



EMERGENCY PREPAREDNESS PLAN CAPTAIN MEARES ELEMENTARY SECONDARY SCHOOL 2026-2027

Administrative Procedure 150 Emergency Preparedness:

The Board of Education recognizes the importance of being prepared for various types of emergencies, both natural and human caused, that could occur while school is in session. To this end, it is important that appropriate plans and procedures are developed to deal with such emergencies, and it is also important that students, employees and parents be knowledgeable about the various emergency plans and procedures to be as prepared as possible. Emergency plans and procedures will be developed, implemented, and maintained for all schools, district facilities and school buses.

INTRODUCTION

It is expected that all staff are completely familiar with the school's Emergency Preparedness Plan as follows. It is also imperative that staff noticing any shortcomings in the plan report them to administration so that they can be remedied.

Emergencies:

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies affecting school facilities, school buses and/or district transport may include earthquake, fire, hazardous material accident/spills, threats to schools (i.e., bomb threats), violence, physical incident or threat, school bus accident, or weather (AP 150).

In the event of an emergency, Captain Meares Elementary Secondary School employees are expected to remain at their worksite for the duration of their regular shift unless dismissed by their supervisor. Excluded staff and any other available employees may be required to stay at work, if needed to ensure the safety and security of the employees and students of Captain Meares. Employees who have children should have arrangements in place for the care of their children by others until they can be released from their duties.

Emergency Drills, Procedures, and Evacuation Routes:

Training and education in emergency procedures will take place within the first two weeks of school and be reviewed intermittently.

Earthquake

Three earthquake drills to be conducted annually. Teachers will discuss earthquakes and earthquake safety with their classes, at least once in the fall and once in the spring and make special provisions for the care of any student or staff, who may be physically or mentally incapable of proceeding safely to an exit.

Fire

Six fire drills will be conducted annually. Each teacher shall instruct the students of his/her class in the approved fire drill procedure, at least once in the fall and once in the spring, and make

special provisions for the care of any student or employee who may be physically or mentally incapable of proceeding safely to an exit.

Intruder Alert/ Lockdown Procedures

Two lockdown drills to be conducted annually, one in the spring and one in the fall. Each teacher shall instruct the students of his/her class in the approved lockdown procedure.

Hold & Secure Procedures

In addition to Lockdown drills, CMESS will practice **Hold & Secure** once annually. A Hold & Secure is used when there is a safety concern in the community or surrounding area (e.g., wildlife, police activity) but no direct threat inside the school.

Earthquake Kits and Emergency Supplies:

The container is located up the hill behind the Fire Hall (the Fire Hall now occupies the site of the former school shop, at the southeast corner of the school) (See Appendix 1: School Map). All staff members have a key to the container.

There are disaster survival backpacks in each classroom. The inventory of the backpacks contents is included in Appendix 3: Classroom Disaster Survival Backpacks Contents. Teachers and staff members will ensure kits are with them when evacuating the building.

BASIC EMERGENCY PLAN

The following basic emergency plan has been developed and implemented by District Personnel, the Principal of Captain Meares Elementary School with input from district staff, school staff and community emergency experts.

First Actions in Case of Emergency:

In case of fire, find the nearest fire alarm pull station, and pull the lever to engage the alarm. If doing so does not put you at risk call 911. Also, if doing so does not put you at risk and if the fire is small enough, find the nearest fire extinguisher and attempt to put out the fire. Be aware of smoke and fumes, and if you experience any symptoms (dizziness/light-headedness) evacuate immediately.

In case of earthquake or lockdown, if doing so does not put you at risk call 911.

Bomb Threat Procedures

In the event of a bomb threat or suspicious package: Follow SD84 Administrative Procedure AP 152 (Bomb Threats) and use the district bomb threat checklist. The steps below summarize that procedure:

- Record as much information as possible if the threat is received by phone (use district bomb threat checklist).
- Immediately call 911 and notify the School District Office.
- Do not use the fire alarm unless directed by police.
 - Follow police direction regarding evacuation or sheltering.

For all emergencies, if doing so does not put you at risk call the school district office.

Site and Floor Plans for Captain Meares Elementary Secondary School

Emergency evacuation drawings are posted at the entrance/exit of the school and each room, displaying the primary and secondary evacuation route to the outside assembly area (see also Appendix 1).

People Requiring Assistance to Evacuate Facility:

Staff will be assigned to assist any identified individuals. Backup staff will also be designated annually to ensure coverage if primary support staff are absent.

- Kim Anderson (mobility, specifically knee issues)
- Potential Physically limited student

First Aid Treatment, Qualified First Aid Attendants and Supplies:

The designated First Aid Attendants for employees are Ben Anderson as worker representative and Harmony Nielsen as student representative.

Other trained employees include Janice Potter, Kaija Farstad, Custodians, and the Education Assistants.

First Aid supplies are primarily located in the medical room, with small Band-Aids in the First Aid drawer at the front of the office. Smaller first aid kits are in emergency backpacks (if you use supplies, please let the office know to replenish).

Automated External Defibrillator (AED) and Naloxone – Response to Unexpected Health Emergencies:

In accordance with the Ministry of Education and Child Care's Response to Unexpected Health Emergencies policy and SD84 Administrative Procedure, CMESS maintains a readily accessible Automated External Defibrillator (AED) and a naloxone kit on site. These life-saving tools support a rapid response to a cardiac event or suspected opioid poisoning before emergency responders arrive. Because CMESS serves students from Kindergarten through Grade 12, both the secondary and elementary/middle requirements apply.

- AED location: _____ (clearly marked, central, and accessible during all hours of operation, including the on-site daycare).
- Naloxone kit location: _____ (stored with, or adjacent to, the AED and the main first aid supplies).
- Trained responders: the designated First Aid Attendants and administrators receive annual AED and naloxone orientation. All staff receive annual notification of the purpose, presence, and location of the equipment.
- Maintenance: the AED is inspected monthly to confirm functionality (pads and battery in date), and the naloxone kit is checked monthly for expiry and replenished as needed. Inspection records are retained at the school and reviewed during safety audits.
- Grade 10 students receive CPR and AED instruction as part of the Physical and Health Education (PHE 10) curriculum. Privacy: any personal health information is handled under FOIPPA and shared only with those who need to know. Responders acting in good faith are protected under the Good Samaritan Act.

Items to Bring to Marshalling Station Upon Evacuation of the Building

Classroom staff will, if possible, bring the "Classroom Disaster Survival Backpacks" with them as they leave the building to meet at the evacuation area. Principal or designate will re-enter building to collect first aid supplies, if it is deemed safe to do so. Further equipment is also stored in Emergency Container up the hill behind the Fire Hall.

Marshal Stations and Accounting for Persons:

All classrooms have a current class list on a clipboard. The teachers are responsible for taking the clipboard with them in the event of an emergency. The school admin assistant will also bring any daily

attendance to the meeting spot outside. The principal will check building and washrooms before exiting the building.

Visitors are expected to sign in at the office on arrival. Attendance will be referenced to the sign in book. Unless otherwise directed, students and staff report to the marshal station first, as safe to do so. Then up to Tsunami station if threat of Tsunami. The admin assistant and principal shall also marshal there to take attendance and take response command.

Time of Day

CMESS will provide initial support to children and staff if a significant event occurs during school hours. Staff will maintain the care and control of students until they can be released into the care of their respective families and/or emergency services staff.

Potential for Inclement Weather Conditions

Drills will occur in various weather situations and at various times of the day. (If deemed necessary, some equipment will be provided to provide some short-term shelter from the elements (Tarps, blankets).

Potential Site, Interior and Exterior Hazards

OH & S Staff make semi-annual inspection of the facility.

Hiking to the container has potential risks such as injuries from slips, trips, and falls. As well as accessibility concerns for those with physical limitations.

Shut-down Procedures for Interior and Exterior Hazards

Water and electrical power shutoffs are in the school and accessible to those with a Master Key (Custodial staff, Maintenance staff, Administrative Assistant and the Principal or designate). Services will be shut off by qualified staff if and only when it is deemed safe to do so.

Inventory of Neighborhood Hazards, Resources and Temporary Shelter Sites

- Propane Tank near field closet to Rec. Centre.
- Fire Hydrant near the back parking lot.
- Temporary Shelter – Tahsis Recreation Centre

Personal Care Provisions

- CMESS has supplies of food, water, and blankets to sustain students and staff for up to 72 hours. Sanitation will be managed using portable solutions stored in the container, with access to Recreation Centre washrooms if safe. Staff will provide reassurance and basic emotional support, with the District Critical Incident Response Team contacted for additional psychological first aid after a crisis.

Emergency Communication in the Event of a Power Failure

CMESS In Reach Satellite Tracking Device

In addition to the InReach satellite device, annual communication will be provided to parents and caregivers outlining emergency procedures, evacuation sites, and student release processes. This will occur by **September 30 each year** and will also be reviewed at the first PAC meeting.

Delegation of Tasks in the Event of an Emergency:

To ensure all critical functions are covered, CMESS staff will assume the following roles during an emergency:

- **Incident Commander** – Principal (alternate: Vice Principal)
- **Communications/Logistics** – Administrative Assistant (calls district, families, maintains records)
- **First Aid Lead** – K. Farstad (alternate: EA with first aid)
- **Site Security/Utilities** – Custodian or Maintenance staff (alternate: Principal)
- **Student Release Coordinator** – J. Potter /EA to organize parent sign-out at release station
- **Search & Sweep** – Vice Principal/ Cook

Once student care and accountability are secured, the Principal will coordinate the **release of staff** so they can attend to personal and family needs, while ensuring supervision is maintained until the last student is released.

Emergency Drills/Procedures

Earthquake:

- Three earthquake drills to be conducted annually.
- Teachers will discuss earthquakes and earthquake safety with their classes at least once in the fall and once in the spring.

Evacuation Procedure re: Earthquake

During:

- TAKE COVER under desks or tables
- FACE AWAY from windows
- ASSUME "CRASH" POSITION on knees, head down, hands clasped on back of neck or head covered with book or jacket
- COUNT ALOUD to 60 -- earthquakes rarely last longer than 60 seconds

After:

- After shaking stops and the class has counted to 60, EVACUATE the building. Do not return to the building. Bring attendance roster and classroom emergency kit. Be sure to walk the class outside of the potential collapse zone as you approach the evacuation area.
- Check attendance at the assembly area. Report any missing students/ staff/visitors to principal.
- Stay alert for aftershocks
- Do NOT re-enter building until instructed by the principal

Parents:

- Please do not phone the school -- they may be trying to reach you or emergency response services.
- When safe to travel, go to the school to collect your child -- your child will NOT be released otherwise.
- **Students will only be released when a designated adult comes for him/her.**

Tsunami:

- Two tsunami drills will be conducted annually. Each teacher shall instruct the students of his/her class in the approved tsunami drill procedure and make special provisions for the care of any student who may be physically or mentally incapable of proceeding safely to an exit. Teachers will discuss tsunamis and tsunami safety with their classes at least once in the fall and once in the spring.

Fire:

- Six fire drills will be conducted annually.
- Each teacher shall instruct the students of his/her class in the approved fire drill procedure and make special provisions for the care of any student or adult, who may be physically or mentally incapable of proceeding safely to an exit.
- Fire extinguishers will be inspected by SD 84 Operations Department annually, as well as monitored by the OH&S committee during inspections.
- A fire safety inspection will be conducted annually in collaboration with the Tahsis Fire Department. The two organizations will jointly establish the CMESS fire safety plan.

Evacuation Procedures re Fire:

- Instruct students to line up quietly at the classroom door when the alarm sounds. Students are to leave the building with the class they are in at the time.
- Teachers will ensure all windows and doors are closed. Classroom Disaster backpacks and attendance rosters to be brought out with the class.

- Students are to be led by a teacher in a single file to the fire exit allocated by room number and then to the parking lot at the front of the school, the current muster point.
- Attendance should be taken by teachers and given to the Administrative Assistant, who will report missing people to the principal. Do not send a student runner, students should stay with their class.
- Staff and students are not to re-enter the building until the regular bell sounds “all-clear”.

Lock-Down:

(An intruder is an individual in the school building without authority, reason or permission to be in the school at that time)

- Two lockdown drills will be conducted annually, one in the spring and one in the fall.
- All doors to the school are to remain locked except for the front door of the school.
- All visitors should be directed to the office to check in on arrival.
- Staff should be alerted to individuals whose behavior conflicts with the school environment and promptly inform the principal or school office of the presence of intruders and trespassers.

Lockdown Procedures:

- PA announcement that we are having a Lockdown
- The principal or designate locks the front doors if possible
- The Administrative Assistant contacts 911 and locks the office doors
- Classroom teachers close and lock doors to classrooms, cover windows and seat students on the floor alongside the windows out of sight.
- Take attendance. Call The Administrative Assistant if students are outside your classroom (i.e. washroom)
- Classes in the gym will use the gym storage
- Classes in the library will use the library storage
- Staff are to lock doors and cover windows of the room they are present in when lockdown activated
- Teachers shall remain with their classes until given the “all clear” signal by the Principal or an RCMP
- Principal or TIC checks the office area and washrooms for stranded students, if possible.

Tsunami Emergency Response

The school will be notified through the Provincial Emergency Notification System Plan. The Provincial Emergency Program (PEP) issues:

- warnings – imminent danger
- advisory – potential threat
- watch - advanced alert

Warnings:

- School will respond to PEP direction concerning time and place
- Teachers to provide supervision until parents or the designated emergency adult comes for him/her
- Students whose parents do not arrive within the period designated by the PEP will be transported to higher ground at St. Joseph’s Catholic Church. If there is not sufficient time to cross the community to St. Joseph’s, students will instead be moved to the designated school high-ground site, to avoid the added risk of travelling across the townsite during an event.
- Staff will stay with students until relieved by appropriate rescue personnel

Hold and Secure:**Procedures:**

- Exterior doors are locked; interior classroom instruction continues as normal.
- Staff and students remain inside until an “all clear” is given by the Principal or RCMP.
- Attendance is taken and students outside the classroom are accounted for.

Procedures Regarding Wildlife Safety:

School District Administrative Procedure AP 319 (Student Safety in the Woods), together with AP 426 (Safety When Traveling to School), states that, because of the location of schools in heavily forested area of Vancouver Island West School District, it is important that staff and students be aware of the local wildlife hazards. It is, therefore, District policy to “stress those aspects of the curriculum that educate children about safety in the woods...”

In September of each year RCMP staff will be invited to instruct students on bear safety when travelling to and from school.

Shelter In-Place Procedures:

- PA announcement that we are having a Shelter In-Place
- The Administrative Assistant contacts 911 or Conservation officers
- Classroom teachers close and lock doors to classrooms. Students must remain in classrooms. No classes are to exit the school building.
- Take attendance. Call The Administrative Assistant if students are outside your classroom (i.e. washroom)
- Teachers shall remain with their classes until given the all clear by the Principal, Conservation officers or an RCMP
- Principal or TIC checks the office area and washrooms for stranded students, if possible.

If you see a bear or a cougar on or around school property:

- Go inside the school right away
- Tell the first adult you see

If the bear or cougar sees you:

- Don't approach it, and make yourself look as big as possible
- Slowly back away toward the school or house, if it is a cougar keep eye contact at all times
- Do not turn and run
- Tell the first adult you see

If the bear or cougar moves towards you:

- Slowly back away toward the school while making lots of noise
- Remove and drop your backpack if it contains food
- Yell at the animal to “Go away! make lots of noise.

If the animal continues to move toward you:

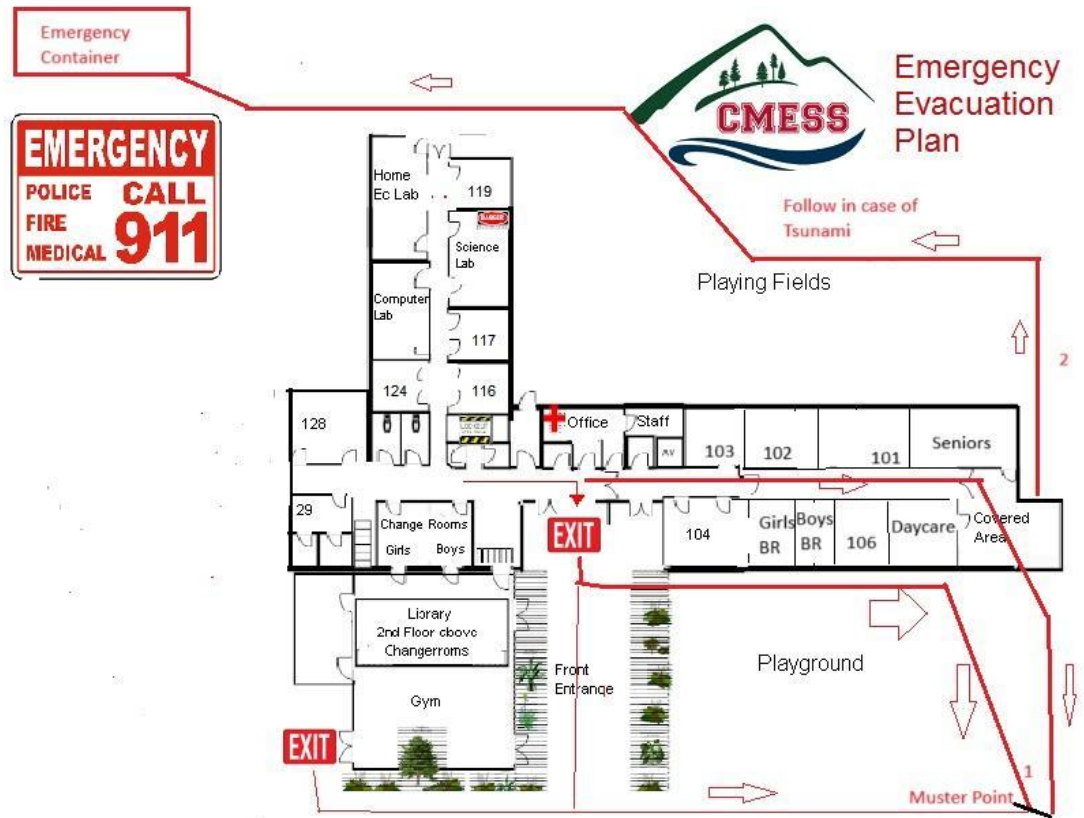
- stop and keep shouting. Move slowly toward the school whenever the animal stops
- Do not “play dead”
- Do not turn and run
- Get inside the school as soon as you can, without running
- Tell the first adult you see

Help keep bears away:

- Keep your lunch inside the school
- Do not leave food, wrappings or lunch bags in the schoolyard. Take them inside the school to throw away

Tell your teacher if you see food or garbage left in open bins or in the schoolyard.

Appendix 1 – School Emergency Exit Map



Appendix 2 – Emergency Preparedness Supplies Inventory (Sea Can)

- 3-boxes of 68 Crunchy Granola Bars
- 3-boxes of 30 Z-bars (Cliff Bars)
- 1-75-liter tin garbage can (Rodent proof container for food)
- 1-13' X 13' Shelter
- 1-20' X 28' tarp
- 1-Large crowbar
- 1-full size crowbar
- 1-body board
- 2-battery operated lanterns (batteries in Primary's emergency backpack)
- 8- Cloth protective body suits (6 white, 2 blue)
- 6- safety goggles, 5 – lab goggles
- 1- wool blanket
- 3- reflective vest
- 9-work helmets (6 medium and 3 large)
- 10 dust masks
- Work gloves (6 heavy duty, 4 cloth)
- 7- Camping chairs
- 1 – spade
- 1- Level 1 First Aid kit
- 73 – Foil blankets
- 12 -4" X 6" pressure dressing
- 4- First Aid Packed Guides
- 4- Boxes of waterproof matches
- 1- hand cleaner
- 7- spinal boards Velcro straps
- 3-light sticks
- 3-whistles
- 8-tent pegs
- 5-rolls of flag tape
- 1-8' X 10' ground sheet
- 1 – headlamp with batteries
- 1 – Swiss army knife
- 3 – 3/8 X 50' nylon rope
- 1- small sledge (5lbs)
- 1 -roll of toilet paper
- 10- reflective arm bands
- 1 – mini crowbar
- 179 -Emergency water packets
- 1- Hacksaw
- 1- Handsaw
- 1- Hammer
- 1- 10" adjustable wrench
- 1- Vice grips
- 8- Nail pegs
- 1- 3/8 X 100' poly rope
- 1- 1/4 X 100' poly rope
- 1- wind up flashlight
- 1- bottle of water pills
- 2 packs of water pills
- 2 – 5 Gallon Jugs

Appendix 3 – Classroom Disaster Survival Backpack Contents

Classroom Disaster Kits

Room # _____

Inspected By _____

Date: _____

Contents

Quantity	Kit Contents	✓
1	20L Collapsible Water Container	
10	Emergency Blankets	
1	LED Flashlight	
1	Bic Lighter	
1	Waterproof Matches	
1	Multi-purpose Jack knife	
1	Whistle	
4	Fire Sticks	
5	Garbage Bags	
1	Infectious Garbage Bag	
1	Roll of Toilet Paper	
1	Package of Maxi Pads	
1	First Aid Kit	

Appendix 4 – Emergency Drills Schedule

Fire Drills	Earthquake Drills	Lockdown Drills
September 14-18	October 15 Great BC ShakeOut	December 7-11
November 2-6	April 12-16	February 1-5
December 7-11	May 31-June 4	
January 11-15		
March 1-5		
May 10-14		

Appendix 5 – Tsunamis

Tsunamis

A zone of extreme seismic activity circles the Pacific Basin from the southernmost reaches of Chile to Alaska in the eastern part of the basin, and from New Zealand through to Japan and the Aleutian Islands in the western part of the basin. This "Ring of Fire," as it has been named by scientists, periodically generates earthquakes that produce large ocean waves called tsunamis that may threaten island and coastal settlements.

Tsunamis are a rare but serious threat.

Three main types of tsunamis could impact B.C.'s coast:

Pacific-wide Tsunami:

A Pacific-wide tsunami originates in a location other than coastal North America. The impact to British Columbia will depend on the source distance, magnitude and direction of approach. B.C. arrival times of a Pacific-wide tsunami will be 6 hours to 18 hours, depending upon the place of origin and magnitude.

Regional Tsunami:

A regional tsunami originates off coastal North America including the area from the Aleutian Islands or to southern California, excluding the Cascadia Subduction Zone. Alaska, including the Aleutian Islands, is the principle source area for regional tsunamis affecting B.C. The time to reach the northern B.C. coast can be less than one hour or as many as 5 hours. In 1964 a regional tsunami impacted the B.C. coast, causing significant damage to several communities.

Local Tsunami:

A local tsunami will be generated from a large subduction earthquake along the Cascadia Subduction Zone. For this event, Zone C (exposed west coast) would be the most affected area in B.C. There is also potential for a local tsunami to be generated from earthquakes occurring in inner waters such as Juan de Fuca Strait, the Strait of Georgia or Puget Sound, or from submarine slides in areas such as the Strait of Georgia.

Because travel time for any local tsunami is so short, very little can be done to provide warnings for the closest B.C. coastal areas. In designated coastal areas, anyone in coastal locations who feels strong shaking from an earthquake for more than one minute should assume that a tsunami has been generated and should immediately move to high ground.

Tsunami Emergency Response

The school will be notified through the Provincial Emergency Notification System Plan. The Provincial Emergency Program (PEP) issues:

- warnings – imminent danger
- advisory – potential threat
- watch - advanced alert

Warnings:

- School will respond to PEP direction concerning time and place
- Teachers to provide supervision until parents or the designated emergency adult comes for him/her
- Students whose parents do not arrive within the period designated by the PEP will be transported to higher ground at St Joseph's Catholic Church. If there is not sufficient time to cross the community to St. Joseph's, students will instead be moved to the designated school high-ground site, to avoid the added risk of travelling across the townsite during an event.
- Staff will stay with students until relieved by appropriate rescue personnel





CMESS Emergency Quick Reference Guide (2026–27)



Fire Drill / Fire

- Line students up quickly and quietly.
- Bring class list + emergency backpack.
- Close windows and doors.
- Lead class via assigned exit to front parking lot muster point.
- Take attendance, report missing students to Admin Assistant.
- Do not re-enter until “All Clear” given by Principal/Fire Dept.



Earthquake

During shaking:

- Drop, Cover, Hold On under desk/table.
- Face away from windows.
- Protect head/neck.
- Count to 60 (stay until shaking stops).

After shaking:

- Grab class list + backpack.
- Evacuate outside, away from collapse zones.
- Take attendance at muster point.
- Stay alert for aftershocks.
- Wait for “All Clear.”



Tsunami

- Move class to parking lot muster point first.
- If directed, relocate to Tsunami Evacuation Site (Rec Centre/high ground).
- Supervise until parent/guardian pickup or further instruction.



Lockdown (Threat Inside)

- Lock doors, cover windows, lights off.
- Move students to floor, out of sight.
- Take silent attendance.
- Do not open doors.
- Remain until “All Clear” from RCMP/Principal.



Hold & Secure (Threat Outside)

- Lock exterior doors, continue class as usual.
- Take attendance.
- Keep students inside until “All Clear.”



Shelter in Place / Wildlife or Hazard Outside

- Bring all students inside, lock doors.
- Keep students in classrooms.
- Take attendance.
- Stay until “All Clear” from Principal/RCMP/Conservation.



Communication

- Parents instructed: Do not call school.
- Students only released to authorized adults with ID.
- All media/updates via District/Principal.



Medical Emergency (Cardiac / Suspected Overdose)

- Call 911. Send for the AED and naloxone kit, and for a First Aid Attendant.
- Start CPR if no breathing/pulse; follow the AED’s spoken prompts.
- For suspected opioid poisoning, administer naloxone per kit instructions; doses may be repeated.
- Stay with the person until paramedics arrive; the Office notifies the District.



Teacher Reminders

- Always bring class list + emergency backpack.
- Take attendance at every evacuation/muster point.
- Report missing students immediately.
- Provide comfort and calm — your reassurance matters most.

