Emergency Drills Policy

At Heritage Christian Online School (HCOS) we encourage our families to educate themselves on fire, earthquake and lockdown procedures.

Earthquake Safety

- When an earthquake occurs, your first warning may be a swaying sensation if you're in a building, a sudden noise or a roar. Next, vibration, quickly followed by rolling up, down, sideways, or rotating. It may last a few seconds or could go on for a few minutes. Be prepared for aftershocks as well.
- We can't prevent an earthquake, but we can:
  - Be prepared to minimize injury
  - Be prepared to minimize damage to your home
  - Be prepared to survive afterwards for at least 72 hours without help
- Your family should prepare and practice what to do during and after an earthquake.
  - Plan your needs
  - Delegate tasks
  - Write down and exercise your plan
  - If you have no family, make your individual plan and include your neighbours and friends
- Know the safe and dangerous places in your home. Practice taking cover.
  - Safe: under heavy tables or desks, inside hallways, corners of rooms or archways
  - Dangerous: near windows or mirrors, under any objects that can fall, the kitchen – where the stove, refrigerator or contents of cupboards may move violently, doorways – because the shaking may slam the door on you.
- Train members of your family to use fire extinguishers in case a fire starts during the earthquake.
- Sign up for a first-aid course, including cardio-pulmonary resuscitation (CPR).
- Check to make sure you have earthquake insurance.
- Note- for those in an Earthquake and Tsunami zone (Coastal Region), it is important to review higher ground guidance and be aware of what notification zone you are located in.

Resources

There are many great resources online on how your family can prepare for an emergency. Here are just a few useful sites related to making an emergency plan:

ShakeOut BC Resources

Video: Making a Family Emergency Plan

BC Hydro 72 Hour Emergency Kit Tips

BC Government Prepare Your Home Tips

Tsunami Safety Poster

BC Government Get Prepared for a Tsunami

Home Fire Safety

Equipping your home with fire safety equipment is your first line of defense if a fire should occur in your home. Fire equipment includes equipment to both warn you in the event of a fire and help you extinguish a fire. These include the following:

1. Smoke alarms
2. Fire extinguishers
3. Carbon monoxide alarm
4. Home fire sprinklers

Fire can spread rapidly in your home, leaving you as little as two minutes to escape. Therefore, planning and practicing your family escape plan can save lives.

1. Draw a home escape plan and discuss it with everyone in your home.
2. Twice a year, practice the plan during the nighttime and daytime with everyone in your home.
3. Know at least two ways out of every room and make sure that all doors and windows leading outside open easily.

Home education often takes place outside of the home. When attending a learning event, it is important to be prepared as a family for the unlikely event of a fire. Communicate with your family to determine an emergency meeting spot located near the venue.

Students should not only know where this agreed emergency spot is, but should also be familiar with the route to the spot. In addition, at each field trip location, it is important to point out the exit routes to the students.

Resources

There are many great resources online on how your family can prepare for an emergency. Here are just a few:

Canadian Red Cross: Planning for and dealing with house fires

National Fire Protection Association

Resources for kids: Sparky the Fire Dog

Office of the Fire Commissioner Links

Lockdown Procedures/ Drills

Student and teacher preparedness in case of an emergency. Reminder to:

1. Front- load information to all involved prior to a drill to help prepare and keep everyone calm.
2. Restrict all student cell phone use to keep communication lines clear between you, teachers, admin/ directors as necessary. Important for students to not to utilize their cell phones for calls or for text messaging, and to put their personal phones to “silent mode” during a lockdown drill or situation.

Drill Type and Frequency:

- Fire Drill: a minimum of 6 times per year (three times per term)
- Earthquake Drill: minimum of three times per year
  - See document ShakeOut BC
  - See Earthquake Safety Poster
- Safe and Secure: once per year
  - See Code Yellow Handout
- Lockdown: twice per year
  - See document Code Red Handout
- Tsunami: once per year in areas of impact
  - See Tsuamni Safety Poster

Hold and Secure (Code Yellow) Drills

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. The Coordinator or Campus Lead 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, and also record 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. Students are escorted to the parent for pickup at days’ end if the area threat is still present.
9. Announce ‘Code Green - all clear” three times when the threat has been resolved.

Full Lock Down

Full lockdown is signified by five short bells in succession. Teachers must immediately:

1. Assemble students into classrooms.
2. Close and lock doors and windows, and turn off lights.
3. Have students sit silently out of sight lines.
4. Take attendance. Call the office to report all present, or in the case of a missing child.
5. Wait for further instructions or information by intercom.

6. Do not exit classrooms or make washroom trips until directed to by the principal or acting principal.

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