



**Our Lady of Good Counsel School**  
10504 - 139<sup>th</sup> Street Surrey, B.C. V3T 4L5  
**Phone:** 604-581-3154 **Fax:** 604-588-1633  
**Email:** [olcoffice@shaw.ca](mailto:olcoffice@shaw.ca) **website:** [olgcschool.ca](http://olgcschool.ca)

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## **OLGC School Emergency Response/Preparedness Plan**

### **A. INTRODUCTION**

OLGC School is constantly updating and improving our safety plan for the well being of our students in the event of a fire, earthquake, intruders or other natural disasters. OLGC Staff are to be familiar with the SCSBC's *Responding to a School Emergency* binder and the BC Ministry of Education's *Emergency Management Planning Guide for Schools, Districts and Authorities* and use their contents as needed (Kept in the Principal's Office in bookshelf closet to the exit door).

This plan includes training for staff and students, fire and earthquake drills, school evacuation procedures, hazard reduction, and the storage of first-aid supplies, food and water. Staff are trained in Emergency First Aid and CPR C and recertify regularly – latest September 2<sup>nd</sup>, 2021.

### **B. COMFORT KITS**

Our Emergency Preparedness Committee has prepared "Comfort Kits" for every student and staff member. These "Comfort Kits" contain health and safety items, basic food products and familiar items from home. The "Comfort Kits" are kept in personalized bags and stored securely at the Don Bosco Youth Centre.

### **C. EMERGENCY PROCEDURES**

In the event of an earthquake or other emergency requiring the closure of the school, the following procedures will be followed:

1. Students will evacuate the building and assemble on the paved playground area in front of the school
2. No student will be allowed to leave with another person unless that individual is listed on the student's Emergency Release Form.
3. The school will care for children in the event of a critical situation, or if parents are unable to reach the school. Unclaimed children will be kept at the school for up to 24 hours. Subsequent arrangements will be posted at the school.

In the case of a major earthquake or disaster, parents are:

1. to come to the school if they are able to offer assistance.
2. not to call the school; we must have the line open for emergency calls.
3. to park away from the school. The school access routes and street entrances must remain clear for emergency vehicles.
4. to go to the Student Release Station to pick-up their child or any other child for whom they are assuming responsibility. Adults taking a child from the school grounds will be required to sign the release form.
5. to turn to CKNW 980 AM. Information and directions will be given over the radio, via [olgcschool.ca](http://olgcschool.ca) website and school email and #olgcschool twitter account.

Specific Fire, Earthquake and Lock down Procedures follow:

## **OUR LADY OF GOOD COUNSEL SCHOOL**

### **Emergency Procedure**

#### **IF YOU DISCOVER A FIRE**

- ACTIVATE a fire alarm pull station
- PHONE 9-1-1 to report a fire at your address
- FIGHT the fire ONLY if it is SMALL and you are NOT alone
- EVACUATE via the nearest safe exit. DO NOT use the elevator.
- ASSIST persons requiring assistance
- PROCEED to the main entrance (outside) & Report to the fire department

#### **IF YOU HEAR A FIRE ALARM**

- EVACUATE via the nearest safe exit. DO NOT use the elevator
- ASSIST persons requiring assistance
- ASSEMBLE clear of the building and arriving fire apparatus
- PHONE 9-1-1 to report a fire at your address

### **FIRE DRILL PROCEDURES**

Fire drills are an extremely important and serious event and should be treated so at all times by all persons. Any time the fire alarm is sounded in the school, whether or not a drill has been announced, all teachers, students and other persons should assume that there is a fire and should proceed accordingly. (6xper year)

#### **ROUTINES:**

1. At the sound of the fire bell students should cease talking and stand.  
Teacher is to take the class **Emergency Backpack** and **Attendance Clipboard**.
2. On order of the teacher, students are to line up in pairs at the appropriate exit door.
3. The teacher should lead the students from the classroom to the designated fire exit in a quiet, orderly manner. Be prepared to choose an alternate escape route in case of fire or exit blockage.
4. The secretary will check the washrooms and medical room to ensure all students have exited the building.
5. Upon exit from the building the students are lead to the paved blacktop area in front of the school building in the area assigned to their grade.
6. Any students who have been separated from the class will leave by the nearest exit and rejoin their class in the designated area.
7. Teachers will make an attendance check immediately and send a messenger to the principal giving the name of child if missing.
8. Students and teachers will remain outside the school until an indication is given by the principal to re-enter the building.

***It is imperative that teachers ensure that students are quiet and orderly during the entire drill.***

## **OUR LADY OF GOOD COUNSEL SCHOOL**

### **EARTHQUAKE DRILL PROCEDURES**

#### **TEACHERS IN SEPTEMBER:**

1. Hold classroom discussions.
2. Determine and discuss procedure for evacuating classroom. Hold practise drills.
3. Familiarize yourself with contents of the emergency supplies tote boxes. (2 per room).
4. Hold hazard hunts and correct hazards where possible.
5. Appoint two student monitors to collect tote boxes and also in case you are injured.
6. Ensure you leave the two student monitors names for substitute teachers.

#### **DURING A DRILL:**

During an earthquake drill or at the sound of the early warning alarm or at the first sign of the ground shaking, students should react immediately and appropriately. (3x per year)

#### **DROP AND COVER**

#### **TURN AWAY FROM WINDOWS**

#### **STAY UNDER SHELTER UNTIL SHAKING STOPS**

#### **LISTEN FOR INSTRUCTIONS**

#### **FOLLOWING THE TEACHER'S COMMAND, STUDENTS WILL:**

1. Immediately TAKE COVER under desks or tables and TURN AWAY from windows. Children should take care to protect head and neck areas.
2. Remain in sheltered "crash" position for at least 60 seconds.
3. Be silent and listen to instructions.

#### **DURING THE EARTHQUAKE DRILL, TEACHERS WILL:**

1. Take cover.
2. Talk calmly to students.
3. Review procedure for evacuating the classroom.

#### **AFTER:**

Building evacuation following an earthquake is IMPERATIVE due to the possibility of secondary hazards, such as explosions and fires. Because surprises lead to confusion and anxiety, students and staff should exit the building as an extension of classroom "drop and cover" drills.

1. Instruct students to evacuate.
2. Lead class to the designated assembly area ensuring students are quiet and orderly. Be prepared to choose alternative escape routes in case of fire or exit blockage.
3. Student monitors carry emergency tote containers to designated site.
4. Take attendance and administer First Aid if necessary.
5. Do not re-enter the building unless instructed by the principal.
6. Write I.D. information on foreheads of primary and injured children, if tags not available.
7. Reassure students. Remind them that parents may be delayed in calling for them.

Encourage students to talk about their fears

## **OUR LADY OF GOOD COUNSEL SCHOOL**

### **LOCK-DOWN PROCEDURE**

School Principal or Designated Staff will call 911 in the event of threat.

#### ***WHEN YOU HEAR THE PRE-ARRANGED LOCK-DOWN SIGNAL ISSUED***

#### ***LOCK-DOWN SIGNAL IS THE MANUAL SCHOOL BELL RINGING THREE SETS OF THREE SHORT BLASTS***

Staff will be notified on the P.A. system by the Principal or Designated Staff as follows:

“This is an emergency ... Our Lady of Good Counsel School is now in lock-down mode.”

**LEVEL ONE:** DANGER IS PRESENT INSIDE SCHOOL OR IS A PROXIMATE THREAT.

DUE TO OUR AREA TREAT ALL AS LEVEL ONE UNTIL ADVISED BY THE PRINCIPAL OR DESIGNATED STAFF OTHERWISE.

**LEVEL TWO:** EXTERNAL DANGER ON SITE BUT NOT INSIDE BUILDING.

ROUTINE:

1. All staff and students outside of classroom to move quickly to the nearest classroom.
2. Lock all classroom doors.
3. Lock all exterior doors.
4. Turn off lights
5. Students in class should get down low, move to a wall where the whiteboards are located, away from window and door with windows, and remain silent.
6. Students outside of school should get inside Don Bosco Youth Centre or the Church.
7. Take attendance. Note those who are absent and notify the office immediately. If the office does not respond immediately, wait until they make contact with you.
8. Do not release student or staff for restrooms.
9. Do not use radio, TV, or cell phones in classroom.
10. Everyone should lay on the floor if gunshots are heard.
11. Teachers should remain calm and reassure students that the emergency is under control.
12. Lunchtime supervisors, visitors and hall monitors must follow these procedures if the lockdown occurs during the lunch time.
13. Ensure that you can communicate visually with police if necessary.
14. Everyone stays in position until instructed by police or school official to move.
15. Release no one except by the direction of the principal or designate or the police.
16. Only open doors when “all clear” is given.

(Drill to occur 2 x per year)

## **Student Pick up/Drop Off- Covid Times**

There is no fire lane student drop off at this time. Please park your vehicle, put on your mask and line up with your child(ren) at the entry point at the south gate entrance (DBYC side). For the students' safety please drive safe and be aware of moving traffic. The crosswalk supervisor is clearly identified as he/she is wearing a fluorescent construction vest. Please remember that we are all in this together and are here to protect our children, so please follow the directions from the parking supervisors so as not to make their important job any more stressful. Thank you for your cooperation!

Thank you for following drop off and pick up times with families with last names A to M dropping off students at 8:45 am and pick up at 2:45 p.m. and families with last names N to Z dropping off students at 8:50 am and picking up at 2:50 p.m.

Please ensure that you have made arrangements prior to coming to school for your child to be promptly picked up! If there is an emergency, please call the office.

## **Student Pick up/Drop Off – Non Covid Times**

For the students' safety, the yellow line marks the drop off zone. When entering from 140th Street, a "Drop-Off Zone" is provided near the fence marked "NO STOPPING DURING SCHOOL HOURS." It is very important that parents move ahead to the church stairs or as far as possible before letting their child out. Please do not park in this zone or block the emergency entrances. Cars are not permitted to the right of the yellow line or on the grounds. Please follow the lines and arrows in a ONE-WAY DIRECTION. Parents are to park in the designated areas near the church and the Don Bosco Youth Centre, or in the 139<sup>th</sup> Street parking lot if they wish to park first and assist their children to enter the school grounds. The parking supervisor is clearly identified as he/she is wearing a fluorescent vest. Please remember that we are all here to protect our children, so please follow the directions from the parking supervisors as politely as possible so as not to make their important job any more stressful. Thank you for your cooperation!

**Students should not be left on the playground before 8:15 a.m. or after 3:15 p.m. as there is no supervision. Students left before and beyond these times may be sent to the OLCG Before and After School program and be charged the daily drop in fee. Please consult your school policy manual located in the front pages of the student planners. Please ensure that you have made arrangements prior to coming to school for your child to be promptly picked up! If there is an emergency, please call the office.**

## **OLGC Safety Release Drill Procedures & Protocols**

This will follow once a fire or earthquake drill procedures are completed. The Principal will call for an Emergency Release, teachers and students will move behind the front gravel field gates or Don Bosco Youth center depending on the weather conditions. Students will then leave their classroom teacher and go to the marked family grouping (this grouping is done by family name).  
\* Principal will call out the classroom order using the megaphone for classes to proceed into Family Groups. \* Movement to this location will happen in the following order:

- 7,6,5,4,3,2,1,K Once all children have dispersed to their family groupings, allocated Family Group teachers will take attendance; do not take attendance until every class has proceeded behind the front gravel field gates or DBYC. Highlight the name of students who are missing/not present. Once the attendance has been taken send a student runner to the principal with the attendance. Once the principal has all attendance forms the student release will begin. Family groupings proceed to the exit table where students remove their I.D. tags and place them into their grade basket. Then, they leave with their parents. There will be a supervisor teacher here. As parents arrive, they are to go to their designated line as per their family name.

\* If parents are picking up children from a different grouping than their own, i.e. last name, they will have to line up again in the other marked line up. Please Note: If release table personnel do not recognize the person who is requesting a child(ren), they are to ask for picture I.D. If other arrangements have been made for other people other than the parents or release alternatives to pick up a child(ren), those instructions will be stapled to the back of the emergency release form. Parent/Release Alternative will sign the "sign-out" sheet next to their name for each child they

are picking up. All personnel are to stay at release center until all students have been picked up. Some staff may be asked to start dismantling Release Station and put materials away. Please Note: in a real emergency, staff will have to stay for quite some time

## **OLGC School Earthquake Drill Protocol & Procedures (Other Locations)**

### **A. In Class Earthquake Drill:**

- When rumbling noise/EWWS Siren comes over P.A. system teacher advises students to duck, cover and hold and look away from the windows.
- Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed"
- Once rumbling stops count to 60 out loud as a class
- All clear signal is given
- Students are instructed to come out from under their desk/table and do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
- Teacher does a personal body check and neighbouring classroom to see if teacher is ok
- Students are to collect their belongings (only in a real emergency)
- Teacher will direct students to line up at the door to evacuate the building
- Place the OK/Help sign in the window
- Teacher should turn off any technology if possible
- Teacher will grab the emergency back pack located on the hook near the door
- Teacher will lead the class out of the building
- Lead students quickly but calmly to the allocated meeting areas (West School Parking Lot)
- Washroom Checks: \* Main Building – Sheri-Ann Kirchner, Maribel Cowan
- Take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
- Hand out student I.D. tags and have students put them on if (real emergency)
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- Megaphone siren will indicate “all clear” return to class
- If evacuation needs to take place, Emergency Release Procedures will follow.

### **B. Earthquake in Gym:**

- Students will duck and cover their heads with their arms
- Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed"
- Once rumbling stops count to 60 out loud
- All clear signal will be given
- Students are instructed to do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
- Teacher does a personal body check with surrounding teachers to see if they are ok
- Teachers will direct students to quietly stand up and lead students to evacuate the building through allocated doors and proceed to the allocated meeting area (School’s West Parking Lot)

- Take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
- Hand out student I.D. tags and have students put them on (in a real emergency)
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- Megaphone siren will indicate “all clear” return to class
- If evacuation needs to take place, Emergency Release Procedures will follow C. Earthquake in Music Room:
  - Students will duck and cover their heads with their arms
  - Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed"
  - Once rumbling stops count to 60 out loud
  - All clear signal will be given
  - Students are instructed to do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
  - Teacher does a personal body check with surrounding teachers to see if they are ok
  - Teachers will direct students to quietly stand up and lead students to evacuate the building through allocated doors and proceed to the allocated meeting area (School’s West Parking Lot)
- Take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
- Hand out student I.D. tags and have students put them on (in a real emergency)
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- All clear signal will be given

#### **D. Earthquake in Church :**

- Students will duck and cover their heads under the pew that they are sitting on
  - Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed" turn away from the windows
  - Once rumbling stops count to 60 out loud
  - Teachers will direct students to quietly stand up and do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
  - Teacher does a personal body check with surrounding teachers to see if they are ok
  - Teacher will lead students to evacuate the building through available doors and proceed to allocated meeting area (School’s West Parking Lot)
  - Take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
  - Hand out student I.D. tags and have students put them on (in a real emergency)
  - Wait for instructions from Marshalling Principal/Vice Principal
  - Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- E. Earthquake during Recess Break (OUTSIDE):**
- When rumbling starts students are to look up to check for overhead safety issues, adjust position if necessary, duck and cover to protect head
  - Once rumbling stops count to 60 out loud
  - Students are instructed to do a personal body check and check peers around them for signs of injury

- Students are to quietly and calmly move to rendezvous area at the west end of the school parking lot (predetermined meeting area) in their grade level line up.
- Teachers will take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
- Office Emergency Binder and backpack (office staff) and the office sign in/out binder (Principal) will come out with office staff and principal
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs and office staff should be around Marshalling area i.e. principal
- If evacuation needs to take place, Emergency Release Procedures will follow F. Earthquake during Indoor Recess:
  - When rumbling noise comes over P.A. system teacher/supervisor advises students to duck, cover and hold.
  - Once rumbling stops count to 60 out loud as a class
  - All clear signal will be given
  - Students are to come out from under their desk/table and do a personal body check and check peers around them for signs of injury
  - Students are to collect their belongings (in real emergency)
  - If a staff member/supervisor is inside the classroom he/she will direct students to remain calm and direct students to quietly stand up and lead students to evacuate the building through allocated doors and proceed to the allocated meeting area (school’s west parking lot)
  - If no staff member is present an allocated student will lead class to quietly evacuate the building through allocated doors and proceed to the allocated meeting area, where the classroom teacher will meet them.
  - Place the OK/Help sign in the window
  - Teacher or student leader (if teacher is not present in the classroom) will grab the emergency back pack located on the hook near the door
  - Any student who is outside the classroom (e.g. peer mediators, office monitors, etc.) will exit the building through the nearest door and meet their class on the field
  - Instruct the last student in line to turn off the lights
  - Washroom Checks: \* Main Building – Sheri-Ann Kirchner/ Mirabel Cowan
  - Teachers will take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
  - Hand out student I.D. tags and have students put them on (in real emergency)
  - Wait for instructions from Marshalling Principal/Vice Principal
  - Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
  - Megaphone siren will indicate “all clear” return to class
- If evacuation needs to take place, Emergency Release Procedures will follow In an evacuation students will go to the Don Bosco Youth Center.
  - Should an emergency occur between 8:30 a.m. and 8:45a.m. or between 3:00p.m. and 3:30p.m., the three intermittent bells will ring along with the warning on the PA system will sound and students will go into recess drill formation. They are not to return back into the school buildings. Parents and other guests on the school grounds will evacuate to the school’s west parking lot.
  - Special evacuation procedures (i.e. noxious fumes situation) will be initiated by the P.A. system or other means, and the danger zone will be announced. (I.e. "DO NOT use Front Exits from the main building. Use alternative exits ")



- If your designated exit or passage way is blocked or unstable, lead the students to the next closest exit.