

SCHOOL EMERGENCY PREPAREDNESS PLAN

British Columbia Conference of Seventh-day Adventists

EMERGENCY ACTIONS AND RESPONSE PROTOCOLS/TERMS

Determine/Assess

The Responsible Person identified in the written Emergency Procedure will:

- Gather information and assess the type and level of threat.
- Communicate the appropriate response to be taken.

Standby

A **Standby** will be ordered when:

- It is determined that a threat exists that may require an **Emergency Procedure**.

And will include:

- Activate chain of command.
- Gather **Emergency Communication** components [Student/Family contact lists and medical information].
- Command will review protocol.
- Command will monitor situation and consult with appropriate authorities.
- Command will either activate an **Emergency Procedure** or give an **All Clear**.

Take Cover

A **Take Cover** will be ordered when:

- It is determined that the threat requires students to be physically relocated to protect them from physical injury.

And will include:

- Give the command or alarm to **Take Cover**.
- Account for the presence of all students in attendance.
- Designated staff will supervise students.
- The Responsible person named in the written plan will give the **All Clear**.

Lockdown

A **Lockdown** will be ordered when:

- It is determined that the threat requires students to be protected from an intruder.

And will include:

- Give the command or signal to **Lockdown**.
- Account for the presence of all students in attendance.
- Designated staff will supervise students.
- The Responsible person named in the written plan will inform Emergency Responders [911/Police/Fire/EMT].
- The Responsible person named in the written plan will give the **All Clear**.

Evacuation – Leave Building

An **Evacuation-Leave Building** will be ordered when:

- It is determined that the building is unsafe or that a real threat to safety exists by remaining in the building.

And will include:

- The Responsible person named in the written plan will give the command or signal to **Evacuation-Leave Building**.
- Account for the presence of all students in attendance.
- Supervise the movement of all to the designated assembly area.
- Account for all individuals and initiate search for missing persons in cooperation with Emergency Responders.
- Designated staff will supervise students.
- The Responsible person named in the written plan will give the **All Clear**.

Evacuation-Leave Site

An **Evacuation-Leave Site** will be ordered when:

- It is determined that the building is unsafe or that a real threat to safety exists and is likely to persist.

And will include:

- The Responsible person named in the written plan will give the command or signal to **Evacuation-Leave Site**.
- Account for the presence of all students in attendance.
- Supervise the movement of all to the designated assembly area.
- Account for all individuals and initiate search for missing persons in cooperation with Emergency Responders.
- Communicate site closure to parents/guardians and arrange for pick-up of students.
- Arrange for appropriate supervision of students until they are picked up.
- The Responsible person named in the written plan will announce the reopening/reactivation of the site.

All Clear

An **All Clear** will be ordered when:

- It is determined [in consultation with authorities] that the threat no longer exists and regular programming can resume.

And will include:

- Give the command or signal for **All Clear**.
- Account for the presence of all students in attendance.
- Designated staff will supervise students during resumption of operations.
- Only the Responsible person named in the written plan will give the **All Clear**.