



JOHNATHAN ACADEMY

School Emergency Management Plan

1. **School Emergency Management Committee:**

Angelo Morelli – Principal (Site Incident Commander)

Polo Zhang – Office Manager (Operations section)

Lawrence Johnson- Teacher

Kathy Tang - Secretary

2. **Staff List:**

Name

Angelo Morelli PRINCIPAL

Polo Zhang OFFICE MANAGER

Sepideh Farjam TEACHER

Jonathan Lowe TEACHER

Lawrence Johnson TEACHER

Kathy Tang SECRETARY

First Responders : 911

3. **Pre-assign Emergency response roles according to the ICS structure:**

Site Incident Commander – Principal

Operations Section – Office Manager

School Owner – John Zhu

4. School profile

As of 2021-09-15 there are **NO special needs students.**

- Total Individuals on site: 16 students, 3 teaching staff and 3 Office staff
- Attendance Sheet located at Front counter.
- **FLOOR PLAN** with hallway flow and emergency exits, **FIRE EXTINGUISHERS LOCATIONS** Plan included herein.
- Area map included herein.
- **USE STAIRS NOT ELEVATORS IN CASE OF EMERGENCY EXIT**

5. Response protocols for:

Fire Drill (6)

Earthquake Drill (3)

Lockdown Drill (2)

See *separate* School Drills Recording Binder and also here included:

(Emergency Plan is available for Parent/student/staff Handbook and website.)

6. Student release plan

- Pre-assigned student gathering & release site:
Jewish Community Centre Parking lot

- Contact Info hard copy with staff/parent/guardian brought from Office (MyedBC contact Info)

7. Communications plan

- *Site Incident Commander* to establish communication with First Responders.
- *Parent communication* to be established through Operations Section
- *Media Contact* – Principal

8. Continuity of operations plan

- Office Records stored digitally at secure Off site alternate location.
- Hard copy of staff and student info in school files.

8. Identify and resource necessary equipment and supplies

- Electronic copies at secure off-site location.
- Hard copy available at Office

9. Conduct training and drills

Training of staff and students ongoing and frequency as recommended in Emergency Guidelines:

Fire 6; Earthquake 3; Lockdown 2; Dates are Recorded.

No Special Needs students at this time.

10. Debrief and revise

- To be conducted after each drill.

ADDITIONAL DATA

1. Accidents

Students: In the event of a serious injury (including all injuries to the head and neck areas), stay with the student and send a runner to the Office. Have the student report back to you indicating that he/she has informed the Office. All accidents must be reported on a **Student Accident Report Form** kept in the principal's office.

Teacher Injury: Report all accidents to the Office and the principal.

2. Fire Drills

Guidelines suggest that there be 6 fire drills per school year. In the event of a fire drill, staff will do the following:

- Assign student(s) to close all windows and classroom doors.
- Carry a class list.

- Follow procedures and “Emergency Exit Routes” as posted and as advised during staff orientation.

3. Security Issues

In the event of a breach of security within the school (bomb threat, use of firearms, etc.) it is imperative that the student body be kept within safe places as quickly and quietly as possible, with all staff assisting in the provision of a calm environment. Staff should immediately ensure that all students are out of the surrounding hallways and within a closed classroom. During such a situation, regularly scheduled class changes will not take place and students should not be permitted to leave the classroom until the “all clear” has been sounded. Information regarding the nature of the situation will be given to staff as quickly as possible. The efficacy of this process will rely on staff members being calm at all times and ensuring the safety and well-being of their students. At the conclusion of any such event, the principal will announce the all-clear signal.

4. Earthquake Drill

The purpose of this drill is to practice an appropriate response in the event of an earthquake.

Advance Preparation

Early in each semester, please note the following procedures for each of the rooms in which you teach and briefly review them with each class.

- Note probable danger areas.
- Determine what might fall, shatter, tip over, or break and, therefore be a source of possible injury.
- Prior to a scheduled drill, review the following with that specific group of students.
 - TAKING COVER (getting under or at least below the level of a relatively solid object like a table or desk).
 - ASSUMING CRASH POSITION (on knees, head down, hands clasped on back of neck or head covered with book or jacket – face away from possible source of flying glass).
 - COUNTING ALOUD as a group during the earthquake as a calming activity as well as a way of determining that it is time to begin evacuating the building.
- Preparation for a drill will also include:
 - Briefly practising getting into a location and position appropriate for your area so that this will be routine for the drill; and
 - Review of the route, which is to be taken when evacuating from your specific area as well as where the class is to assemble outside for you to take roll call.

5. Emergency Evacuation

In case of fire, earthquake or other emergency, use the evacuation routes posted in classrooms and offices. Familiarize yourself and your students with these routes early in the school year.

- Lead your class to designated exit, ensuring that the last student out will close your classroom door – take a class list with you.
- Lead your class to the assembly area designated for your room and have students report to you there. Take attendance to be sure all students are accounted for.
- Give a list of absent students as soon as possible to the collector (usually the principal) at the assembly area.

- Wait until an all-clear signal comes from the Principal to indicate that it is safe to approach the building.

6. School Closure

In the event of an unexpected temporary or permanent closure of the School due to a natural disaster or sudden policy change, the school will form an Ad Hoc Contingency Plan Committee. The committee will be made up of the following members:

- owner/operator (John Zhu)
- the Office Manager
- the principal
- the superintendent

The committee will consider the following options for students:

- If the closure is temporary the committee will consider if there is short-term availability of classroom space elsewhere in the city that could be used.
- Online course instruction can be considered as an option.
- DL course offerings via Global Ed at SD 73 will also be considered if a student or students have unique circumstances that don't allow a transfer to another location.

7. Pandemic Response

The school's Health and Safety Committee will direct the school's response to a temporary school closure due to pandemic restrictions.

The Committee will consider the following:

1. In the case of school closure due to pandemic, students may receive lessons virtually via internet. Teachers will use the Microsoft TEAMS internet platform through which they will provide video lessons to students in their homes, receive student assignments, provide feedback, and conduct assessment and evaluation activities.
2. In the case of teachers unable to be on-site due to pandemic travel restrictions, teachers may provide lessons remotely as in section 1 above. Students will be supervised at school during on-line lessons by teachers and staff who are available on site.
3. The staff and students will follow pandemic safety procedures as prescribed by the Ministry of Health officials; e.g. facility cleaning, handwashing, mask wearing, social distancing.