

# **Delta Christian School**

## **Emergency Evacuation Plan**

**2021-2022**

(updated January 2022)



## Emergency Evacuation Plan: Reunification, Roles & Responsibilities

<b>2021-2022</b>	<b>0</b>
<b>Emergency Evacuation Plan: Reunification, Roles &amp; Responsibilities</b>	<b>1</b>
Reuniting with Your Child	2
Parent-Child Reunion Procedures	2
Role Responsibilities	4
Communications Liaison	4
Fatality Care	5
First Aid Team Lead	6
Food Services Team	7
Incident Commander	8
Logistics Team Leader	9
Operations Team Leader	10
Planning Finance Team	11
Procurement Team	12
Radio Team	13
Rapid Damage Assessment	14
Safety and Security Team	15
Sanitation Team Lead	16
Shelter and Caregiving Team	17
Student Reunification Check-In Gates	18
Student Reunification Childminder	19
Student Reunification Greeters	20
Student Reunification Release Gate	21
Student Reunification Runners	22
Student Reunification Supervisor	23
Utilities Hazards Control	24
Volunteer Management Team	25
Site Evacuation Map	26
Emergency Response Role Assignments 2021-2022	27

## Reuniting with Your Child

We recognize that when an emergency occurs parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen. To ensure every child's safety and the safety of staff, specific procedures have been established for releasing students.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. Please understand the process will still take some time. We ask for your patience when you arrive at the Parent-Child Reunion Area.

### Parent-Child Reunion Procedures

1. **A Parent-Child Reunion Area will be established.** Parents will be notified at the time of an emergency of the Reunion Area's location. The location may not be at the school - the location will depend on the specifics of the emergency.
2. **You will be required to fill out a Student Release Request Form.** This ensures all students are accounted for at all times and students will only be released to authorized individuals.
3. **Students will only be released to an individual designated as the legal guardian or emergency contact** on the student's Emergency Card, which is completed at the time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact - there will be no exceptions.
4. **Valid identification is required to pick up your child.** This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
5. **You will be required to sign for the release of your child.** This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Do not take your child from the school or evacuation centre without signing for his/her release under any circumstances.
6. **Once you have been reunited with your child, please leave the area immediately.** This is for your own safety and that of your child.

#### If you are unable to pick up your child:

- He/she will be kept at the Parent-Child Reunion Centre until alternate arrangements can be made. Your child will be supervised at all times.

#### When an Emergency Occurs:

- Although your natural instinct in an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews' and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communication channels outlined below. Please do not come to the school to pick up your child unless requested to do so.

#### If you arrive at the school in the midst of an emergency:

- Please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

**Please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.** Parents are asked not to call the school or their child's cell phone during an emergency.

- a. Phone systems need to remain available for handling the actual emergency.
- b. Overloading the system may mean the school cannot communicate with first responders.
- c. **Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.**
- d. Experts advise that under some circumstances cell phones and other electronic devices may actually act as an ignition source for fires or explosions.

**Keeping Informed During an Emergency:**

- During an emergency, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

**Crisis Notification Network and/or the Media:**

- Parents will be alerted to emergency situations via the School's Crisis Notification Network (phone or electronic notifications) and local media. Stay tuned to radio stations for news alerts.

**Website, Social Media and Community Hotline:**

- The school will also keep parents informed by posting information regarding the emergency on the district website, through social media.



## Role Responsibilities

### Communications Liaison

#### ROLE

For an event involving only one site, the district staff responsible for communications will act as a spokesperson for the district.

For a wider spread emergency over many sites, where communications with the district are severed or limited, the **Communications Liaison** (at the direction of the **District Emergency Operations Centre**) and school Incident Commander (**IC**) will act as the communications resource for the site. Work with the Radio Team. Locate yourself in the Command Post, however, go update parents/public directly with approved messages.

#### RESPONSE

- Under the direction of the **IC**, act as spokesperson for the school.
- With the **IC**, establish Communication with the District Emergency Operations Centre and the District Communications Liaison to coordinate information to be released pertaining to your school.
- Coordinate with the **IC** and/or the District Communications on any information distributed to parents, public, or media.
- Remind staff and volunteers to refer ALL questions (except if related to Student Reunification) to the Communications Liaison (you).
- Monitor media broadcasts and record any information related to the event to be shared with the **IC**. Optional: Radio Team will assist.
- Obtain approval from **IC** before all information releases.
- Identify a media reception area away from the Incident Command Post and response activities, in conjunction with Site Security.
- Advise arriving media they cannot enter the school site and that the school is preparing a statement. Inform them where and when they will receive this information and any identification process.
- With the **IC**, prepare and update information releases regularly to keep the public, parents and the media informed.
- Arrange for essential messages to be translated into other languages as needed and where possible. Use bilingual/ multilingual volunteers.
- Track and keep record of all messaging released (e.g. media releases, public information releases, phone calls).

#### SUPPLIES

- Message/Status Boards
- Maps-site, school building, area
- Stationery supplies
- Required forms (manual)

## Fatality Care

### ROLE

The BC Coroner Services (BCCS) is responsible for recovering fatalities (bodies, remains, and personal effects) during emergencies. This process is complex and has legal, ethical, and insurance implications. Wait for them. Attend to the injured and living.

The purpose of the Fatality Care role is to provide this important information to others on scene, reduce suffering of survivors, and carry out due diligence as best as possible with respect to bodies, remains and personal effects. In almost all instances, do not move dead bodies, remains, or personal effects. Efforts and energy should be placed on assisting the living.

### RESPONSE

- Only the BCCS or authorities should notify the next of kin of a death.
- **IMPORTANT:** Do NOT recover bodies, remains, or personal effects. Obviously, fatalities differ from the critically injured. Fatalities that occurred during the event should be left in place for BCCS or authorities to document and manage. Restrict access as best as you can.
- The Incident Commander **MUST** approve the relocation of any fatality.
- Wait for authorities. The only reason to even consider relocating a fatality is to reduce undue suffering of survivors.
- For each fatality found record: the location found, date, time, other relevant information, and take photos (if possible).
- Keep secure all records of fatalities.
- Cordon off/isolate (physically and visibly) the area where fatalities are.
- Coordinate with the Safety and Security team to ensure limited access.
- Minimize contact with fatalities.
- Wear gloves and a mask for contact with fatalities. Wash hands after.
- Label each fatality by description and location found. NOTE: Only label with name if you know with absolute certainty the individual's identity.
- Leave personal effects undisturbed with the body.
- Treat the dead with the respect and dignity of the living.

### SUPPLIES

- Camera (optional)
- Personal protective equipment
- Tape, stationary supplies

## First Aid Team Lead

### ROLE

**Oversee first aid for the site and provide first aid care to students and staff as needed.**

Promptly provide those injured with a level of care within the scope of the attendant's training. Refer to medical attention (if available) injuries or illnesses recognized as being serious or beyond the scope of the attendant's training. Supervise any additional first aid personnel – staff, volunteers.

### Response:

- Coordinate with the Operations Team Leader to establish a first aid station.

**\*\*NOTE: This location may not easily be moved.**

- Gather all first aid equipment, supplies and trained volunteers available. Assign tasks according to the ability and availability of trained attendants and helpers.
- Ensure personal safety precautions, including use of personal protective equipment, are taken and waste is disposed of properly.
- Conduct patient assessment and administer first aid according to triage/priorities, monitoring of situations and patients' conditions.
- Send status reports to Operations Team Leader on a regular basis. Ensure first aid reports are completed for each injured person and maintain records.
- Provide emotional support for the injured, parents, staff and attendants.
- When transportation and/or medical services are available, ensure emergency patient ID tag and treatment summaries are sent with the patient and given to the appropriate medical authorities.

### SUPPLIES

- First aid supplies
- Personal protective equipment
- Blankets, shelter, tarps
- Water
- Stationery supplies
- First Aid Treatment Record Forms

## Food Services Team

### **ROLE**

Provides basic human survival needs only; such as water, food, and emotional support for students and staff of the school.

### **RESPONSE**

- Confirm with the Operations Team Leader when to establish food and water support and a suitable location for a Food Services Station.
- Set up a Food Services Station.
- Coordinate with the First Aid and Shelter and Care Giving to prioritize and provide temporary water and food services. (where applicable)
- Gather supplies and equipment.
- Set up a food preparation area and personal sanitation and hygiene areas to follow proper food handling procedures.
- Set up a food and water distribution area.
- Supervise water and food portions, as these are survival supplies. Remember, emergency food and water supplies are limited and should be provided for students, school staff, and volunteers in need only.
- Ensure proper garbage disposal is followed.

### **SUPPLIES**

- Tarps and accessories
- Basic tools and supplies
- Rope, tape etc.
- Tables, chairs if available
- Water and food resources
- Personal and station hygiene items for proper food handling
- Garbage disposal supplies
- Signage
- Stationery supplies
- Tarps (as needed)



## Incident Commander

### ROLE

The Incident Commander (**IC**) at the school site is responsible for overall directions, control, and communications for the school site. The **IC** is the principal or designate.

**\*\*Your goals are to (in descending order):**

1. provide for the safety and health of responders/staff/team members;
2. save lives (of staff and students);
3. reduce suffering.

The **IC** coordinates all responses and creates supporting teams Planning and Finance, Operations and Logistics. **IC** focuses on the big picture. Limit the number of people reporting directly to the **IC** (maximum 7). Report status directly to the District Emergency Operations Centre (EOC) via available means (radio, phone, etc).

### RESPONSE

- Declare an emergency at the school.
- Activate the school emergency plan.
- Evacuate to the designated/alternate assembly site, as necessary.
- Establish the Incident Command Post (ICP). Stay there, if possible.
  - Away from response activities, inside or in a protected area.
- Activate the supporting school teams:
  - Logistics/yellow, Operations/orange, Planning & Finance/blue
- Contact with the District EOC by any means (Ex. Radio Team).
- Assign and implement initial Student Reunification Procedures.
- Coordinate with District EOC on media releases, relay all messages (related to your own school) to be released by the Communications Liaison to parents/the general public or the media.
- Call in Team Leaders & Communications for periodic situational updates once every 30 to 60 minutes.
- Coordinate with emergency responders or authorities as they arrive.
- Through your Team Leaders, provide overall direction and approval of actions or priorities taken by staff or volunteers as appropriate.
- Determine and declare when emergency response operation ceases.

### SUPPLIES

- Incident Command cards
- School Emergency Plan/Procedures
- Maps (Site, School Building, Community)
- Tables/Chairs
- Radio Equipment (optional)
- Power Source (car battery)
- Loudhailer

## Logistics Team Leader

### ROLE

The Logistics Team functions under the direction of the site Incident Commander (**IC**). The Logistics team is responsible for assisting with the provision of facilities, services, personnel, volunteers, equipment and materials needed for the school's response efforts. You will also assist team members as needed.

The Logistics Team Leader is responsible for coordinating Logistics team members and volunteer resources and reports to the **IC** regularly. Team members include:

- Rapid Damage Assessment
- Utilities and Hazards Control
- Logistics/Procurement
- Safety and Security
- Volunteer Management

### RESPONSE

- At the request of the **IC**, activate and implement the school's Logistics Teams.
- Put on emergency identification.
- Approve and delegate personnel to:
  - Assess the scope of the disaster and prioritize actions required.
  - Ensure any necessary supplies and equipment are ready for use.
  - Coordinate and provide volunteers to Operations as requested.
- Request emergency resources as required through the **IC** or as needed via the District EOC.
- Provide updates and status information to the **IC** as appropriate.
- Call the team together for periodic briefings or situation updates.
- Keep records of all communications, decisions, and actions taken.
- Work with the Finance/Planning team to keep records of any expenses.
- Work closely with Operations to provide the info and supplies they need/request.
- Ensure all team members and volunteers are relieved regularly.

### SUPPLIES

- Master keys
- Personal safety equipment
- Barricade supplies
  - Signage
  - Ropes/tape
  - Duct tape
  - Basic tools and supplies
- Maps
  - Site
  - School building
  - Surrounding community
- Stationery supplies
- Forms

## Operations Team Leader

### ROLE

As Operations Team Leader, you coordinate Operations team members and volunteer resources. You report to the Incident Commander (IC) as needed or when asked for updates. You will also assist team members as needed.

Team members include:

- Sanitation
- First Aid
- Student Reunification
- Shelter and Care Giving
- Food Services
- Search and Rescue/School Emergency Response Team\* (optional)
- Fatality Care

### RESPONSE

- At the request of the Incident Commander (IC), activate and implement the school's Operations teams. Wear Identification at all times.
- Approve and delegate personnel to:
  - Scout out/confirm safe areas for the following: shelter, food service, student release, sanitation, first aid, etc.
  - Ensure any supplies and equipment are ready for use at each of the designated areas.
  - First aid, student reunification, and sanitation are typically top priorities.
- Request further emergency resources as required via Logistics.
- Provide status updates and information to the IC regularly as appropriate.
- Call teams together for periodic briefings and/or situations updates.
- Keep records of all key communications, decisions, and actions taken.
- Ensure all team members and volunteers are relieved regularly.
- Be prepared to deal with emotional or unusual situations.

### SUPPLIES

- Site maps
- Stationery supplies
- Volunteer tags or means of identification
- Volunteer forms
- Team specific equipment is listed on each function card

## Planning Finance Team

### ROLE

The Planning/Finance Team is responsible for evaluating information on the current events and plan to address conditions which will occur in the not-so-distant future. In addition, the team collects, evaluates and disseminates information and maintains critical documentation.

The Planning/Finance team, in consultation with the Incident Commander (**IC**), plans for future needs (Ex.: the next 6, 24, 48 hrs)

The Planning/Finance team develops the active plan to accomplish the objectives set by the Incident Commander (**IC**) or District EOC. They are also responsible for keeping pay records, accounting for expenditures and procurement, and handling any cash transactions on behalf of the Incident Commander (**IC**).

### RESPONSE

#### Planning:

- Plan for future actions in consultation with the Incident Commander including, for example, relocation, shelter needs, additional supplies needed, or more staff/volunteers, etc.
- Brief the **IC** on the anticipated future issues, needs, and plans you are working on/in progress. Update the **IC** with the planning status regularly.

#### Finance:

- Keeping pay records
- Maintaining expenditures records, managing receipts
- Maintaining procurement records
- Cash handling and expenditures
- Maintaining records of scavenged equipment, supplies, etc.

### SUPPLIES

- Site maps
- Forms
- Stationery supplies
- Cash/Credit card

## Procurement Team

### ROLE

The Procurement Team is responsible for assisting with the provision of facilities, services, personnel, volunteers, equipment, and materials needed for the response efforts at the school. The Procurement Team is under the command of the Logistics Leader, who reports to the Incident Commander (**IC**) on site.

### RESPONSE

- At the request of the **IC or Logistics Leader**, ensure that materials, equipment and supplies necessary to the response effort are available.
  - Prioritize actions required and items/materials needed.
  - Ensure any necessary supplies and/or equipment are ready for use at the Command Post and other staging areas as required.
  - Manage volunteers at a location away from the Command Post.
- Confirm with the Rapid Damage Assessment Team and the Logistics Leader **before** entering any buildings to access resources. **\*\*Do not enter if unsafe to do so.\*\***
- Procure emergency resources as required. Be respectful in the process, ask permission, and provide written notification to an owner if you borrow property not belonging to the district. (Example: using a person's vehicle, etc)
- Keep records of all payments, bills, receipts, credit and/or borrowed equipment and materials for future payment, reimbursement or replacement.
- Provide all records to the Planning/Finance team.

### SUPPLIES

- Personal safety equipment:
  - Vest
  - Gloves
  - Hardhat
  - Glasses
- Ropes
- Duct tape
- Basic tools and supplies
- Maps:
  - Site
  - School building
  - Surrounding community
- Stationery supplies
- Forms

## Radio Team

### ROLE

This function may be combined with the Communication Liaison role. Radio Team operates the radio to reach the district EOC and is set up close to the Command Post. Things to remember include:

- Keep all communications short and accurate. Do not speculate.
- Use simple, tactful, clear and concise language at all times.
- Keep records of date, time and content of any communications.
- Clear any messaging via the EOC (where possible) and the **IC** before releasing to parents, public and/or media.
- NOTE: After a widespread emergency, telephone lines and cell phones should be used **ONLY FOR LIFE-THREATENING SITUATIONS** and **MAY OR MAY NOT** work.

### RESPONSE

- Set up available communication equipment in the site Command Post. Instructions for radio set-up are with the radio.
- Obtain approval from Incident Commander (**IC**) prior to transmission of status information.
- Establish contact and communication with District Emergency Operations Centre (EOC) and follow district radio protocols.
- Be prepared to provide status reports to the District EOC as needed
- Turn on battery-operated AM/FM radio to any available stations to monitor for emergency information broadcasts. (If radio available)
- Monitor emergency radio broadcasts, make note of relevant information and pass on to the **IC** and the Communication Liaison.
- Maintain contact with the District Emergency Operations Centre and relay all information and district reports to **IC**.
- Supervise any commercial or amateur radio operators (volunteers).
- Utilize staff volunteers as message runners to the IC (as needed).
- Ensure all messages are directed to the appropriate persons and/or agencies and recorded clearly and accurately.

### SUPPLIES

- Radios
- Loudhailers
- Cell phone
- Battery or wind-up radio
- Message boards/Signage
- Maps:
  - Site,
  - School building,
  - District
- Stationery supplies/Forms
- Walkie Talkie (optional)
- Emergency Contact List

## Rapid Damage Assessment

### ROLE

A trained person (head custodian or maintenance) will conduct a preliminary assessment of building(s) after a damaging earthquake to determine if a building or area appears unsafe. Only **trained** personnel are to lead rapid damage assessments; however, a custodian can take one or more volunteers as back-up at larger sites.

### RESPONSE

- Always work in pairs when conducting rapid damage assessment of building(s) and site for potential or immediate dangers. Always stay in contact with your partner. **Never place yourself or your partner in a dangerous situation.**
- Always use personal protective equipment. Collect any equipment and supplies that may be required prior to the start of an inspection.
- Conduct exterior inspections first. Interior inspections follow only if there are no signs of significant damage on the exterior inspection.
- Look for obvious structural problems, serious cracks in walls, non- structural hazards and damage.
- Coordinate with the **Safety and Site Security Team** to ensure that access is controlled.
- Check for and control immediate or potential hazards, particularly near evacuation routes and assembly points, only if possible and safe.
- Coordinate with the **Utilities and Hazards Control Team\*** for gas or water line ruptures, downed power lines, electrical and/or sewer problems. Turn off as required. (\*often the same person(s) do utilities control and Rapid Damage Assessment)
- Ensure problem areas are clearly marked on maps and documented.
- Report findings to the Logistics Team Leader, who will then report to Operations and the Incident Commander (**IC**).
- Repeat the above actions after each aftershock of an earthquake.

### SUPPLIES

- Master keys
- Personal Protective equipment
- Barricade supplies
  - Flagging tape
  - Ropes
  - Light sticks
  - Duct tape
- Basic tools
- Signage
- Site & School building maps
- Area maps
- Stationery supplies
- RDA forms

## Safety and Security Team

### ROLE

Safety and Security functions under the direction of the Logistics Team Leader to ensure the school building(s) and site are safe and secured for authorized access only.

Also assist with traffic, crowd and access control to the school site. As needed, assist Operations with set-up of food stations, temporary sanitation stations and others, as required.

### RESPONSE

- Secure the school building(s) and/or site to limit only one entrance and exit, if possible, at all times.
- Direct and control access and flow of people into and out of the school including those on the school ground.
- Ensure clear access is available for emergency vehicles and personnel.
- Direct and restrict flow of vehicle traffic onto the school property.
  - **IMPORTANT:** You are not trained in traffic control and doing this places you at risk. *Put your own safety first!*
- Block off any obviously unsafe areas use pylons or tape.
- Post signage, or station someone at applicable access points to direct:
  - Parents/guardians/emergency contacts to Emergency Student Reunification.
  - Emergency services personnel to the appropriate area(s).
  - Volunteers to Volunteer Management for registration and assignment.
  - Media personnel – direct all media to remain off the site or go to the media reception area (if established).

**NOTE: Media are allowed to take photos of students and staff from the perimeter of the school property.**

### SUPPLIES

- Bibs or vests (only if available)
- Site maps
- School building maps
- Signage
- Barricade supplies
- Safety equipment



## Sanitation Team Lead

### ROLE

The Sanitation Team provides alternate washroom and toilet facilities, as required. Also ensure proper use of these facilities, including supervision of hand washing. Coordinate proper temporary disposal of human wastes.

### RESPONSE

- Coordinate with Rapid Damage Assessment and Utilities and Hazard Control Team(s) to determine whether normal washroom facilities are useable.
- If normal washroom facilities are NOT available, determine when and where to establish alternate facilities.
- Use working toilets at a safe alternate location
- Use portable toilets or buckets.
- Provide for privacy and access control
- Provide a liquid waste only toilet option.
- Line portable toilets or buckets with plastic bags to collect solid human wastes.
- Any paper can serve as toilet paper.
- Wear disposable gloves and wash your hands often.
- Supervise the area carefully. Strangers, volunteers and phones are not allowed to be/work in the washroom area once it is put in use.
- Supervise hand washing to avoid spreading of germs.
  - Use ¼ cup of water per wash to wet hands.
  - Use liquid soap and rub hands vigorously.
  - Use ¾ cup of water to rinse hands.
  - Or if sanitizing hand gel is available use it (option)
- Dispose of waste in plastic bags by double bagging it to prevent leaks or breakage.
- Ensure wastes are disposed of regularly to avoid accumulation.

### SUPPLIES

- Shovels
- Toilet Kits (including buckets, bags, seats, sanitation wipes)
- Tarp kits
- Signage
- Liquid soap, water, paper towels
- Latex/single-use gloves
- Garbage bags
- Duct tape or ropes to string up tarps or dividers

## Shelter and Caregiving Team

### **ROLE**

The Shelter and Caregiving Team provides basic human survival needs such as shelter, comfort and emotional support in a post-disaster situation. Work with Rapid Damage Assessment to determine if any structures are available and with the Operations Leader to determine a location to establish temporary shelter.

### **RESPONSE**

- Confirm with Operations Team Leader a suitable location to set up Shelter and Care Giving Station(s).
- Gather supplies and equipment.
- Set up Shelter and Care Giving Station.
- Supervise staff and volunteer helpers.
- Provide temporary shelter services.
- Ensure hygienic precautions and proper garbage disposal protocols are followed in and around the shelter station.
- Request through the Operations Team Leader if Logistics can safely access any personal outerwear left in the school.
- Provide comfort and support to those emotionally in need.

### **SUPPLIES**

- Tarps and accessories
- Basic tools and building supplies
- Rope, tape etc.
- Tables, chairs – if available
- Garbage disposal supplies
- Garbage bag/ponchos for individuals (optional)
- Signage
- Blankets
- Stationery supplies

## Student Reunification Check-In Gates

### ROLE

Assist parents/authorized guardians/emergency alternates to check-in, confirm their ID, and provide the documentation they need to be reunified with their child(ren) at the Release Gate. Confirm that each student is permitted to leave with the adult.

### TASKS

- For each parent/guardian/emergency alternate:
- Ask for the surname.
- Retrieve the requested student's Emergency Release and Student information from your records/binders.
- Check the person's name and personal identification to verify the person is authorized to pick up the requested student.
- Once validated:
  - Confirm the intended DESTINATION the parent/alternate and student will be going to once reunified.
  - Record the time of release.
  - Provide the person with the form/sheet they will REQUIRE at the Release Gate for student pick-up.
- Instruct them to go to the next step (Release Gate) and present their form to the staff at that location.

**\*\*Refer all unauthorized persons or unusual situations (e.g. upset or distraught parents) to the Reunification Supervisor.**

### SUPPLIES

- Tables and chairs
- Event/Caution Tape - to limit access
- Signage/posters - Check-In Gate (STEP 1), A-Z signs, arrows
- Master records/binder(s) with copies of Student Emergency Release information
- Blank Emergency Release forms
- Stationery supplies

## Student Reunification Childminder

### Role

You care for and keep students organized in the Emergency Assembly Area. You assist and interface with staff RUNNERS seeking to reunite students with their parents.

Students assemble in a designated area; either indoors (gym) or outdoors with access limited by barriers/yellow control tape. You oversee students until Runners come to take them to the Release Gate.

### Tasks

- Watch over students and provide leadership in distraction activities - games, movies, etc.
- Organize students by DIVISION (elem)/Grade or Alphabetical (secondary) and have them sit in circles or islands for support and ease of identification when Runners comes.
- Label each Division or Grade/Alpha with the signage (Div #).
- Stay alert for RUNNERS approaching.
- Call the names of the students to be released based on the information on the form provided by a Runner.
- Explain to the student(s) that someone is here for them (relationship often on document) and the student(s) are to go with the Runner to the Release Gate.
- Once the student(s) have left, check the student's name off on classroom student list (Ex. note an "R" for reunified).
- As the number of students dwindles, reorganize the Assembly Area to continue to provide a comforting environment.
- Provide a second level of notice to any strangers that parents/public are not permitted in the Student Assembly Area.

### Supplies

- Tarps
- Games, movies, personal phones with games or movies
- Radio (optional)
- Safety cones, caution tape (as required to mark assembly area)

## Student Reunification Greeters

### ROLE

You are the first reassuring face and voice of the school. Greet arriving parents/guardians and direct them towards the "Check-in Gate" and maintain organization and control over parent access.

**\*\*Note: Greeters can be trusted persons NOT on the school staff.**

### TASKS

- Greet all approaching parents with a calm and reassuring welcome.
- **Direct ALL parents/arrivals to the CHECK-IN GATE.**
- Direct and sort arriving parents by alphabetical order (or divisions if so arranged) – indicating which line-up they should join.
- Do not permit people to enter the Student Assembly Area or go directly to the Release Gate.
- Remind them to have their ID ready.
- Thank them for their patience as we ensure we safely match parents with their children. Be glad they are here.
- Remind them we will ask for their "intended destination" upon leaving in case others come later looking for the same student.
- Refer all unauthorized persons or unusual situations to the Reunification Supervisor (located behind Check-In).

### SUPPLIES

- Bib or vest (high visibility)
- PATIENCE and EMPATHY
- Loud voice (optional but helpful)

**You are the face and voice of the school.**

**People are anxious and afraid.**

**Reassure, reassure, reassure.**

## Student Reunification Release Gate

### ROLE

You control and organize the Release Gate. You are the final "check" that students are matched with their emergency contacts and then RELEASED to their custody. The Release Gate is where students are reunified with parents/family members.

### TASKS

- Ensure only parents/authorized guardians who have already Checked-In wait in the area **outside** the Release Gate.
- Direct all others to the Check-In Gate.
- Loosely organize the waiting parents for ease of Reunification. Use pylons and/or yellow control tape to create a physical gate between the parents waiting and the assembly area and stand in front of it.
- Assign a runner to each arriving parent with a form/sheet. Runners will take the form/sheet and collect the student(s).
- When a RUNNER arrives with a student(s), take the form from the runner, confirm the match, then transfer custody of the student(s) to their parent/guardian, authorized person.
- Collect forms containing students' reunification information and eventually take them back to the Check-In Gate. (when not busy)
- Ask reunified parents and students to leave the grounds to simplify Reunification for others.

### SPECIAL CIRCUMSTANCES

- If a student is missing, injured or otherwise unaccounted for, refer to the Incident Commander.  
**\*\*IMPORTANT: If a student shows signs of extreme discomfort or reluctance to go with a parent or alternate, intervene by talking to the student and/or bringing the student to the Reunification Supervisor.**

### SUPPLIES

- Signage – Release Gate, Directions signage to Check-In
- Caution Tape/ Pylons to block Gate
- Clipboard x2
- Pens
- Radio (optional)

## Student Reunification Runners

### **ROLE**

Retrieve students from the Assembly Area and bring them to the Release Gate for pick-up by family members/authorized guardians. You are key to reunification occurring quickly and reunifying children with their family members. Therefore, you are fit and run (or quickly walk) when conducting your tasks.

### **TASKS**

When a parent/authorized guardian arrives at the Release Gate, they will provide a sheet/form to the Release Gate staff. You will:

1. Take this sheet/form and walk/run the Student Assembly Area and the specific division/grade (depending on organizational layout at the school) and call out for and/or check with the Childminders in the Student Assembly Area to identify the student(s) by name.
2. Collect the student(s) on the sheet and their belongings. There may be more than 1 student and in more than 1 division/grade.
3. Bring the student(s) back to the Release Gate for reunification AND give the form containing the student's information to Release Gate staff.
4. REPEAT

### **SUPPLIES**

- Appropriate footwear
- Personal fitness

## Student Reunification Supervisor

### ROLE

Lead the parent check-in and student release gates. Students assemble in a designated area: indoors (gym) or outdoors.

### TASKS

- Collect required supplies and equipment,
- Oversee set up of "Check-in Gate" and "Release Gate",
- Ensure stations are adequately staffed.
- Review each role with reunification staff.
- Adjust staff throughout when a back-log arises.
- Liaise with Site Security if assistance as required.
- Locate yourself behind Check-in Staff.
- Refer any situations beyond your control to Incident Command.

### YOUR TEAM

- Greeters – spread out and organize arriving parents (can be volunteers).
- Check-in Staff- Take ID and match arriving parents to respective student information.
- Runners – Retrieve the student(s) and bring to the Release Gate.
- Release Gate - Confirm parents / students are reunited and released.
- Student Minders oversee students in class/div circles.

### SPECIAL CIRCUMSTANCES

- If a student is missing, injured or otherwise unaccounted for, refer to the Incident Commander (**IC**).
- Refer all unauthorized persons or unusual situations (e.g. Upset or distraught parents) to the Incident Commander (**IC**).

### SUPPLIES

- Tables and chairs
- Event/Caution Tape – to limit access
- Signage/posters – Gates (2), School Div. #'s, alphabet, directional
- Master binder(s) of Student ID and release forms
- Blank forms and stationery supplies
- Radio (optional)



## Utilities Hazards Control

### ROLE

Initial utilities (gas, electricity, water) assessment and control is typically under the direction of the head custodian, district maintenance, or someone trained in the processes. An assessment of utilities and hazards occurs early and often in conjunction with the RAPID DAMAGE ASSESSMENT of the building(s) or grounds.

Persons responsible for utilities and hazards control should have knowledge of utilities (gas, electrical, water), related safety issues, and the standard safe work procedures for utilities control in schools.

### RESPONSE

- **Never place yourself or others in danger. Focus on safety and life safety. When in doubt, do NOT enter buildings.**
- Check with the Rapid Damage Assessment team. Stay clear of areas deemed hazardous. If you can, control utilities from outside.
- Always work in pairs and stay in contact with each other.
- Collect and use any personal protective equipment and supplies that may be required during the assessment.
- **Conduct exterior inspections first.** If/when the exterior inspections indicate NO hazards consider interior inspections.
- Coordinate with the Safety and Site Security Team to ensure that access is controlled.
- Check for gas/water line ruptures, downed power lines, electrical problems and/or sewer problems. Turn off if there are leaks or ANY safety issues. If no damage is found, leave utilities on.
- **An uncontrollable gas leak will likely necessitate moving all assembly areas and people. Immediately report such a leak.**
- Prioritize utilities assessments near evacuation routes and assembly areas. Ensure problem areas are clearly cordoned off, drawn on maps, and reported to the **Logistics Team Leader**.
- Report to **Logistics Team Leader** all utilities interruptions or damage/hazards found and any issues that have been controlled.
- Repeat the above actions after each aftershock of an earthquake.

### SUPPLIES

- Master keys
- Personal Protective equipment: boots, helmet
- Barricade supplies
  - Flagging tape
  - Duct tape
  - Light sticks
- Gas shut off wrench/key
- Signage and caution tape
- Site maps
- School and area maps
- Stationery supplies
- Rapid Damage Assessment Form

## Volunteer Management Team

### ROLE

Coordinate volunteer resources, including the registration, screening, and assignment of volunteers. Volunteers within the controlled assembly areas must be under the supervision of staff at all times and not be left unattended around students.

### RESPONSE

- Establish an area to receive volunteers away from the Command Post.
- Coordinate with the Logistics Team Leader as to what, if any, volunteer assistance is required or anticipated.
- Register volunteers:
  - Screen volunteers based on a staff member's familiarity with the individual as well as their skills, experiences, knowledge, availability, suitability and assessment of needs.
  - Record their personal information such as name, address, phone numbers and emergency contacts at time of arrival.

*\*\*NOTE: There may be far more volunteers than are needed. Thank them and ask them to leave the grounds for the safety and security of the students or to check back tomorrow/later.*

- Once registered, review with volunteers the schools/districts:
  - Practices, confidentiality and safety guidelines, and general expectations and limitations of the task you've asked on them.
  - Assign each volunteer and a Volunteer tag/identifier
  - Advise them:
    - Who they report to
    - Sign in/out procedures

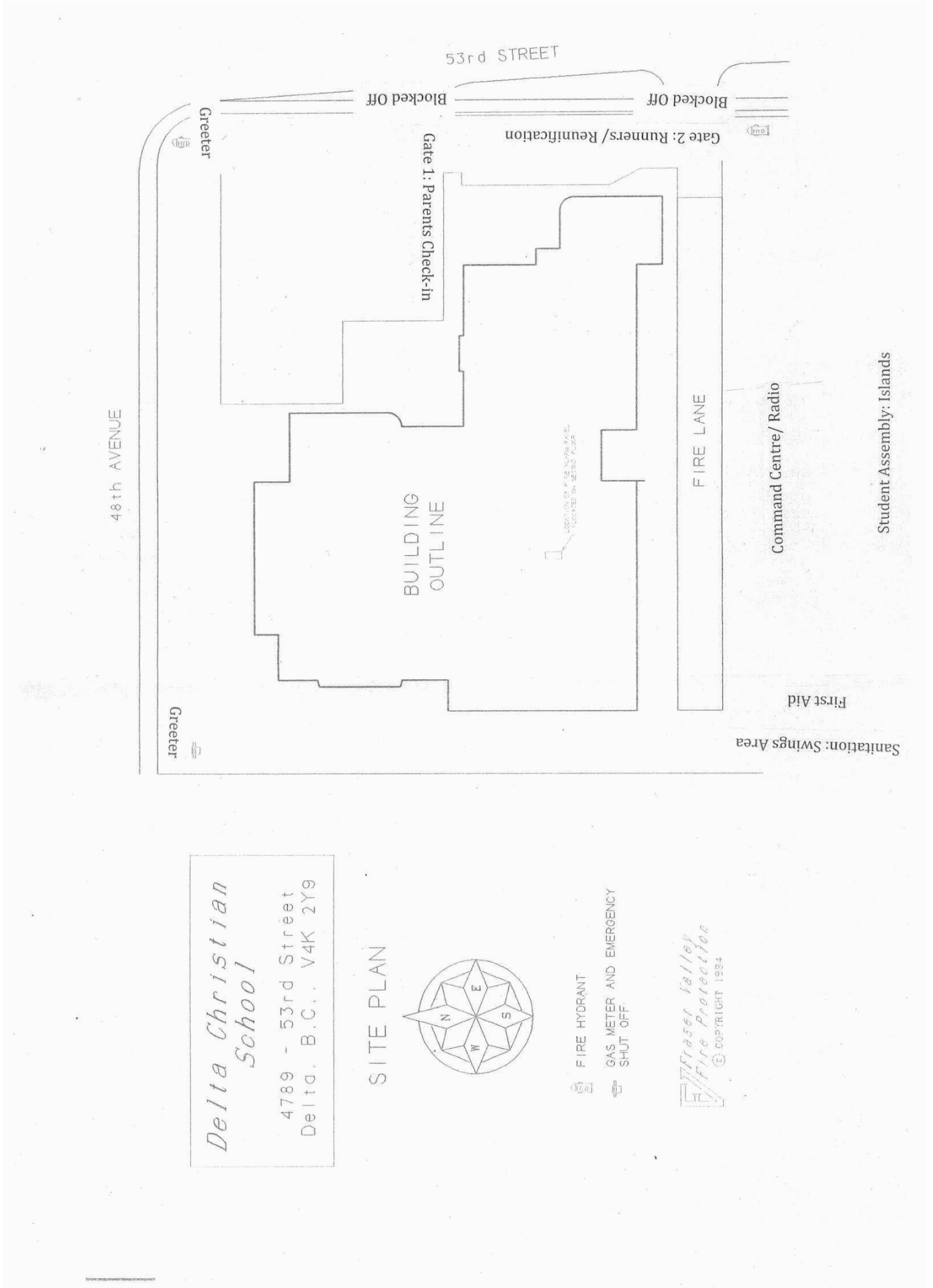
*\*\*NOTE: Volunteers CANNOT be left with students unsupervised. Volunteers can be used as Greeters, perimeter security, and for set-up of equipment. Medical and first aid trained volunteers can act in First Aid under close supervision.*

- Ensure volunteers return identifying tags and sign out with a volunteer coordinator upon the completion of their assignment.
- Rotate volunteers as needed to avoid fatigue and/or errors.

### SUPPLIES

- Site maps
- Stationery supplies
- Skills Inventory
- Volunteer Forms
- Volunteer tags/id (ex. Tag, bib, colour wrist tape, etc)

Site Evacuation Map



## Emergency Response Role Assignments 2021-2022

### **Delta Christian School 2021-2022** **Emergency Response Roles (updated January, 2022)**

#### **Direct Access to Incident Commander**

Incident Commander: Bryan Young (Second Shift: Ryan MacLennan)

Logistics Team Leader: Christina Bandstra

Communications Liaison: Sue Kluska,

Operations Team Leader: Ann Burgoyne

Student Reunification Supervisor: Julie Tegelberg

Planning and Finance Team: Carolyn Finger, Helen Thayakaanthan, Jonathan Singh (B)

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Rapid Damage Assessment: Lesley Millward, Yves Perron

Utilities & Hazards Control: Nathan Wylie

Student Reunification Child Minding: Janya Hirsch, Becky Campbell,

Student Reunification Check-In Gate: Katie Kruger, Megan Grant,

Student Reunification Runners: Marilyn Belsham, Kim Verbeek, Diana Agaba

Student Reunification Greeters: Christine Wong-Moon, Lesley Millward

Student Reunification Release Gate: Kelley Krahn, Melissa Beaupre

Volunteer Management Team: Courtney Mawhorter

Radio Team: Vanessa Morrell (Quinta Fourie)

Safety and Security Team: Larry Hayward, Rebecca Nelson

Fatality Care: Ryan MacLennan

Procurement Team: Valerie Vannatter, Denise Johnston,

Shelter and Caregiving Team: Salome du Toit, Crystal Li

Food and Services Team: Melissa VanDiermen, Melissa Schulte

Sanitation Team Lead: Nathan Wylie, Lucas Grabi

First Aid Team Lead: Muriel Wells