
Emergency Management Information for Parents

Alcuin College

(reviewed September 2020)



Acknowledgements:

- BC MoE. *Emergency Management Planning Guide for Schools, Districts, and Authorities*. 2015.
- Axis Insurance Managers Inc. *Risk Management Materials for FISA BC (Associate Member Group)*.
- British Columbia Public School Employers' Association (BCPSEA).
- BC Principals and Vice Principals Association (BCPVPA).
- British Columbia School Safety Association, Vancouver School Board, Burnaby Board of Education, Langley School District. *OH&S Principles for Principals*. Flip Productions Ltd., Nanaimo, and Infoflip Medien GmbH, Germany.
- Mennonite Educational Institute. *Critical Incident Quick Reference*.
- Emergency Management Planning Guide for Schools, Districts, and Authorities: FISA BC (March 2017)
- Vancouver Coastal Health: <http://www.vch.ca>

**EMERGENCY
PHONE NUMBERS**

Emergency	911
Police RCMP (non – emergency)	604-985-1311
Fire Department	604-980-5021
Lions Gate Hospital	604-988-3131
Poison Control Centre	1 800-567-8911
Reporting Child Abuse	1-800-663-9122
Mental Health (Children)	604-310-6789
Suicide crisis	1-800-784-2433
North Shore Emergency Management Office	778-338-6300
City of North Vancouver	604-985-7761
BC Hydro/Power Outages	1-800-224-9376
Fortis Gas	1-800-663-9911
Emergency Animal Control	604-969-7378

School Resource Numbers		
Head of School	Stella Ablett	604-360-8656
Incident Command / Deputy Head	Eddie de Beer	604-360-8656
Student Office Services	Liana Cox	604-716-0621
Assistant Head	Tish Jolley	604-312-0709
Vice-Principal	Sergio Barbosa	604-445-6086
St Andrew's United Church		604-985-0408

Violence Threat Risk Assessment Team / School Safety Committee (SSC) <i>(Team members will vary depending on situation)</i>	
Head of School	Stella Ablett
Board Chair	Eddie de Beer
Assistant Head	Tish Jolley
Vice-Principal	Sergio Barbosa
Student Office Services	Liana Cox
RCMP	911; Non-emergency: 604-985-1311
Vancouver Coastal Health	604-736-2033
Clinicians	Psychologist, counselor, social worker

St Alcuin College
200 – 1046 St Georges Avenue
North Vancouver, BC V7L 3H6



“All Hazards” Approach

The Guide develops five 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
- Lockout
- Shelter in place

Introduction

Independent schools are required to have policies in place to ensure adequate:

- Emergency drill and response,
- Student safety, and
- Student supervision.

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

Administration 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 (fire = 6, earthquake = 3, lockdown = 2), 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

Communications Plan

The Head of School is responsible for all communications in an emergency. Internal communications (staff and students) will occur through email or SMS, via ePACT.

External communications:

First Responders. The Site Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction.

Parents/guardians. In the event of a critical incident, the Head of School will communicate with parents, as soon as it is safe to do so, through email, SMS (via ePact) and/or the website.

Media. If staff, board members, or parents are approached by media regarding educational / school matters, they should redirect the questions to the Head of School. The Deputy Head of School is the alternate liaison. Social media (Facebook, Twitter) will be utilised if appropriate.

Training and Drills

1. All staff members are encouraged to be trained in First Aid and CPR. Training is made available every year for new members of staff and for those requiring re-certification.
2. Drills for each type of emergency preparedness include:
 - Fire (6 annually mandated)
 - Earthquake (3 annually mandated)
 - lock down (2 annually mandated)
 - intruder
 - evacuation, and
 - controlled dismissal
3. Emergency and First Aid supplies kept on the school premises are examined on a regular basis to make sure everything is in order and fully stocked.
4. Emergency contact information for all students and staff is updated at least annually via ePACT.

Risk/Hazard Assessment and Analysis

The Student Office Services Administrator:

- regularly conducts workplace inspections and identify risks/hazards.
- makes an inventory of hazardous materials kept on the premises and their location.

The School Safety Committee:

- establishes procedures for a variety of emergency situations and inform staff of appropriate actions to be taken in each type of emergency.
- develops safety plans, responses, and reporting of incidents.
- provides 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

Medical Emergencies

- Don't move the individual unless there is immediate danger and don't leave him/her 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/guardians.
- If the individual is taken to hospital, a staff member should accompany him/her.
- Send pertinent personal and medical information to hospital with the individual.
- Contact Head of School

Communicable Diseases

- Report to Vancouver Coastal Health (604-736-2033) all students with a suspected communicable disease (i.e. Covid19, whooping cough, measles, etc.).
- For a complete list of communicable diseases and other school health resources refer to the Vancouver Coastal Health website at <http://www.vch.ca>
- Report to North Vancouver Health Unit (604-983-6700) any disease that is affecting a large number (10%) of your school population (e.g. influenza, chicken pox, etc.).
- North Vancouver Health Unit is responsible for all communications and for providing information to parents and staff during a communicable disease outbreak.

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.
- The school must continue to make available an educational program for any student removed or excluded from school for health or safety reasons.

Social Media Safety – Students

- **Be careful what you post on the Web.** Once it's on there, it is 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 cavortings 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, it can be used 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.

Site Emergency Evacuation Centres

PRIMARY LOCATION	St. Andrew's Park
Address	11 th and St. George's – behind Alcuin College

SECONDARY LOCATION	St. Andrew's Church sanctuary
Address	1044 St. George's Avenue
Centre Phone	604-985-0408

TERTIARY LOCATION	Victoria Park
Address	Keith Road, Between Lonsdale and St. George's Avenue East of cenotaph

Site Staging Areas

Area	Inside Location		Outside Location	
	Primary	Secondary	Primary	Secondary
Incident Command	11 th Avenue entrance	10 th Avenue entrance	11 th Avenue at Park gate	
Parent-Child Reunion	Great Room	Front foyer of church		
First Aid	Great Room			