



## Vancouver Formosa Academy

### Emergency Response Policy

*The full policy is available at the school office*

Vancouver Formosa Academy administrators will refer to this policy in the case of a major emergency (e.g. fire, major earthquake or other natural disaster).

This policy aligns with the *BC Emergency Management Guide*.

#### **VFA High School Student Release Plan in the case of emergency**

- a. A guardian contact list is kept in the front office, registrar's office and online.
- b. In the case of a major emergency necessitating student dismissal, student guardians will be contacted by:
  - telephone-
  - text message
  - email if possible

Administration should bring cellphones outside during emergencies for contact purposes

- c. VFA High School students under 19 years old will only be released to the following:
  - parent
  - homestay parent
  - local guardian
  - other adult designated in writing by the guardian
- d. Parents and guardians will be required to sign a release form including, name, contact info, signature, time.
- e. Reunification Areas:
  - Primary Site-Front of School
  - Secondary Site-Earles Park
- f. Administration should bring cellphones outside during emergencies for contact purposes

*In the case of a major emergency, the Principal and Bursar will remain at the school until all minor high school students are safely released.*

#### **Vancouver Formosa Academy Communications Plan**

- a. First Responders:

The principal will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction.
- b. Media  
The principal will act as spokesperson with the media.

c. Communication with Parents:

This will be done immediately following a critical incident. They will be contacted by:

- telephone- home and cell
- text message
- email if possible
- by student cell phone if necessary

d. Communication within the school site:

As we are a small school, this can be done:

- orally
- by passed written message
- through megaphone announcements
- through text messages- in the case of lockdown if possible

**Vancouver Formosa Academy Continuity of Operations Plan:**

- a. Vancouver Formosa Academy will restore critical systems and the learning environment as soon as possible.
- b. Information that is needed to continue the work of the staff and student learning, even if school resumes at an alternate site, will be available digitally, backed up, and stored on a remote server.

**Vancouver Formosa Academy Equipment and supplies.**

- a. All documentation including current student and staff and volunteer lists with contact information, medical information, and special considerations is kept on paper online for
- b. Vancouver Formosa Academy maintains an up-to date first aid kit, kept in the Staff Room and marked on the school map.
- c. Vancouver Formosa Academy keeps available enough water for staff and student use for several days.

**Vancouver Formosa Academy Emergency Training and Drills**

- a. Vancouver Formosa Academy will carry out the following drills:
  - Fire drills are held at least six times each school year:
  - Fire drills are held at least three times each school year:
  - Lockdown drills are held at least three times each school year:

*Drills*

Prior to carrying out specific drills, all students and staff are educated about the nature of emergencies and the need for implementing procedures to respond to them effectively. Classroom discussion will include knowledge of the roles and responsibilities of all parties as well as understanding the overarching goals of the process. Staff members will know the procedures thoroughly enough to be able to make decisions, if necessary, to deviate from a typical response.

Drills will include variations such as taking alternate routes in the event that a usual route cannot be used. Other variations could include situations where students are not in the classroom, i.e., during lunch or class changes.

#### *Off-Site Activities*

Students and staff may not always be on school property when an emergency occurs. There may be times when school is in session, but students and staff may be out of the building e.g. lunch breaks, PE classes or field trips. events. School plans should provide for guidance in the event of the need for response during school sponsored events that take place off school property.

#### *Evacuation of Persons with Disabilities or Mobility Issues*

Any student or staff with a physical disability or mobility issue will require a PEP (Personal Evacuation Plan). This plan will be prepared by the principal and outline the evacuation procedures in the case of an emergency drill of actual emergency. The plan will include an evacuation route from school, assisting personnel, and equipment issues if appropriate. The plan will be written and communicated with the student and all staff. If assistance is needed for evacuation, it will be provided by a designated staff member or a responsible student over 18 years old.

#### *Considerations for Students with Mental Health or Well Being Concerns*

While the primary purpose of school safety drills is to prepare students and staff for emergency situations, it is crucial to address the potential for trauma and anxiety during these drills. The school will follow a trauma-informed approach to emergency procedures.

A trauma-informed approach means conducting drills in a calm manner that prioritizes the mental well-being of students and staff. This approach also prioritizes maintaining open communication and transparency regarding school safety drills, as this helps to alleviate potential anxieties and concerns. By informing students about upcoming drills, their purpose, and the importance of practicing emergency procedures, schools can create a more supportive and understanding environment during these exercises.

In addition, teachers will pay special attention to students who may find an emergency drill especially stressful, employing a “buddy system” or Personal Evacuation Plan if appropriate.

Students who are experiencing anxiety or trauma after an emergency drill or an actual emergency situation, will receive appropriate support. This support may be provided by school staff or by outside professionals if appropriate.

#### *Epi-pens*

Epi-pens will be brought outside during all evacuation drills or actual emergencies, if the school currently enrolls a student using such a device. The front office secretary will be designated to bring the office stored epi-pen outside the building. Students are also instructed to bring their epi-pen outside if safely available.

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