

LAKEVIEW CHRISTIAN SCHOOL

**EMERGENCY  
PREPAREDNESS/  
RESPONSE  
PLAN**

**Principal:** Scott Bastien  
**Teacher-in-charge:** Tamara Bond

**SEPTEMBER 2022**

# LCS Fire Drill Procedures

Fire Drills will take place once a month.  
The Office will record school drills.

In September, practice Fire Drills with your class, so that all students will become familiar with the drill procedures.

Throughout the year, practice the drills as needed.

Please record your own drills in your Daybook.

## Fire Drill:

1. Teachers direct the students to exit the classroom. Use the exit door nearest to the outside exit door.
2. The teacher will take the class list with her/him.
3. Students will follow behind the teacher in an orderly fashion in single file.
4. Sweeping assignments:
  - a. **Upper Floor Washrooms:** Girls and Boys – Laurie Little  
Alternate if Laurie is away – Emma Schram
  - b. **Lower Floor Washrooms:** Girls and Boys – Kayla Bastien  
Alternate if Kayla is away – Tanisha Bastien
5. Exit the building in a safe, quiet manner. Last student in line will close the classroom door behind him/her. No running. Students are to follow the person in front of them closely.
6. In the designated location: line up quietly, single file.  
Designated location Elementary lower level of school:  
'old' playground--- on either side of the yellow slide.  
Designated location upper level LCS: parking lot.  
Please keep away from the Fire trucks, etc. and move well clear of the building to the far side of the parking lot.
7. Teachers take attendance.
8. Teachers report to the Principal/Secretary if anyone is 'missing' (not absent) using the Green "OK", Red "HELP" sign.
9. Return to the building when directed to do so by the Principal, Secretary or Teacher in-charge. Students will return to their classroom in single file.

**In case of FIRE: CALL 911, Activate the Fire Alarm, and use exit door that is safest.**

# LCS Earthquake Procedures

Earthquake Drills will take place once a term (3x/year).  
The Office will record school drills.

In September, practice Earthquake Drills with your class, so that all students will become familiar with the drill procedures.

Throughout the year, practice the drills as needed.

Please record your own drills in your Daybook.

Become familiar with the Earthquake Kits, location and contents.

## Earthquake Drill:

1. DUCK, COVER, HOLD. Staff and students duck and cover, positioning themselves possibly under desks or tables, facing away from windows. Hold on to the table leg if there is a severe earthquake. If there are no desks/tables, squat down sideways against a wall, protecting head and neck with arm.
2. Remain covered until shaking stops. COUNT TO 60 after shaking has stopped.
3. Evacuate in single file, quietly. Teachers take the Earthquake kit outside, when possible.
4. Go to designated area on the grass field, or any other safe area.
5. Check attendance.
6. Report to the Principal (or other teachers) if students are 'missing', and/or injured. Use Green "OK" or Red "HELP" signs.

**In case of real earthquake: DUCK, COVER, HOLD; AND COUNT TO 60 after shaking has stopped, CALL 911, Evacuate.**

**Designated persons (Aides) 'sweep' the school for search and rescue, as other teachers/older students supervise the other students and take care of injured (first aid), etc. When students are to be released to their parents, or ambulance, maintain a record. Arrange for food/water/comfort/shelter/sanitation. (Use neighbors' property when possible).**

# LCS Lockdown Procedures

1. Do not approach or attempt to intervene if a weapon is involved.
2. Do not activate the fire alarm. If the fire alarm sounds when a lockdown is taking place, stay in your lockdown area.
3. Do not move out of the school until directed.
4. School Administrator/Secretary/Teacher or Police decide that a lockdown is necessary. Person who decides this lockdown procedure needs to identify her/himself.
5. CALL 911, state the emergency, and inform the dispatch that the school is in lockdown. If at all possible, stay on the line with the dispatcher.
6. Teacher will call any students in the hallway, lock the classroom doors. (Doors should remain keyed locked at all times)
7. Pull down/close classroom blinds.
8. Have students take duck and cover positions away from doors or windows, in the most secure, least visible area- as pre-designated by the classroom teacher. The Gym area is the gym equipment room. The Library is the inside corner that is the same wall as the entrance door.

**Lakeview Christian School**  
**729 Cordova Bay Road**  
**Victoria, BC**  
**V8Y 1P7**  
**Phone: 250-658-5082**

**SAANICH POLICE:                    911 or 250-475-4321**  
**SAANICH FIRE DEPT:            911 or 250-475-6111**

# Wild Animal Alert Procedures

1. If a wild animal (e.g. bear, cougar, deer) is spotted in the area during your outdoor activity or recess, please blow your whistle (as if recess was ended) and have the students line up and return to class. (Use your professional judgment as to the seriousness of the situation and the haste needed.)
2. Contact the office as soon as possible.
3. If you are outside and hear a long airhorn blast, the teacher is to gather the class and return to the school immediately. This long airhorn blast lets everyone know that there is a wild animal in the area.

# Extreme Heat/Heatwave Policy

During warmer temperatures, Lakeview Christian School will continue to operate and will take steps to ensure staff and students are safe and as comfortable as possible:

1. Wherever possible, fans will be used to provide air movement.
2. Lights and computers will be turned off, where possible.
3. Doors and windows will be opened to increase air movement.
4. Window blinds/coverings will be closed.
5. Staff and students will rotate into cooler areas within the school (e.g. gym).
6. Everyone will be encouraged to drink water more frequently.
7. Strenuous activities will be reduced or postponed.
8. Modification of school uniform will be considered.
9. Recess times may be adjusted.

Upon receiving a Heat Health alert, Lakeview Christian School staff will be extra vigilant to monitor student health, watching for any signs of heat stress. Parents/guardians will be notified of the heat situation and be reminded to provide their child with water and apply SPF 50 sunscreen. A reminder of Lakeview Christian School's heat protective procedures and processes will be sent out to parents/guardians through the school communication system (email).