

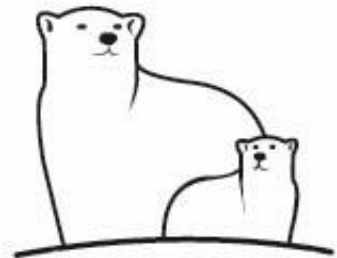
Emergency Response Planning

November 2011

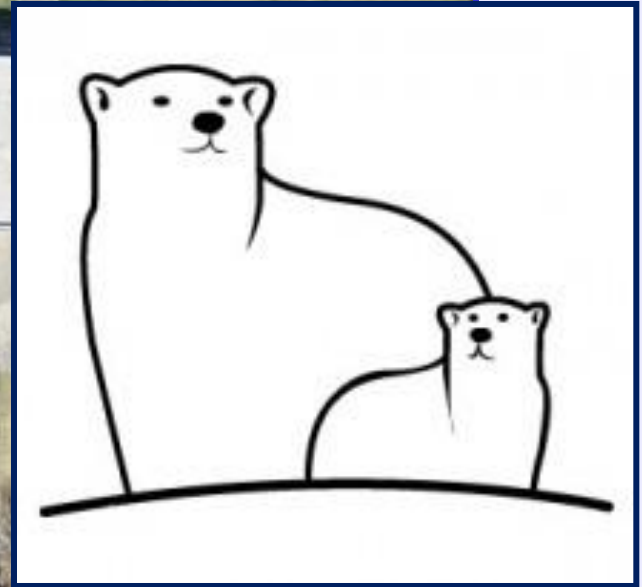


An initiative of the

Harold Bishop Parents Advisory Council



Planning



15670 104 Ave (between 156 and 160 Street)

Planning

What are we going to do?

School teachers, staff and administrators with input from PAC/parents.

Who is going to do it?

School teachers, staff and administrators agree to roles and responsibilities.

What do we need?

School and PAC work together to obtain supplies.

Does it (still) work?

Practice and revise yearly and as needed.

Responsibilities	
Coordinate & Communicate	Brent ***** (Principal & Administrative Officer – AO)
Tent Setup	Kali ***** (VP) Ron ***** (LST) Student helpers
Command Post	Laurie ***** (Teacher) Rose ***** (Librarian) Alexis***** (IST) 6 Student runners (Susan *)
First Aid	Susan ***** (Staff, CFA) Donna ***** (Staff, CFA)
Cover Teachers	Barb ***** (for Kali) Jen ***** (for Laurie)
Rescue	Brent *****

First Response

DROP-COVER-HOLD ***count 60*** ***follow instructions***

Gather *

jackets & lunch-bags
emergency bins & clip boards

Hang “OK/Help” window sign

Exit

to muster site (lower gravel field)

Report

all present (with clipboard)
okay/help signs (Brent to Susan)

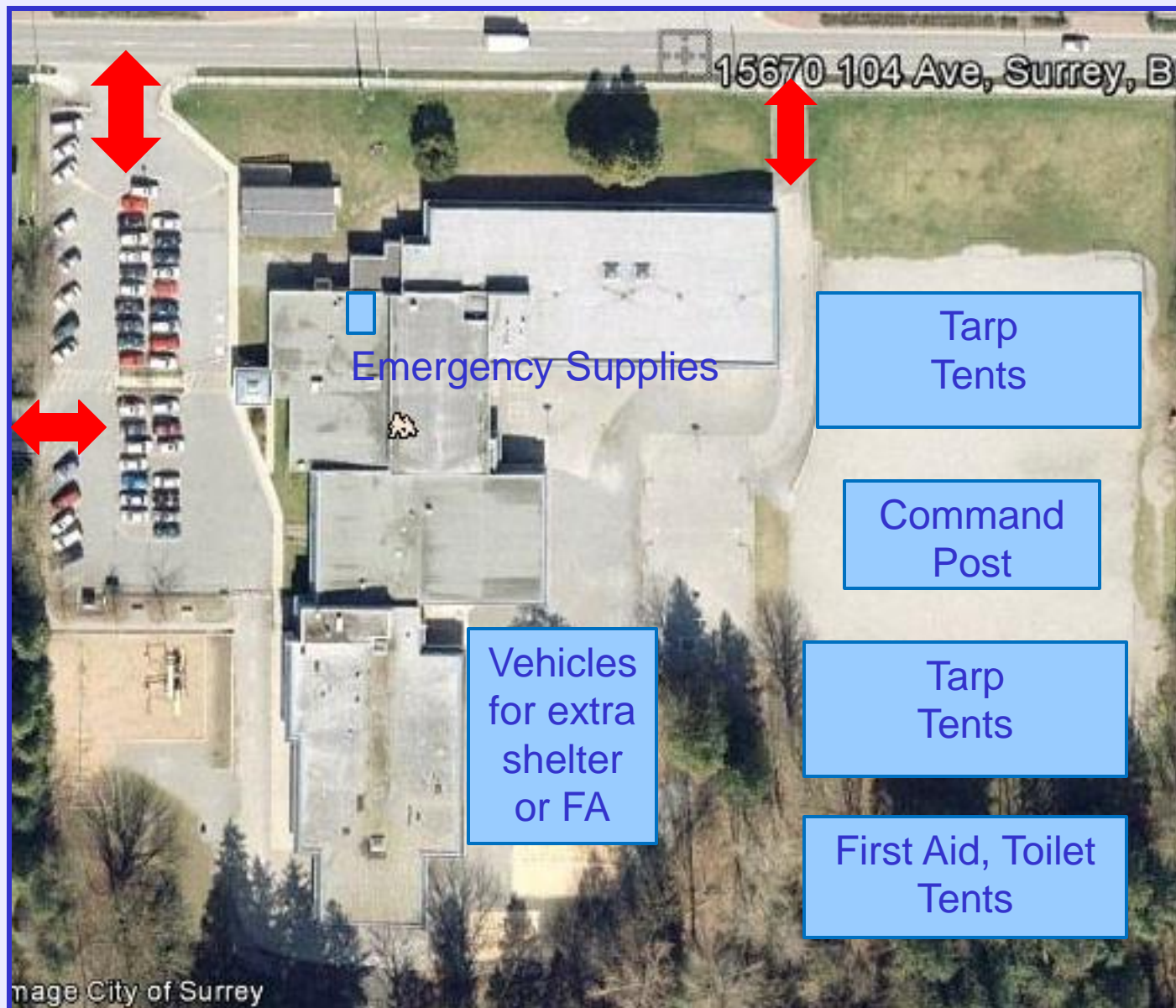
Follow Up & Set Up

**office/admin staff will gather documents, medical supplies, walkie-talkies, cell phones*

Item	Primary	Inter-mediate
Bin	1	1
Nametags	24	30
Class List	1	1
First Aid Kit	1	1
Blanket	1	1
Thermal Blankets	24	30
Garbage Bags	24	30
Scissors	1	1
Flashlight	1	1
Cards	1	1
Novels	4	4

plus clipboard, pen & window sign

Take Shelter and Get Organized



Take Shelter and Get Organized



Take Shelter and Get Organized

Student Shelters

Create shelters out of large tarps and the goal posts

First Aid Tents

A tent for first aid and housing the seriously injured and one for rest

Sanitation Tents

Two separate toilet tents, marked boys & girls, option to dig a trench

Command Canopy

Command canopy for housing and distributing general supplies. The command canopy is the only point from which students are released.

Tarp and Tent Teams

Division 3

5 teams

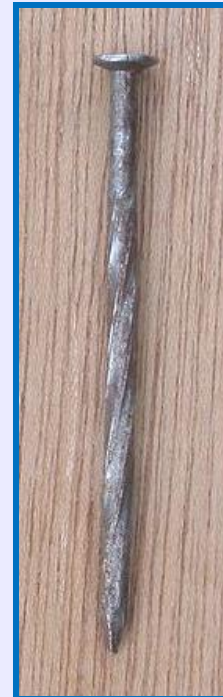
pre-assigned by name

Meet	At the emergency supply exit
Deliver	Tarp & tent supplies & water to the muster site
Assemble	Tarp tents & regular tents. Assign spike-nailers.
Move	Emergency supplies to the muster site & distribute them to the appropriate tent or area.

Take Shelter and Get Organized

Shelter	
2	30 x 50' Tarps (tarp tents)
10	20 x 30' Tarps (tarp tents)
4	Tents
2	Easy Up Awnings
12	9 x 10' Tarps
120	Spiral Nails (as tent pegs)
1 spool	1/4" Rope
3 coils	1/4" Rope, 100' long
6	Hammers
130 m	4 mm Plastic Ground Sheet
3	Buckets
2	Shovels
1	Crowbar

Sanitation	
3	Portable Toilets
8 pkg	Toilet Chemical
24 rolls	Toilet Paper
3 bottles	Hand Sanitizer



Food and Water

Food and Water	
4	18.9 L Purified Water Bottles
1	Bottled Water Pump
1000	Small Paper Cups
~ 110 L	Tap Water
1 bottle	Water Purification Tablets
2 pkg	Water Purification Chemicals
540	400 calorie Food Bars
plus	
student's own lunches	
food safely recoverable from school	
local stores, etc	



Food and Water distributed from command centre

First Aid

First Aid	
2	Cots
6	Abdominal Pads
1	Triangle Bandage
8	Tensor Bandages
30	Finger Bandages
1	Compressed Bandage
50	“Regular” Bandages
12	Sterile Pads
21	Antiseptic Swabs
48	Maxi Pads
3	Blankets
1 pkg	Tissues (small)
	Medical Supplies from office

Certified First Aid Attendants

must be in charge

Outside help

should be acquired if possible and necessary

Guildford Medical Centre

*153rd Street and 105th Avenue
(~6 blocks)*

Fraser Heights Animal Hospital

*156th Street and 104th Avenue
(~1 block)*

Rescue

Objective

Rooms with “Help” signs & probable locations of people reported missing

No Entry

for rescue or supplies without permission from the AO



HELP

Tools	
1	Ax
1	Sledgehammer
1	Saw
1	Screwdriver
1	Wire Cutter
1	Pliers
1	Pliers, needle-nose
6	Exact-o Knives
12	“Bungie” Cords
120 yards	Duct Tape
8 pairs	Work Gloves
30	Dust Masks
7	Flashlights

Communications and Media

Communications Devices	
Walkie Talkies	On school grounds, possibly intra-school
Portable Radios	For community information
Car Radios	For community information
Cell phones	Staff phones, emergencies only. Students will be instructed not to use their phones.

Only one person will dispense information to the media.
This will normally be the AO but may be a delegate.



Ongoing Comfort and Care

Administrators

set the tone

Administrative Officer (AO)

- oversees the site
- final decision in disputed matters
- decides when to leave for the Emergency Reception Centre (North Surrey Secondary)

The unreleased school community will stay on-site as long as it is safe and practical

Students

stay in class groups with their teachers for comfort and calm. District staff will provide extra support as needed.

Buddy classes

are situated next to each other. Primary classes are teamed with intermediate classes.

Survival	
5	Survival Candles (36 hour)
~100	Light sticks (expired)

Student Release

Tracking Tools	
Day of Absence List	From office
Release Forms	From office
Class Lists	From classrooms
Name Tags	From emergency bins

Emergency Release Form

- sent home at the beginning of the year
- separate from the emergency contacts
- three proximate contacts

Release Procedure	
Teachers	Take attendance with Class List, submit to Command Post
Students	Wear Name Tags at all times
Command Post Staff	Cross check attendance with the Absence List
Guardians	Report to the command post
Command Post Staff	Check the Release Form & record the receiving Guardian.
Student Runners	Inform teacher(s) & collect student(s) from the muster site
Command Post Staff	Record release on Class List, collect student's Name Tag
Guardians	Sign for the release of the student(s)
Administrative Officer	Final decision on release disputes.