

Emergency Preparedness Manual

2026-2027

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1: Policy Introduction

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. We review the procedures throughout the school year. Teachers and administration regularly perform drills throughout the school year to prepare students for an emergency. Teachers will be alerted when we are planning a test.

Evacuation:

During a fire or earthquake, we will be required to evacuate. All classes will follow their designated evacuation routes to the meeting area at the backfield. Once we arrive at the designated meeting spot, the office staff will bring out our attendance sheets for us to complete. Inform your vice principal whether all your students are present or not. Return your attendance folder to the office staff who gave it to you. Note if **you** have your attendance folder at the time the emergency is alarmed/announced **you** must take it with you.

For all emergencies evacuation routes remain the same as the meeting area which is the backfield.

2: Types of Drills and Procedures

2.1 Fire

In the event of a fire teachers should lead their students from the building when the fire alarm sounds. Proceed in an orderly fashion to the designated meeting area. You can bring a copy of your attendance list if you wish. Once there, teachers should take roll calls and keep their classes together pending further instructions. Should a child be missing, do not re-enter the building, but notify administration personnel immediately.

2.2 Earthquake

Quickly take cover under desks or anything that will provide some measure of protection from falling objects. Immediately after the crisis, calmly evacuate the building, following the same routes for the fire drill. If people are hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the administrator that people are hurt or trapped and their location. Keep your class together pending further instruction. Stay away from power lines, poles, trees and buildings. Utilities should be shut off, and no one should re-enter the building unless it has been declared safe by the authorities.

2.3 Code Red/Lockdown

Teachers check the hallway outside their room and take in any students or staff who are in the hallway. Lock/shut doors, cover all windows, switch off lights and sources of light and sound and then hide out of view. Simultaneously, students silently hide in the room, crouching low, and against the wall away from the windows and doors. Phones should be switched off and no calls are to be made. Note the number of students you have. Wait in your room until an RCMP officer tells you it is safe to unlock your door and danger is passed. Alternatively, the RCMP may inform the principal and he or she will announce "ALL CLEAR."

2.4: Lockout

The school will lock its doors and close the blinds on all windows. All students and staff will stay in classrooms, or in a safe location (a secure room) away from doors and windows. The school should be silent and appear to be empty by any outside person. Staff will wait for the "all clear" order to be given by the principal. Once this is given resume normal school operations.

Please Note: A lockdown is used for situations where there is a dangerous intruder on the school grounds or in the building. A lockout is used for situations in which there is a concern of a dangerous threat near the building.

3: Emergency Preparedness Kits

3.1: School Emergency Preparedness Kit Checklist

SECURE NEAR EXTERIOR EXIT OR IN SCHOOL KOISK (One kit for 250 people)
Recommended Contents:

- Master list of students/staff
- Copy of Site Emergency Plan
- 1 battery-operated megaphone or portable public address system (*spare batteries*)
- 12 tents with pegs
- 12 triangular bandages
- 2 flashlights with batteries (*spare batteries*)
- 10 camper blankets
- 10 dust masks (*3M-99-70*)
- 2 rolls of plastic surveyor's marking tape (*fluorescent orange*)
- 4 hard hats (*orange*)
- 4 pair of leather work gloves
- 4 pair of mono goggles
- Min. of nine (9) Incident Command Vests with identification – 1 green (Command Centre), 2 red (First Aid Unit) and 6 oranges (Various Operations)
- 1 container to put all of these materials in
- 1 camping shovel (*folding*)

- 2 hammer and 20-4" common nails
- 2 crow bars
- 100 feet of 1/8" nylon rope
- 100 feet of 3/8" nylon rope
- 1 roll of 2" duct tape
- 2 - 4-litre bottle (*non-breakable*) distilled water
- 1 battery operated radio (*spare batteries*)
- 1 folding stretcher
- 1 box waterproof matches
- Food rations (sufficient amount for expected number of staff/students for 72 hours) - Water rations (sufficient amount for expected number of staff/students for 72 hours)
- pencils, pens, felt pens & paper

BASIC SANITARY SUPPLIES

- Roll of black polyethylene (used to form privacy screen for latrines)
- Buckets - 4 each –
- White kitchen plastic trash bags (to line buckets) and twist ties - 1 box
- Rolls of toilet paper - 2 x 24 packs
- Sanitary pads - 2 packs
- Disinfectant spray - 2 cans
- Pre-moistened towelettes - 2 boxes

NOTE: This equipment must only be used during an emergency or an emergency drill.

3.2: Student Survival/Comfort Kits Checklist

Ensure your child's name is clearly labeled.

ELEMENTARY LEVEL

Food

- Granola bars (High Calorie) x2

Supplies

- Kleenex Pack
- Wet Wipes
- Dust Mask
- Two Band-Aids
- A Solar Blanket

Amusement and Emotional Comforts

- Choose those appropriate to your child:

  - Small stuffed animal
  - Family photo
  - Deck of playing cards
  - Paper and pencil
  - Letter of comfort from you to your child

Medications

- If your child requires special medications, please enclose with instructions

NOTE:

1) IT IS EXTREMELY IMPORTANT THE CONTENTS NOT BE OVERDONE:
   a. THE KIT IS ONLY INTENDED FOR SHORT TERM NEEDS
   b. STORAGE SPACE IS A PREMIUM AND TOO MUCH WEIGHT IS ALSO A CONCERN
2) EACH KIT MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME AND CLASS SECTION
3) THE KIT WILL BE RETURNED TO PARENTS AT THE END OF THE SCHOOL YEAR

3.3: Sample Letter to Parents

Dear Parents/Guardians:

Re: Student Release after an Emergency.

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency. It is important that you become familiar with the school's emergency procedures and what you should do in the event of an emergency at the school. We encourage you to discuss how you expect your child to behave and respond during an emergency or disaster situation. The school is prepared to care for your child in the event of an emergency as long as possible. To make your child as comfortable and safe as possible until you arrive, we ask for your help in the following areas.

Complete and return the attached forms:

- Student Release Form. (NOTE: Authorized persons as listed on your form, must be 19+ years old.).
- Student Emergency Identification Form

• Please do not phone the school following a disaster. We must keep the lines open for outgoing emergency calls.
• Please do not drive to the school. Streets and access to the school must remain clear for emergency vehicles. Park as close as you safely can and walk to the school.
• Listen and watch for updates – the school will use a variety of communication tools including phone, e-mail, social media to alert parents of the current situation and next steps.
• As soon as school officials indicate it is safe to pick up your child, we request you or your alternate guardian travel to the school or identified student-parent reunification site to reunite with your child.
• No student will be released from the school unless a previously authorized parent/guardian or alternate comes for the student.
• All parents/alternates who come to pick up children must sign the students out at a designated student release area.
• Please familiarize yourself with the school's emergency preparedness plans and procedures available in your parent handbook.
• Prepare and/or update your child's comfort kit which will be kept in the classroom.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. The information on the two attached forms will be used only in case of emergency or disaster. This information is kept strictly confidential at the school unless it is necessary to share the information in the event your child's health and/or safety is at risk.

Please return all forms by: _____(Date).

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your child and contributes to the safety and well-being of your child in an emergency.

Thank you,

School Administration

3.4: Student Emergency Release Form

In the event of an earthquake or other serious incident resulting in school closure, where I am unable to collect my child(ren) from school, I _____,
Parent/Legal Guardian of:

Name(s) of Child(ren):

_____
Grade_____

_____
Grade_____

_____
Grade_____

authorize the release of my above child(ren) into the custody of the following people: (please provide at least two names)

	NAME	ADDRESS	TELEPHONE
1			
2			
3			

I fully realize that during a natural disaster such as an earthquake, my child(ren) will not be released from school to another adult unless authorized by myself (as above); and that on the release of my child(ren) a record shall be kept at the school of the name of their guardian, time of release and expected destination.

_____ _____

Signature Date

Medical Alert:

If your child requires medication or has a medical condition that requires special attention, please provide details below. It will be necessary for the school to have a 48-hour supply of any essential medication or supplies. Please note that a more detailed "Medical Alert" form should also be completed and on file at the school.

3.5 Student Emergency Identification Form

Photo of Student

Student Emergency Identification Form

Teacher: _____

Student Birth Date: _____

Grade and Section: _____

Name First and Last: _____

Siblings in School: _____

Medical Alert:

_____

Health Card # _____**Doctor:** _____ **PH#:** _____

List any medical conditions, severe allergies, medication information or any instructions (continue on back if necessary)

Emergency Contact: _____

Student Address: _____

Phone #: _____

Parents or Guardians:

Parent/Guardian _____

Parent/Guardian _____

Address: _____

Address: _____

Home Phone #: _____ Home Phone #: _____

Work Phone #: _____ Work Phone #: _____

Cell Phone #: _____Cell Phone #: _____

Work Address: _____ Work Address: _____

Days/Hours at Work: _____Days/Hours at Work: _____

*ALTERNATE GUARDIAN (Persons 19+ years old and preferably within walking distance of the school) *Suggestion: If possible, list 2 or more adults, who have your permission to pick up your child/ren in the event that you are not able to do so. Cell phone numbers are preferred.

	NAME	ADDRESS	TELEPHONE
1			
2			
3			

I hereby authorize any of the above listed alternate guardians to pick up my child from school in the event of a controlled student release. I also authorize the school or persons caring for my child to use any of the above information, as necessary, in the event of an emergency

Signature of Parent _____

Signature of Parent: _____

Date: _____

3.6 School Student Release (To be used by the school)

School Student Release

PLEASE PRINT Student's Name:

_____

Date & Time of Authorization:

_____

Student Released To:

_____

If the student is being released to an alternate guardian, record the relevant ID and, if possible, attach a copy of the authorization signed by the parent or legal guardian.
Destination:

_____

Authorized By (Staff): _____

X_____

(Signature of Parent/Guardian or authorized alternate)

Notes:

3.7 Sample Letter to Parents asking for Emergency Kit

Dear Parents/Guardians,

RE: Student Emergency Kits

As part of this school's emergency management plan, we would like to assemble a comfort kit for your child. We need your help to complete these kits.

Comfort Kits:

1. Label the attached zip-lock bag with your child's name.

2. Add a family photo. On the back of the photo, please print child's name, parent's contact phone numbers, care card number and out of area contact person and phone number. List any allergies, if applicable. (NOTE: if your child requires an Epi-pen™ or special medications, it is parent's responsibility to supply the school office with required Rx for your child (including renewals).

3. In addition to the photo, include the following in this bag:

• chewing gum (optional) sugarless

• two peanut-free granola or fruit bars, or other non-perishable, high-energy snack

• two Band-Aids (suggest with cartoon characters)

• tissues

• small personal item (optional)—for example, cards, toy

• a small solar blanket

Everything must fit into this zip-lock bag, including the blanket, so please ensure that you have left room for them. Please return your child's comfort kit to the classroom teacher no later than _____.

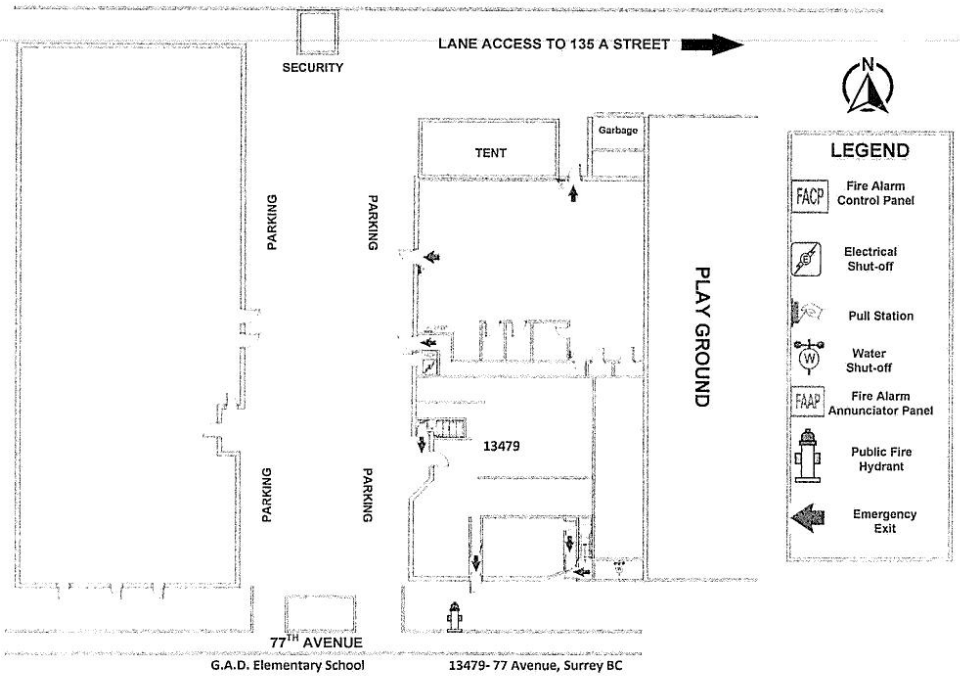
Remember, this small personal kit can make a difference to the well-being of your child in an emergency. If you have any questions or comments, please call the school office.

Thank you,

School Administration

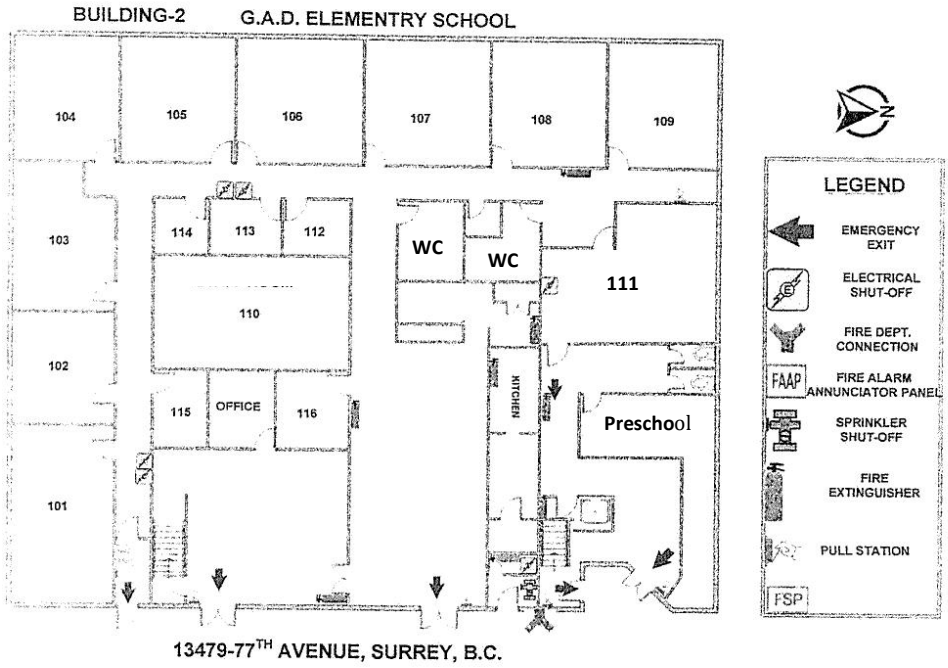
4. Facility Evacuation Routes

Fire Safety Plan – 13479-77th Ave, Surrey



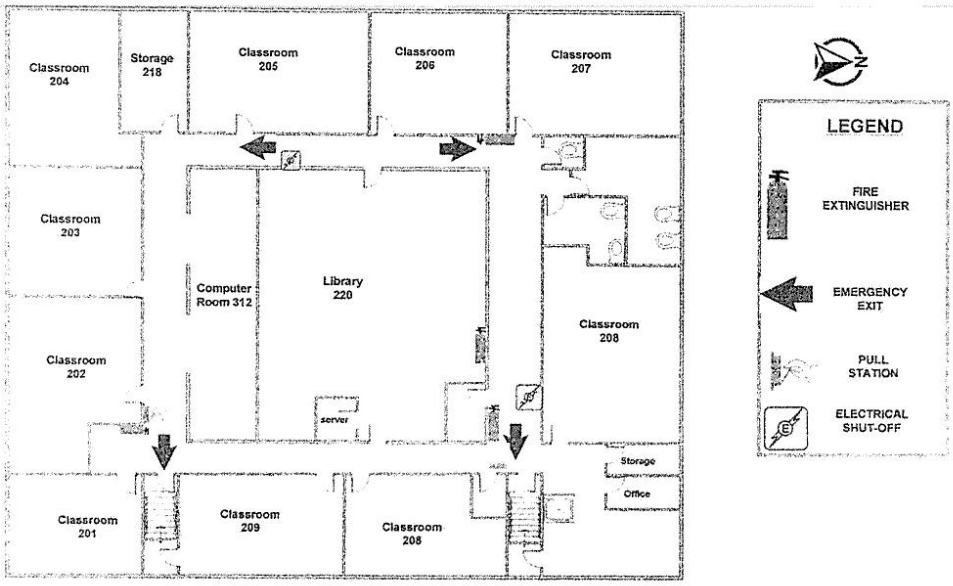
4.1 Ground Floor Building No. 2

Fire Safety Plan – 13479-77th Ave, Surrey



4.2 Second Floor Building No. 2

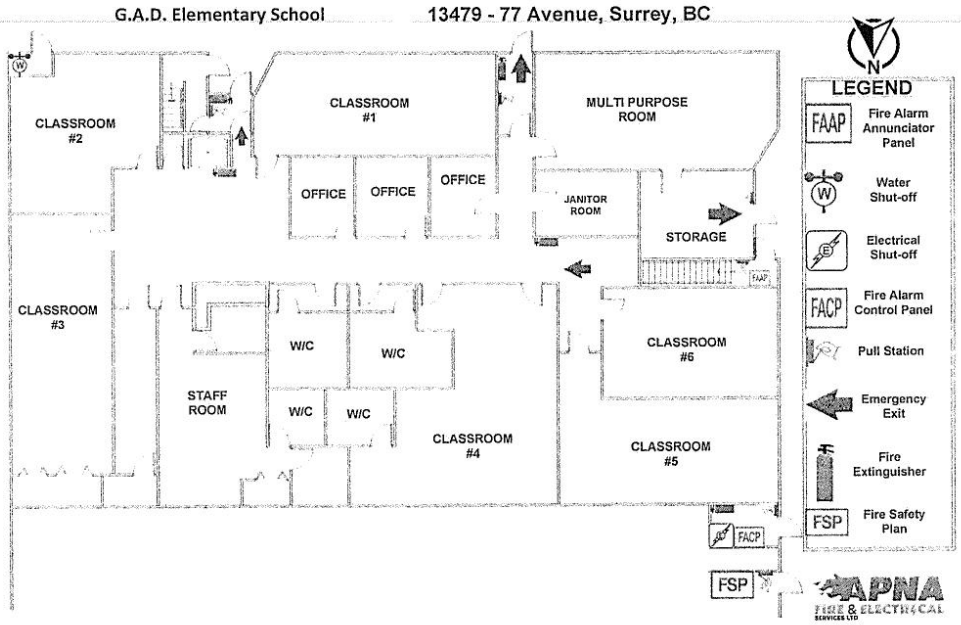
Fire Safety Plan – 13479-77th Ave, Surrey



G.A.D. ELEMENTRY SCHOOL BUILDING -2 13479 – 77TH AVE, SURREY, B.C.

4.3 Ground Floor Building No. 1

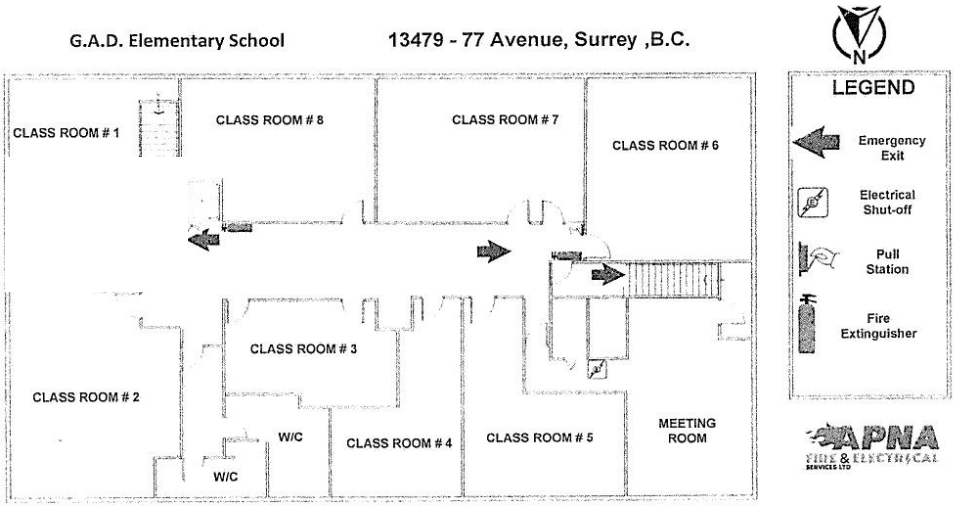
Fire Safety Plan – 13479-77th Ave, Surrey



MAIN FLOOR DRAWING

4.4 Second Floor Building No. 1

Fire Safety Plan – 13479-77th Ave, Surrey



SECOND FLOOR DRAWING