



# ***Bioregional Education Association***

*Oak & Orca Bioregional School*

<https://oakandorca.ca>

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## **On-site Program Emergency Procedures**

The school has a host of emergency procedures and staff are prepared for various problems that could occur. The Emergency Procedures document is located in the main first-aid kit for easy reference. The following emergency procedures are used:

**Drills:** At least 11 drills are held throughout the school year, including 6 fire drills, 3 earthquake drills, and 2 shelter-in-place drills. The purpose of a drill is to rehearse emergency procedures and ensure staff and students have an understanding of what to expect during common possible scenarios (fire, earthquake, and a need to shelter in place). Common and paramount is teaching students that following staff direction is absolutely mandatory during an emergency situation allowing staff to make in-the-moment decisions to maximize safety.

**Accidents:** There are usually two adults available either on or off the school grounds. In an accident situation, one adult attends to the children while the other is made available to contact the parent, phone emergency services, or take the injured child for emergency treatment. Many staff are trained in first aid and may deal directly with the injury if it is minor. The child's file contains copies of signed forms authorizing school personnel to take children for emergency treatment when required.

**Fire:** Meeting places have been established outside, and students are trained to leave the school building promptly and quietly, meet their group, and answer a roll call. In the event of a real fire, after roll is called, students will go to the nearby ball field where they will wait until they are picked up or the building is deemed safe by the fire authorities. In bad weather conditions, parents will need to pick up their children from the Cedar Hill Recreation Centre at the corner of Cedar Hill Rd and Finlayson.

**Earthquake:** Students are trained to find a safe spot and remain there until the all-clear signal is given. Supplies of food, and blankets are stored in plastic boxes ready for an earthquake event. In the event of serious damage to the school building, the group will retreat to the Cedar Hill Recreation Centre (Cedar Hill Rd and Finlayson) until an authorized person becomes available to pick up each child.

**Shelter-in-Place:** Students are trained to follow teacher direction in any kind of situation in which an emergent risk or hazard requires them to shelter in place. Depending on the scenario, instructions could include, for example, finding a safe spot to shelter as in an earthquake drill, relocating to a specific location, moving away from windows (reducing sightlines), or remaining silent until the all-clear signal is given.