

EMERGENCY RESPONSE PLAN

2017/2018

Updated: May 2026

FREEDOM THINKERS EDUCATION SCHOOL

**5730 Baldonnel Road
Baldonnel, BC
VOC 1C0
250-789-3369**

INDEX

Crisis Team

Emergency Phone Numbers

First Aid Attendants

Fire Emergency Plan (See Appendix 1 for fire drill procedures)

Medical Emergencies/Critical Incidents

Poisoning

Bomb Threat

Power Outages

Propane or Natural Gas Leak

Hazardous Materials Incident

Supervision Protocol

Appendix 1: Fire Drill procedures

Appendix 2: Earthquake Drill procedures

Appendix 3: Lockdown Drill procedures

Appendix 4: Lockdown Quick Reference Guide

CRISIS TEAM

Name	Duties
Sandra Cushway	Call for the Evacuation Deal with the media Parent letters Assembly as needed Log all events
All FTE staff members	Phone parents for transportation if needed. Grab emergency list book, help administration as needed
Counselor - Bev Baker	Contact other counselors Advise administrator as needed
Sandra Cushway	Check washrooms, classrooms and exits as appropriate

EMERGENCY PHONE NUMBERS

EMERGENCY	DIAL 911
FIRE	789-3392
POLICE -(non emergency)	787-8100
AMBULANCE	785-2079
POISON CONTROL CENTER	1-800-567-8911
HOSPITAL	785-6611
POWER OUTAGE BC HYDRO	785-8744 or 1-800-POWERON
NATURAL GAS EMERGENCY	785-5688
MSDS FETCH	1-604-731-3492

FIRST AID ATTENDANTS

- Chris Cushway
- Anathalie Wilson
- Darla Newth
- Kelsey Stevens
- Erica McNaughton
- Kiera Cushway

FIRE EMERGENCY PLAN (see Appendix 1 for fire drill procedures)

Fire Drills

See the procedure to follow as listed in the Policy Handbook and on the website.

Fires

- Fire and smoke detection systems will automatically activate the fire alarm bells.
- If the alarm has not gone and fire and/or smoke are detected, immediately activate the alarm system or announce a fire.
- The Local Fire Department will be immediately notified by the principal of the school or a designate when the detection system is activated.
- All occupants of the building will immediately leave by the designated route or the nearest exit or alternate exit if that one is blocked, closing all doors and windows behind them.
- The principal or designate will confirm the arrival of the Fire Department by calling **911** or **789-3392**.
- Once outside the building all occupants will assemble at designated muster areas
- The Supervisor in charge will check to ensure that all occupants have left the building.
- If it is not possible to return to the building, then staff will proceed to inform parents
- Entrance to the building may occur only on direction of a fireman or a school administrator, and then, only to an identified "safe zone".

MEDICAL EMERGENCIES/CRITICAL INCIDENTS

- Call an **Ambulance** at **911**.
- Call the site First Aid Attendant.
- Confirm breathing and stop bleeding.
- Move only to prevent further injury.
- Insure the victim is kept covered and warm.
- Remain with the victim.
- The principal or teacher-in-charge will contact parent

POISONING

IN ALL POISONING CASES

- Ensure no further danger.
- Call the first aid attendant.
- Check the label or MSDS for First Aid directions.
- For Material Safety Data Sheets call **MSDS Fetch** **1-604-731-3492**
- Call the **Poison Control Center** **1-800-567-8911**
- If required call an **Ambulance** **911**
- Send container and contents with the victim to the hospital.

FOR POISONS IN CONTACT WITH THE EYES OR SKIN

- Flood area with water for at least 15 minutes.
- Call the first aid attendant.
- Remove contaminated clothing.
- Do not use chemical antidotes.
- Seek medical assistance.

FOR INHALED POISONS

- Be sure you do not become a victim - **DO NOT ENTER** the area unless it is safe to do so.
- Remove or turn off the source of fumes - **ONLY IF SAFE TO DO SO**.
- **ONLY IF SAFE TO DO SO** remove the victim to fresh air.
- Call the first aid attendant.
- If needed start artificial respiration.
- Call an **Ambulance** at **911**

BOMB THREAT

If you receive a Bomb Threat phone call the **Police** at **911**

Ask of the person calling:

- When could a bomb explode?
- Where is it right now?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Take notes on everything said:

- Time call was received
- Caller's voice: calm, excited, accent, stutter, loud, crying, angry, rapid, slurred, etc.
- Background noise: music, voices, machinery, street noises, animal noises, clear, static, etc.
- Threat language: foul, irrational, taped, incoherent, well spoken, read message, etc.

All bomb threats are assumed to be real. Immediately evacuate the building, ensuring that all persons are out.

Do not reenter the building until directed to do so by the police.

POWER OUTAGES

- Remain calm and in place.
- Emergency lighting will come on.
- The designated power outage phone in the General Office will remain operational.
- Phone BC Hydro at **1-888-POWERON** to inform them of the interruption.
- If the power interruption occurs in the winter months, keep doors closed as the heating systems will keep the floor warm for many hours (in-floor heating).
- If power remains out for 2 hours, parents will be contacted to pick up their students as the water and sewer systems do not work without power.

PROPANE OR NATURAL GAS LEAK

- Immediately evacuate the building and ensure that all persons are well back and up-wind from the building.
- Ensure that all individuals are accounted for.
- If required after all individuals have been accounted for, students will be evacuated
- From an outside phone:

Phone Fire Department	911 or 785-2323
Phone Pacific Northern Gas	785-5688
- Ensure that no one re-enters the building until safe to do so.
- Open flames and sparks must be prevented around the building.

HAZARDOUS MATERIALS INCIDENT

Assessment

- The Transportation of Dangerous Goods Act and Regulations and WHMIS are the key standards used by industry, manufacturers, shippers, and handlers. All facilities handling and using hazardous materials should be familiar with these guidelines.
- Refer to the "North American Emergency Response Guidebook"
(<https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/2024-04/ERG2024-Eng-Web-a.pdf>)
- For Material Safety Data Sheets call **MSDS Fetch at 1-604-731-3492**.
- If necessary, evacuate the building.
- Ensure that all individuals are accounted for, and stationed up wind of the building.
- If required, and safe to do so, after all individuals have been accounted for, they will be evacuated
- From an outside phone:
 - Phone the **Fire Department and/or 911**
 - Phone the **Provincial Emergency Program 1-800-663-3456**

SUPERVISION

Supervision is available from 8:30 - 3:15.

There are two key mandates for the supervisor before school, after school and lunch:

- To ensure that students are safe and orderly, and
- To provide assistance to students who are in need

BEFORE SCHOOL SUPERVISION

- From 8:30 am - 8:45 am
- During this time, there is supervision to ensure children get safely into the school and provide a morning "greeting" to them

AFTER SCHOOL SUPERVISION

- From 3:00 - 3:15 pm
- During this time, there is supervision to ensure the children get safely to their pick up vehicle, monitor the parking lot, and to provide any assistance necessary

NOON SUPERVISION

- From 12:00 - 12:30 pm

It is best not to list a large number of rules for students; every rule will have an exception and for every rule in place, students will find a way to circumvent the rule, thus requiring the creation and addition of more rules. A few school rules will be in place and children will be expected to follow them.

Lunch supervisors need to be flexible. A guideline would be to ask, "How would I want my own child treated when addressed by a monitor?"

The following are guidelines to assist the noon hour supervisor with his/her duties:

- Monitors should be seen by students as having the same authority as any other working adult in the school, including teachers or administrators.
- Monitors may assign light consequences to students such as sitting in time out or having students write or say an apology to another student.

- Monitors do not have the authority to suspend, keep students after school or use physical force with students.
- Monitors should treat students with dignity and polite respect.
- If a student is a danger to others and the student does not comply with a request to move to the office, then the monitor should send a runner or another adult to the office to request assistance. A monitor should avoid entering into a physical altercation with a student.
- A response to a belligerent student would be to treat the student the same way you would expect to be treated; quietly, firmly, politely, respectfully, and objectively.

There will always be exceptions for these guidelines and monitors may have to make judgment calls to decide whether a students' behavior is appropriate and the correct action to take. Mostly, monitors should attempt to assist students in resolving conflicts rather than direct them to the office.

During noon hour outside (12:00-12:30):

- Students can be directed to the office for major offences such as fighting (striking another person), vandalism, swearing or being non-compliant with an adult and/or peers.
- Most incidents between students can be handled on the grounds by noon hour supervisors by assisting with conflict resolution. These incidents do not need to be brought to the office or recorded unless there is a chronic pattern to them by the same people.
- If a student receives a minor injury (bruise, scratch) they can be tended to by a noon hour supervisor or one of the first aid attendants. For major problems (suspected broken bone, allergy reaction, bleeding, or possible spinal problem) a student runner should be directed to the office to seek help. The supervisor should stay with the student. An accident form needs to be filled out by the office staff for major problems.
- How a supervisor handles confrontation between students can determine the outcome, positive or negative. Always look for win-win; be objective and caring, listen to what students have to say before deciding any action.

During noon hour on inside days (12:00-12:10):

- Students are expected to eat their lunch and find an activity to do.

Appendix 1

Fire Drill Procedures

Appendix 2

Earthquake Drill Procedures

Appendix 3

Lockdown Drill Procedures

Reviewed and Revised: May 2026

Appendix 1
Fire Drill Procedures
Freedom Thinkers Education
PBL Society

POLICY STATEMENT

Freedom Thinkers Education PBL Society expects all students and staff to practice a fire drill a minimum of three times/school year.

POLICY RATIONALE

For the health and safety of everyone, fire drills will be practiced at least three times a year. In the unfortunate event that a fire should occur, people will know and understand the procedures for both the evacuation of the building and the safe removal of children and personnel.

SCOPE

All students, staff, visitors, and anyone else on the premises will follow the procedures outlined below during a fire drill or a real fire.

POLICY AND PROCEDURES

I. Purpose

To keep everyone safe in the event that there is a fire.

II. Procedures

Staff members and students will discuss procedures for a fire evacuation during the first days of school. They will be aware of the emergency evacuation routes and the Muster Place will be established. When the fire alarm goes off or a fire is announced, the following procedures will take place:

1. If children are in the building, they will exit the building through their designated door, and meet at the Muster Place. (Children in the portable will exit through the west portable door; children in the gym or reading room will exit through the grade 7-9 door, and children in the four central teaching rooms in the main building will exit through the following doors: grades 4-6 through the grade 4-6 porch exit, and grades 7-9 through the gym and out the grade 7-9 entrance).
2. If children are outside of the building, they will meet at the fence in the middle of the parking lot which has been assigned as the Muster Place.
3. The last person out of the building will close the doors. The principal or teacher-in-charge will phone 911 if there is a fire.
4. Classes will move outside in a quiet and orderly manner. If students are in another part of the school (e.g., bathroom) they will join their class at the Muster Place as soon as possible.
5. Attendance will be checked.
6. Attendance will be confirmed. The principal or teacher-in-charge will be positioned by the pipe fence in front of the school.
7. Students will accompany their teacher back to class once there is an all-clear signal from the principal or teacher-in-charge.

- Updated May 2026

Appendix 2

Earthquake Drill

Inside – In Class:

- **“Drop, Cover and Hold on”**
 - DROP to the ground
 - TAKE COVER under a sturdy table or other piece of furniture. Kneel and bend your head close to your knees.
 - HOLD ON to the table leg or desk (a few inches above the ground to avoid pinching fingers). Cover your eyes with your other hand. If your “shelter” moves, move with it.
 - Do not get between a piece of furniture and a solid wall; shelter on the side away from the wall or under it.
- FACE AWAY from windows
- If you don’t have a shelter to hang on to, drop and cover with your hands linked on the back of your neck, and cover the side of your head with your arms to protect your neck, head and face.
- Remain in place until the shaking stops. COUNT ALOUD to 60 – earthquakes rarely last longer than 60 seconds and counting is calming.

Inside – Other areas within the building:

- Move away from windows, shelves and heavy objects that may fall
- Take cover under a table or desk or in a corner
- In halls, stairways and other areas where no cover is available, move to an interior wall; kneel with back to wall; place head close to knees; clasp hands behind neck; and cover side of head with arms
- In the library, move away from where books and bookshelves may fall and take cover
- Stay inside – usually the most dangerous place is just outside where building debris may fall; exit only after the shaking has stopped

Outdoors:

- Move to an open space away from buildings, fences, trees, tall playground equipment, lights and overhead power lines. Kneel or sit on the ground and cover your head and face with your hands. Once in the open, stay there until the shaking stops.

Don’t:

- Don’t try to take cover in a doorway during an earthquake. The door may slam on you.
- Do not run outside during the shaking or use the stairways or elevators. Many people are killed just outside of buildings by falling bricks and other debris.
- Do not try to use your telephone for the first 90 minutes after an earthquake, except for serious medical or fire emergency, or if victims are trapped. You could tie up the lines needed for emergency response.

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Appendix 3

Lockdown Procedure

Purpose:

A lockdown is implemented to protect staff and students from a serious threat inside the school building (e.g., intruder, active shooter) when it is safer to remain inside a secured area than to evacuate.

Examples of when a lockdown may be required:

- Dangerous intruder
- Active shooter
- Suspicious individual posing an immediate risk

Procedure:

- Any staff member who identifies a threat or serious potential threat must initiate a lockdown immediately.
- A clear announcement will be made: **“Lockdown – activate safe zone.”**
- 911 will be called immediately. The Ministry of Education will be notified as soon as possible.
- Staff and students will:
 - Move quickly and quietly to the nearest designated safe zone.
 - Remain calm, silent, and out of sight.
- A designated staff member will conduct a quick visual sweep of nearby rooms and washrooms, if safe to do so, to direct any individuals to the safe zone.
- Once inside the safe zone:
 - Doors will be locked immediately by the principal or staff member-in-charge.
 - Everyone will sit completely quietly.
- Cell phones are to be silenced and only used to communicate with emergency services if necessary.
- Staff will maintain a calm environment and reassure students as appropriate.
- No one is to leave the safe zone until an official “all clear” is provided by the RCMP or emergency responders.

Professional Judgment:

If it is unsafe to move to a designated safe zone, staff will use professional judgment to take immediate alternative protective actions (e.g., securing the nearest room, barricading, or evacuating if necessary) to ensure the safety of all individuals.

-Updated May 2026

Appendix 4

LOCKDOWN QUICK REFERENCE Freedom Thinkers Education

LOCKDOWN = IMMEDIATE DANGER INSIDE THE BUILDING

When you hear:

“Lockdown – activate safe zone”

DO THIS IMMEDIATELY:

1. MOVE

- Go quickly and quietly to the nearest safe zone

2. SECURE

- Once in the safe zone a staff member will lock the door

3. HIDE

- Sit on the floor
- Maintain absolute silence

4. STAY

- Do NOT open the door for anyone
- Do NOT leave for any reason
- Wait for official RCMP “All Clear”

REMEMBER:

- Silence phones (no unnecessary use)
- Stay calm and quiet
- Your priority is safety, not attendance