



Our Lady of Good Counsel School
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OLGC School Emergency Preparedness

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*, OLGC Fire Safety Plan 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 and recertify regularly.

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 website and school email and #olgcschool twitter account.

Specific Fire, Earthquake and Lock down Procedures follow: