

LAKEVIEW CHRISTIAN SCHOOL

**EMERGENCY
PREPAREDNESS/
RESPONSE
PLAN**

Principal: Scott Bastien
Teacher in-charge: Heidi Mallard
Alternate: Tamara Bond

SEPTEMBER 2020

LCS Fire Drill Procedures

Fire Drills will take place once a month.
The Office will record school drills.

In September, practice Fire Drills with your class, so that all students will become familiar with the drill procedures.

Throughout the year, practice the drills as needed.

Please record your own drills in your Daybook.

Fire Drill:

1. Teachers direct the students to exit the classroom. Use the exit door nearest to the outside exit door.
2. The teacher will take the class list with her/him.
3. Students will follow behind the teacher in an orderly fashion in single file.
4. Sweeping assignments:
 - a. **Upper Floor Washrooms:** Girls – Paola Madrigal
Boys – Matthew Bond
1st Alternate if either Paola or Matthew are away – Chase Moloney
2nd Alternate if the 7-9 class is away from area – Scott Carby
 - b. **Lower Floor Washrooms:** Girls and Boys – Kayla Bastien
Alternate if Kayla is away from area – Leesah Parson
5. Exit the building in a safe, quiet manner. Last student in line will close the classroom door behind him/her. No running. Students are to follow the person in front of them closely.
6. In the designated location: line up quietly, single file.
Designated location Elementary lower level of school:
'old' playground--- on either side of the yellow slide.
Designated location upper level LCS: parking lot.
Please keep away from the Fire trucks, etc. and move well clear of the building to the far side of the parking lot.
7. Teachers take attendance.
8. Teachers report to the Principal/Secretary if anyone is 'missing' (not absent) using the Green "OK", Red "HELP" sign.
9. Return to the building when directed to do so by the Principal, Secretary or Teacher in-charge. Students will return to their classroom in single file.

In case of FIRE: CALL 911, Activate the Fire Alarm, and use exit door that is safest.

LCS Earthquake Procedures

Earthquake Drills will take place once a term (3x/year).
The Office will record school drills.

In September, practice Earthquake Drills with your class, so that all students will become familiar with the drill procedures.

Throughout the year, practice the drills as needed.

Please record your own drills in your Daybook.

Become familiar with the Earthquake Kits, location and contents.

Earthquake Drill:

1. DUCK, COVER, HOLD. Staff and students duck and cover, positioning themselves possibly under desks or tables, facing away from windows. Hold on to the table leg if there is a severe earthquake. If there are no desks/tables, squat down sideways against a wall, protecting head and neck with arm.
2. Remain covered until shaking stops. COUNT TO 60 after shaking has stopped.
3. Evacuate in single file, quietly. Teachers take the Earthquake kit outside, when possible.
4. Go to designated area on the grass field, or any other safe area.
5. Check attendance.
6. Report to the Principal (or other teachers) if students are 'missing', and/or injured. Use Green "OK" or Red "HELP" signs.

In case of real earthquake: DUCK, COVER, HOLD; AND COUNT TO 60 after shaking has stopped, CALL 911, Evacuate.

Designated persons (Aides) 'sweep' the school for search and rescue, as other teachers/older students supervise the other students and take care of injured (first aid), etc. When students are to be released to their parents, or ambulance, maintain a record. Arrange for food/water/comfort/shelter/sanitation. (Use neighbors' property when possible).

LCS Lockdown Procedures

1. Do not approach or attempt to intervene if a weapon is involved.
2. The signal for lockdown is 3 short buzz sounds or air horn sounds.
3. Do not activate the fire alarm. If the fire alarm sounds when a lockdown is taking place, stay in your lockdown area.
4. Staff will be notified in advance of any lockdown drill.
5. Do not move out of the school or your lockdown room until directed by police only. (Not the administrator or the secretary-police only)
6. In the case of a drill, you will be notified by the administrator, secretary or police when the lockdown drill is completed.
7. School Administrator/Secretary/Teacher or Police decide that a lockdown is necessary. Person who decides this lockdown procedure needs to identify her/himself.
8. CALL 911, state the emergency, and inform the dispatch that the school is in lockdown. If at all possible stay on the line with the dispatcher.
9. Teacher will call any students in the hallway, check that classroom doors are locked. (Doors should remain keyed locked at all times)
10. Students will be instructed by the classroom teacher (in advance of drills) to remain in the washroom and hide in a stall, crouched on the toilet seat.
11. Pull down/close classroom blinds.
12. Have students take duck and cover positions away from doors or windows, in the most secure, least visible area- as pre-designated by the classroom teacher. The Gym area is the gym equipment room. The Library is the inside corner that is the same wall as the entrance door.
13. If you are outside during a lockdown, the teacher will direct the students to a safe area with a neighbour- the students will not re-enter the building. Contact 911 to let them know where you are and what is happening. (3 short bursts of an airhorn is the signal)

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Phone: 250-658-5082

SAANICH POLICE: 911 or 250-475-4321
SAANICH FIRE DEPT: 911 or 250-475-6111

Wild Animal Alert Procedures

1. If a wild animal (e.g. bear, cougar, deer) is spotted in the area during your outdoor activity or recess, please blow your whistle (as if recess was ended) and have the students line up and return to class. (Use your professional judgment as to the seriousness of the situation and the haste needed.)
2. Contact the office as soon as possible.
3. If you are outside and hear a long airhorn blast, the teacher is to gather the class and return to the school immediately. This long airhorn blast lets everyone know that there is a wild animal in the area.