protect evidence.
- Designate staff persons to obtain names of witnesses (keep witnesses separate if the police are attending the scene).
- Contact School Director/Principal.
- Activate the School Safety Committee as necessary.
- Notify parents as necessary.
- Complete documentation as required (if staff involvement, complete WCB form).

If Weapons are Involved:

- Keep distance (7 metres minimum).
- Do NOT attempt to take the weapon(s) away.
- Ask the individual to put the weapon down and walk away from it.
- Do not confront the individual in front of others.
- With the assistance of another staff member, escort the individual to the office.
- Immediately secure all weapons with minimum handling.



Emergency School Closure

Closure Before School Day Begins:

Consult with School Director/Principal (SD/P) (Amanda Lu (604-790-9856 / Michael Powell (778-870-6525)) and obtain recommendations.

- ◆ Contact BC Hydro (1-800-224-9376) in the event of a power outage, if necessary
- ◆ SD/P contact local radio and TV stations to request school closure announcement

CBC Vancouver _____ 1-866-306-4636

CTV Vancouver _____ 604-609-6397

- ◆ Contact BC Transit (250-385-2551) with information about closure.
- ◆ Contact TOCs to inform them of school closure
- ◆ Teachers may not be required to attend when the school has been declared closed, based on school policy.
- ◆ Support staff should consult with their supervisor.

Closure During School Day / Early Dismissal:

Contact the SD/P (Amanda Lu (604-790-9856) / Michael Powell (778-870-6525) and obtain recommendations.

- ◆ Call 911/BC Hydro (1-800-224-9376) for a power outage, if necessary.
- ◆ In a power outage, ensure all students and staff remain in or return to assigned classroom and wait for instructions from administration about closure.
- ◆ Ensure that there are no risks to students from damaged trees or building before issuing the "All Clear."
- ◆ Secondary students may leave the school as directed by the Administration.



Accident Report Form

Date:	Person Reporting:
Name of Student(s) and Grade	
Date and Time of Accident	
Exact location (description or photograph)	
Witnesses (Names)	
Precise factual report / description of the event	
Your/other staff member's response	



Follow-up actions	
Additional helpful information	
Received by principal	Date
Principal's signature	
Reporting teacher / staff member's signature	

OFFICE: FOLLOW-UP NOTES