

# Emergency Preparedness - Flood Response

## 4110-35 | Emergency Preparedness - Flood Response

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**PRMS is the only school in a potential flood plain. The school will endeavor to ensure that parents of children are able to come and get their children. If that is not possible, staff must stay with students until authorized parents or guardians can take responsibility for the students.**

### 1. Take Cover

- **If Indoors:**
  - Move to the highest floor in the building. When flooding has stopped or has receded enough to make evacuation feasible, **stay where you are and wait for instructions from the fire department.**
- **If Outdoors:**
  - Stay away from swollen streams and rivers – moving waters can sweep you away, even if you are in a vehicle.
  - Move students to higher ground closest to the area you find yourselves in.
  - Remain in an area where you and the students are visible and safe, and wait for the fire department for rescue.

### 2. Evacuate the Building

The decision to evacuate the building after the flood is dependent on the condition of the building and conditions outside the building. The Principal will normally contact the fire department and follow their advice; however if there is concern with the stability of the building the Principal will seek the safest way to evacuate the building. If you smell natural or propane gas or hear a hissing noise, evacuate your building immediately and call 9-1-1. When a decision has been made to evacuate:

- Teachers will:
  - ensure gas and equipment, if applicable, are shut off unless doing so jeopardizes the employee's safety;
  - ascertain if it is safe to exit the classroom via the designated evacuation route;
  - if able to exit classroom, direct students to walk, **with jackets and shoes on**, in a quiet and orderly manner along the evacuation route to the designated assembly area;
  - if an exit route is blocked calmly and firmly lead students to an alternate exit;
  - avoid overhead wires and pipes which may have fallen during the flood;
  - activate evacuation plans for any students with special needs;
  - do not delay the evacuation except to reassure the injured or provide life-saving first aid interventions;
  - bring a class list, which includes that day's attendance;
  - if unable to exit the classroom, have students sit on the floor against an inside wall;
  - if unable to exit the classroom, contact the Principal and seek further instruction.
- All employees will ensure that all occupants are able to immediately evacuate the building using the

designated evacuation routes to a safe assembly area.

- Stay away from any fallen power lines.
- The earthquake kit must be taken to the command post. Emergency medical forms and supplies will be kept close to or within the earthquake kit.

### **3. Account for all Occupants**

- Teachers will:
  - immediately take attendance at the assembly area;
  - immediately report any missing students, staff and/or visitors to the command post; and
  - apply I.D. information to all primary and injured students; if I.D. tags are missing, write I.D information on children's foreheads.
  - if the teacher was outside the building at the time of the flood, contact the Principal and advise the Principal of the number and location of students with the teacher and the last known location of any missing students, staff and/or visitors.
- The Principal will:
  - set up a command post;
  - determine if all students, staff, and visitors have safely exited the school building(s); and
  - inform fire department officials immediately upon their attendance of names and ages of unaccounted for students, staff, visitors and their possible location in the building, including any injured or trapped persons, or students with special needs, waiting for assistance to be removed from the building.
- All building occupants will remain outside the building until the Principal or designate announces that it is safe to reenter.
- If it is impossible or unsafe to return to the school building, follow emergency student release procedures.
- Students must wait to be reunited with parents or guardians through the Student Release Station; keep accurate records of students released. If there are any students remaining after school hours, they must be accommodated at the school or at an identified Evacuation Reception Centre.

### **4. Situation Management**

- The Principal will attempt to confirm the location(s) of damage in the facility, to advise the responding fire department.
- In a major flood await instructions from emergency officials over a battery-operated or car radio.
- Teachers will:
  - remind students that parents may be delayed in calling for them; and
  - encourage students to talk about their anxieties and fears.
- The Principal will:
  - oversee first aid, if necessary;
  - ensure all entrances to school property are open and not blocked;
  - disconnect utilities and equipment unless doing so jeopardizes employee safety; and
  - stand by and be of assistance to fire department officials, as needed.
- Oversee conservation and distribution of uncontaminated water, as well as preparation of emergency facilities.
  - Discard any food items that may have been in contact with flood waters, when in doubt throw it out!
  - Do not use water that may be contaminated for washing, cleaning, drinking, or food preparation.
- All media queries regarding a flood will be handled through the office of the Superintendent, in consultation with the local fire department.

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