Emergency Response Policies

- Emergency Response Protocol
- Emergency in General Community Locations
- Lockdown Types
- Other Situations that may be Encountered
- Violent Threat Risk Assessment (VTRA)

Emergency Response Protocol

Add this contact information to your cell phone for quick reference in an emergency.

- **Head of Schools**: Sara Kraushar (778-554-5515)
- **Chief Operating Officer**: Craig Kwiatkowski (250-859-2202)
- **LG Director**: Christine Loewen (250-571-2594)
- **LG Director**: Jonathan Zuidhof (604-302-3788)
- LG RA as applicable

To support a culture of healthy risk management, should an incident occur, refer to the following response procedures to assess and respond accordingly to the nature of the situation.

> It is essential to adhere to the applicable emergency protocol as outlined and to communicate regularly with your Learning Group Administrator, particularly in the event of an emergency. School Administration will also follow up as needed.

Specific Incident Procedures

- Violent Threat Risk Assessment (VTRA)- Imminent and non Imminent Threat
- Lockdown Types and Procedures
- Other Situations that may be encountered
- Emergency Encountered in the General Community

> In all of the above scenarios, it is important to complete the Accident & Incident Report form should the need arise.

Emergency in General Community Locations

Emergency encountered while in the Community or on the road i.e. during a Learning Camp or other Learning Group Activity

1. LG proposal and approvals as per LG Event Planning Steps
    1. Include inherent risks and complete waiver forms as appropriate
    2. As indicated in the event planning steps, ensure access to
        1. Student medical and safety forms
        2. Student group supports forms
        3. Legal Alert information
        4. Emergency contact information for each child
        5. Photo waiver information
    3. Adhere to the related School and LG Policies and Procedures
    4. Adhere to the Emergency Protocols and Procedures
2. Coordinator or Adult in Charge to ensure a First Aid kit is either available on-site or taken along.
3. Parent accompaniment recommended for full student experience and extension of learning at home.
4. Parents are responsible for the care and supervision of their child(ren) at all times where indicated i.e. not a drop off event.

Families are expected to arrange their own transportation to and from field trip activities. In the rare event that an accident or emergency occurs while transporting students:

1. Account for all students.
2. Release students only to parents, guardians or authorized representative. Record name to whom students were released.
3. At the scene, do not discuss the accident with any onlookers. Never speculate about what happened. Never accept or place blame.

> In all of the above scenarios, it is important to complete the Accident & Incident Report form should the need arise.

Lockdown Types

This page provides information on various types of lockdowns and the applicable procedure to adhere to accordingly.

1. Full Lockdown (Code Red) – This scenario involves a serious threat that requires immediate action.
2. Internal Threat – This threat exists when the danger is inside of the school or campus. **The goal** of preventing an internal threat is to keep everyone safe until the threat is completely removed.
3. External Threat – This type of threat occurs outside of the school building or campus. **The goal** of preventing an external threat is to prevent the threat from entering the school or campus.
4. Hold and Secure or Shelter in Place - This is the title of procedure to follow when a Code Yellow protocol is needed.
    1. Hold and Secure is used when there is a security or safety concern in the community.
    2. Shelter in Place is the terminology used when an external health hazard has occurred, where building evacuations are not recommended.

5. Drop, Cover, and Hold- On! Used in the event of any event that shakes the building.

Lockdown Procedures

Full Lockdown and Hold and Secure signals may vary according to location. All instructors and students should be aware of what the signal is and respond accordingly.

> **Reminders:**
>
> - Call Head of School, LG Admin. Await and follow further direction
> - Do not speak to the media
> - Freeze all outgoing messaging; restrict all student cell phone use (put to silent mode) to keep communication lines open for all leaders involved.
> - Director of LG and/ or Heads of School to review follow up email to parents prior to sending and determine next steps.
> - Follow-up with incident report and action points as determined together with team involved

Student Protocol:

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert. Follow all instructions.
- If the first to see threat, call 911 and then put cell phone on silent while Adult in Charge directs further protocol.

Full Lockdown (Code Red)

Definition: Used if an immediate, local physical threat to staff and students
Examples: Intruder in the building, active shooter, hostage situation, or riots.

Coordinator or Adult in Charge calls 911. Follow VTRA Imminent Threat Protocol.

Teachers must immediately:

1. Assemble all students in the vicinity into the closest secure location i.e. classroom, storage room, nearby shelter or building if out-of-doors.
2. Close and lock doors and windows, close blinds and turn off the lights. Do not open doors; do not exit rooms or make washroom trips until directed to by Coordinator, Adult in Charge or local authority.
3. Coordinator or Adult in Charge ensures all exterior doors are locked.
4. Students need to go to corners of the room away from visible sight and shooting lines (unseen from windows or doors). If a windowless storage room or shelter is available, go in there. For those in the gym, go into the equipment storage room.
5. Stay silent and out of view. All classroom activities cease.
6. Do not open doors for anyone or allow anyone to leave. Do not open door if fire alarm sounds unless physical evidence of fire.
7. Adult takes attendance. Call the Coordinator or Adult in Charge, or share information via method available such as text, zoom or WhatsApp group.
8. Coordinator or Adult in Charge to update pertinent information to adults on-site.
9. The coordinator or Adult in Charge should be in a secure location.
10. Two people announce **Code Green - all clear** three times when a threat has been resolved (e.g., a Coordinator or Adult in Charge and an authorized identified Police Officer).
11. Students are escorted to their parents for pickup at the day's end if any threat is still present.

Code Yellow

Hold and Secure

Definition: Used if there is a security or safety concern in the neighbourhood.
Examples: Police Incident in the area or wild animal in the vicinity.

Shelter in Place

Definition: External health hazard has occurred, where building evacuations are not recommended.

Examples: Earthquake or local downed powerline.

Follow VTRA Non-Imminent Threat Protocol. Coordinator or Adult in Charge calls non-emergency RCMP phone line or 911.

1. Announce “This is a Code Yellow Lockdown” and repeat 3 times.
2. All students stay or go into their classroom.
3. Regular classroom activity continues
4. Coordinator or Adult in Charge ensures all exterior doors are locked.
5. Supervision at all entrances may be heightened
6. Classroom teachers close windows and blinds, lock the door, take and submit attendance, also recording any additional persons in the room.
7. Students can do quiet seatwork, ensuring that all announcements can be heard. Do not open doors (no bathroom/water fountain breaks).
8. Coordinator or Adult in Charge to update pertinent information to adults on-site.
9. Do not leave the building until directed by administrators or police.
    1. Announce ‘Code Green - all clear” three times when threat has been resolved (eg. police and coordinator).
    2. It is recommended at that time that students be escorted to parent when picked up.

Drop, Cover, and Hold-on!

Definition: Used in the event of any event that shakes the building.
Examples: an earthquake, an explosion

If indoors and table/desks are available:

1. **Drop** to the ground
    1. Take **Cover** underneath a desk or table. Stay away from windows, light fixtures, and suspended objects. Face away from the windows.
    2. **Hold-on** to something, such as the legs of the table you are under and stay there until the shaking stops.

2. When the shaking stops, count for 60 seconds. Wait for directed response: **Hold and Secure** (when external hazards make leaving the building not advisable) or Evacuation.
3. If evacuated, report attendance to Coordinator or Adult in charge. Remain outside and await further instruction. DO NOT re-enter the building.
4. Coordinator or Adult in Charge will determine next steps and will follow-up accordingly

Other Situations that may be Encountered

This page provides information on other situations that may be encountered, such as general de-escalation and first-aid protocols.

Class Cancelled or Parent Communication Needed

1. The Coordinator connects with LG RA.
2. Together they decide on mode of communication (email or phone).
3. Provide clear guidance to parents and staff.

De-Escalation Procedures

1. Work in pairs, whenever possible.
2. Assess the situation as you approach.
3. Ensure you have a clear exit.
4. Model calm and confidence. Don’t demand it from the angry or hostile individual.
5. Identify your name and/or position.
6. Watch the periphery of the area (for weapons, other perpetrators, help arriving, etc.)
7. Keep your hands free.
8. Listen, listen, listen - let them talk.
9. Let them ‘save face’.
10. Maintain casual eye contact.
11. Keep a barrier between you and the individual when possible.
12. Let them leave.
13. Document the incident and report to the Coordinator or Adult in Charge.

First Aid

Level A - Minor Injury

1. Minor injuries such as a scrape, minor cut, bruising, etc. may be treated by any Adults in Charge. Supplies (band aid, ice pack) are available on location as arranged.
2. Mention to the Coordinator and Adult in Charge.
3. Inform parent and follow up with family as needed.

Level B- Major Injury

Examples: suspected concussion, sustained bleeding, suspected fracture/ broken bone

1. Inform Coordinator or Adult in Charge
2. Refer to qualified adult participants or personnel to assess the situation as needed.
3. Coordinator or Adult in Charge to complete an Accident Report including witness or attendant accounts
4. Inform parent and follow-up with family as necessary.

Level C- Medical Emergency

Examples: Seizure, unconscious/unresponsive.

See HCOS Policy on specific procedures for anaphylaxis

Teacher or Supervising Adult:

1. Call 911 if student is unresponsive
2. Attend to Student care as needed
3. Inform First Aid Attendant or Coordinator or Adult in Charge
4. Await and direct Emergency Medical attendants to the location
5. Follow directions of care given by First Aid attendant
6. Issue appropriate emergency procedures to ensure that students are not unnecessarily exposed to trauma (eg. clear room/area).
7. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
8. Rejoin your students as soon as possible.
9. Account for all students and remain with them.

Coordinator or Adult in Charge to:

1. Ensure all students have the required care and adult supervision.
2. Secure area for follow-up investigation if needed.
3. Together with the First Aid attendant, complete an Accident Report.
4. Inform parent and follow up with family as necessary.

> School Administration will follow up as needed

Exposure to Blood or Bodily Fluid

What is exposure? Exposure is an accident which results in a break of the skin or exposes the mucous membranes of the eyes, inside the nose, or inside the mouth, to blood or infectious bodily fluids.

What fluids are potentially infectious? All bodily fluids are potentially infectious, particularly blood, semen, fluids from a wound, body cavity or infectious site, and any body fluid visibly contaminated with blood.

The following incidents are potentially harmful:

1. Skin is punctured with a contaminated sharp object.
2. The mucous membrane is splashed with blood and certain body fluids.
3. Non-intact skin is splashed with blood and certain body fluids.

If any of the above exposure incidents occur, follow these steps:

1. Get first aid immediately:
    1. If the mucous membrane of eyes, nose, mouth are affected, flush with lots of clean water at a sink or eyewash station.
    2. If there is a sharps injury allow the wound to bleed freely. Then wash the area thoroughly with non-abrasive and water.
    3. If an area of non-intact skin is affected, wash the area with non-abrasive soap and water.

2. Report the incident as soon as possible to your supervisor and first aid person.
3. Seek medical attention immediately- preferably within two hours at the closest hospital ER or healthcare facility.
4. **Please do not touch!** Contact the appropriate facility or venue personnel for proper clean-up.

Overdose- Opioid

Call 911 if you suspect an overdose. The sooner you call, the better the chance of recovery. While waiting for first responders to arrive, follow the SAVE ME protocol.

- **S** - Stimulate. Check if person is responsive; can you wake them up?
- **A** - Airway. Make sure there is nothing in the mouth blocking the airway or stopping them from breathing.
- **V** - Ventilate. Help them breathe. Pinch nose, cover mouth with mask and breath every 5 seconds.
- **E** - Evaluate. Do you see any improvement?
- **M** - Muscular injection. Inject one dose (1cc) of naloxone (if available) into a muscle.
- **E** - Evaluate and support. Is the person breathing? If they are not awake in 5 minutes, give one more 1cc dose naloxone.

If you need to leave the person alone for any reason, place them into the recovery position before you leave to keep the airway clear and prevent choking.

- Turn onto the side.
- Place the patient’s hand under the head to support the head.

- Place the top leg slightly in front of the leg touching the ground, and place the knee to the ground to prevent the body from rolling onto the stomach.

Violent Threat Risk Assessment (VTRA)

This page provides information to help assess whether a threat is **Imminent** or **Not Imminent** and the protocol to follow.

> A **threat** is an expression of intent to do harm or act out violently against self, someone else or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats are serious, and it is important to determine whether or not a threat poses an imminent risk.

Definitions

- Imminent Threat
  - If a weapon is involved or a serious or plausible exists threat within the building
- Not Imminent Threat
  - Outside the building
  - Threats, threat-related, or worrisome behaviour indicating potential harm to self or others (speech, action, assignments, etc) is serious but **not** imminent. Please discuss with your LG RA to help assess and determine the next steps.
- Sample Threat Assessment Protocol (SD35) flowchart page 12

General Information

1. Immediately contact your Administrator, who will then follow up as needed.
   1. This would include suicidal behaviour or self harm, violent threat toward student, staff or school, sexual assault, pornography.
   2. Threats can take the form of written assignments, art, spoken words, text messages, photos, or online social media postings.
2. If a cell phone with a threat is confiscated, remove the SIM card, or immediately turn the phone to airplane mode.
   1. Turn the phone into an administrator. **Do not take screenshots or forward photos which could be considered pornographic material.**
3. Complete an Incident Report and follow directions from LG Director.

> “ Reminder for threat protocol and all lockdowns:

> - Do not speak to the media
> - Freeze all outgoing messaging; restrict all student cell phone use to keep communication lines open for all leaders involved.
> - Put all cell phones to “silent mode”
> - Await and follow further direction
> - Director of LG and/ or Heads of School to review follow up email to parents prior to sending and determine next steps.
> - Follow-up with incident report and action points as determined together with team involved

Imminent Threat Protocol

This protocol is for addressing threats that are immediate or imminent, where there is a clear and present danger to students or personnel.

1. Call 911
2. Adhere to the Lockdown procedures (Code Red) as outlined below.
3. Call the Head of Schools or Chief Operating Officer as soon as possible to alert them of the scenario.
   - Sara Kraushar (778-554-5515)
   - Craig Kwiatkowski (250-859-2202)
4. Call LG Director or LG RA as soon as possible.
   - LG Director: Christine Loewen (250-571-2594)
   - LG Director: Jonathan Zuidhof (604-302-3788)
   - LG RA phone number:
     - Andria Lengkeek (604-780-5731)
     - Lisa Franco (250-640-9315)
     - Heather Davis (250-421-4900)
     - Laura Lemon: (236-544-5918)
     - Kristin Schlamp: (250-617-0246)
     - Ann Maddocks (604-817-9906)
     - Ashley Loewen (250-816-3142)
5. Ensure all physically present are safe and calm.
6. Adhere to Police and HoS direction.
7. Return to class or escort students to parent for pickup when indicated safe to do so.
8. Complete an Incident Report and follow directions from LG Director.
9. Send draft general parent email communication to HoS and the LG Director for review.
   - Upon approval, send general parent email communication.
10. Admin, with Heads of School, will determine the following steps, including:
    - Initiation of Student at Risk Team
    - Further investigation with other authoritative bodies if warranted
    - Follow-up and debriefing if and when safe to resume classes

- Email-specific communication to parents and students and re-entry considerations for all involved (in addition to general email communication above if necessary).

Stranger on the Premises

Teacher or Supervising Adult:

1. Do not compromise your own safety or the safety of students.
2. Assess the situation as you approach, keeping your distance.

If the stranger's behaviour is NOT threatening:

1. Ask if they need assistance.
2. Direct the stranger to the appropriate supervisor, monitor or escort them accordingly.
3. Notify the Coordinator or Adult in Charge immediately; report the stranger's location and description.

If the stranger's behaviour appears THREATENING but has not escalated to violence:

1. Notify the Coordinator or Adult in Charge immediately
    1. Report the stranger's location and description.
    2. Call 911
2. Keep a safe distance.
3. Follow instructions from the appropriate supervisor.
4. Adhere to the *Not an Imminent Threat Protocol*.

If you see a violent/armed and dangerous stranger within the premises:

1. Initiate a Full Lockdown (Code Red) and adhere to the *Imminent Threat Protocol*.
2. Call 911 and proceed as indicated above

Not an Imminent Threat Protocol

If a threat exists nearby, within the vicinity or community you must:

1. Contact your local police liaison.
2. Adhere to the Hold and Secure procedures outlined below or continue as directed by the police liaison.

During and following a threat, steps include:

1. Keep your teachers informed of the developments to help keep everyone calm.

2. During the threat, maintain contact with your LG RA and the Director of Learning Groups to discuss and determine course of action.
3. At the end of the day, escort students to their respective guardians.
4. Submit an Incident Report
5. Together Admin, with Heads of School, will determine next steps, possibly including:
    1. Initiation of Student at Risk Team
    2. Further investigation with other authoritative bodies if warranted
    3. Follow-up and debriefing if and when safe to resume classes
    4. Follow-up communication/email to parents will be drafted in conjunction with LG RA and approved by HoS prior to distribution to families.