

Emergency Preparedness Plan 2018-2019

Principal Unavailability:

A teacher from each classroom shall be designated at the beginning of each year as responsible for fulfilling the Principal's role in the event the Principal is unable to act in accordance with the plan.

Minor Earthquake Plan

- A. On commencement of shaking, all Children and Staff to drop, cover and hold, and to remain in hold position for 60 seconds following cessation of shaking.
- B. If shaking lasted less than 20 seconds or Staff did not lose their balance as a result of shaking, earthquake is minor.
- C. Staff to evacuate all Children from the school building and convene by the monkey bars in the northwest corner of the school playground.
- D. Staff to call 911 if any Child or Staff has suffered injuries.
- E. Staff to take attendance and report to Principal that all Children and Staff are accounted for.
- F. Staff to prepare temporary shelter (i.e. in sheds or under tarps) in poor weather.
- G. Children to remain at school site outside the building until retrieved by Caregivers.
- H. Staff to keep careful records of the Caregivers to whom Children have been released.
- I. Children who have not been retrieved by 7 pm shall either remain onsite in temporary shelter or be housed with other St. Christopher's families in the neighbourhood in the discretion of the Principal. The names and whereabouts of relocated Children shall be posted on the door of the school if telephone or other contact cannot be made with a child's Caregivers.
- J. Principal to release Staff as the number of Children in the care of the School is reduced.
- K. Principal to exercise discretion on basis of strength of quake to delay reopening school in order to obtain an engineering report regarding building safety due to the risk of aftershocks.

Major Earthquake Plan

- L. If shaking prevents Staff from standing or lasts more than 20 seconds, Children and Staff to prepare to evacuate the school building and the school site and move to higher ground at Ottavio's Deli.
- M. Staff to note the time at which shaking stopped (as in the event shaking causes loss of balance, a tsunami could arrive in the region within 70 minutes).
- N. Staff to retrieve grab and go bags.

- O. Staff to evacuate all Children from the school building and convene by the monkey bars in the northwest corner of the school playground.
- P. Staff to take attendance and report to Principal that all students and Staff accounted for.
- Q. School site to be evacuated ASAP and no later than 45 minutes following cessation of shaking.
- R. Staff and Children to follow route 1 or, if impassable, route 2 towards Oak Bay Avenue and gather at Ottavio's Deli patio or parking lot at 2272 Oak Bay Avenue.
- S. On reaching Ottavio's Deli, Staff to take attendance a second time for all Children and Staff and report to the Principal that all are accounted for.
- T. Parents to retrieve Children at Ottavio's Deli, or if Parents arrive at school prior to evacuation, to assist Staff evacuate all Children to Ottavio's Deli.
- U. Staff to keep careful records of the Caregivers to whom Children have been released.
- V. Children who have not been retrieved by 7 pm shall either remain onsite in temporary shelter or be housed with other St. Christopher's families in the neighbourhood in the discretion of the Principal. The names and whereabouts of relocated Children shall be posted at Ottavio's Deli if telephone or other contact cannot be made with a child's Caregivers.
- W. Principal to release Staff as the number of Children in the care of the School is reduced.
- X. School remains closed until further notice.

Earthquake Building Collapse:

- Y. If anyone is trapped in building call 911, but if there is no signal or answer, one Staff member to drive (if possible) or make their way to the Oak Bay Fire Hall to advise of the building's collapse and request the assistance of Emergency Personnel.
- Z. Evacuation of as many people as possible from the collapsed school building within 45 minutes following the cessation of shaking, after which evacuation to higher ground must commence in accordance with the Major Earthquake Plan.

Lock-Down Procedure:

1. Principal or designate to call 911.
2. Staff to lock doors and move Children upstairs and await assistance from Emergency Personnel.
3. Children and Staff released on instructions from Emergency Personnel.

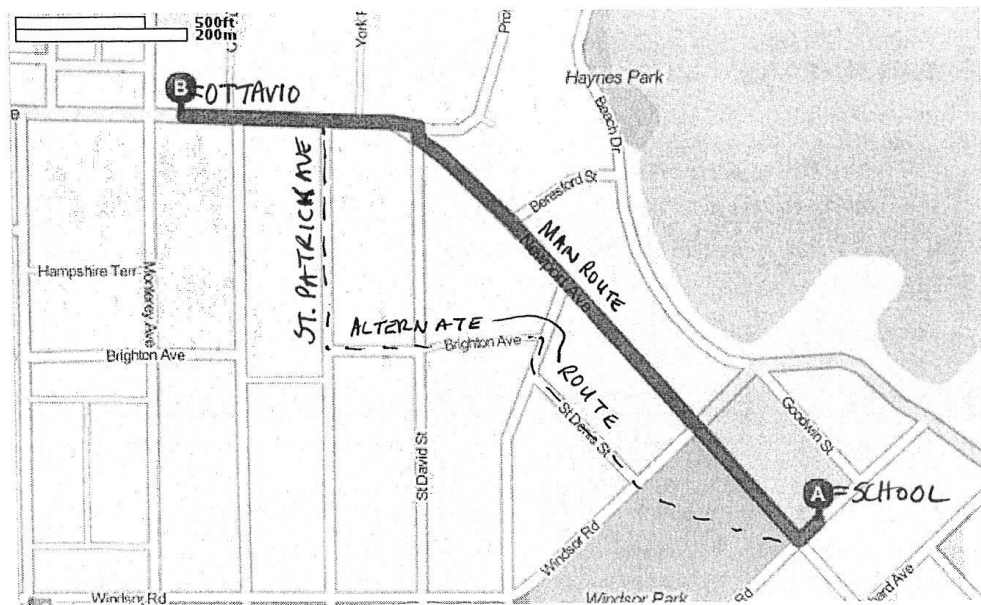
Fire Event or Bomb Threat:

1. Principal or designate to use personal cell phone to call 911.
2. Principal and Staff to evacuate Children to the Rose Garden at Windsor Park .
3. Staff to take attendance and report to Principal that all students and Staff accounted for.
4. Principal and Staff to await assistance of Emergency Personnel before returning to school site.
5. Staff to keep careful records of the Caregivers to whom Children have been released from Windsor Park or from School.

Major Weather Events:

1. Principal to cancel school due to severe weather (i.e. snow and wind storms) and contact Caregivers to advise of cancellation or early closure.
2. Staff to retrieve and distribute Children's emergency kits if necessary.
3. Children who have not been retrieved by 7 pm shall remain inside the school or be housed with other St. Christopher's families close by in the neighbourhood at the discretion of the Principal. The names and whereabouts of relocated Children shall be posted on the door of the school if telephone or other contact cannot be made with a child's Caregivers.

OTTAVIO MAP ST. CHRISTOPHER'S TO OTTAVIO DELI



- MAIN ROUTE UP NEWPORT AVE
- ALTERNATE ROUTE THROUGH WINDSOR PARK, ST. DENIS TO BRIGHTON AVE TO ST PATRICK TO OAK BAY AVE