



EMERGENCY POLICIES

A minimal, moderate or high-level emergency may arise at a school that may make it difficult or impossible to continue with the regular instructional program necessitating the release of students from school for the duration of the regular instructional day.

The school has defined Student Release Procedures into three categories.

1. Regular Release Procedures - Minimal Level of Risk to Students
 - a. Power failure
 - b. Water shut off
 - c. Gas leak

Note – minimal trauma experienced by few, if any students, community is safe; students will not be released from the school unless it is deemed safe to do so.

2. Controlled Release Procedures – Moderate Level of Risk to Students
 - a. Explosion on school property or near school property (not affecting classroom)
 - b. Partial building failure (not affecting classroom)
 - c. Emotionally traumatic event

Note – varying degrees of trauma experienced by some students, community surrounding is safe; students will not be released from school unless it is deemed safe to do so.

3. Full Scale Emergency Release Procedures– Highest Level of Risk to Students
 - a. Earthquake
 - b. Police emergency bordering school property
 - c. Forest fire

Note - varying degrees of trauma experienced by a significant number of students and/or immediate vicinity of school and/or community is deemed to be unsafe; students will not be released from school until it is deemed safe to do so by public notice or emergency responders.

In the event of a Full-Scale Emergency which poses the highest level of risk to releasing students the school will respond as follows:

- students will not be permitted to leave the school grounds without first filling out a Student Release Form consisting of student's name, grade, destination address, time, name and signature of person(s) accompanying student
- the Student Release Form will be kept on file
- Summit Academy is prepared to care for your student in the event of a critical situation and will stay with your student until they are released into parental or guardian, only when the community is deemed safe and the student is considered not to be at risk



Summit Academy is prepared to care for your child in the event of a critical situation, or if parents / alternates are unable to reach the school. We ask for your help in the following areas:

1. Please do not phone the school following a disaster. We must keep the lines open for outgoing emergency calls
2. In the event of a full-scale emergency, do not drive to the school until roadways are clear and emergency responders have given access to the area
3. Turn on your battery-operated radio or car radio to any available station for emergency information and directions
4. Please discuss with your teenager(s) what is expected of them in case of an emergency and how to respond appropriately and effectively to an emergency or disaster situation. Talk about the potential risks they could face, such as gas leaks, downed 'live' power lines, debris, etc. Also discuss, do you want your teenagers to stay at the school until you arrive or may they go home with a friend or friend's family?
5. Students will not be permitted to leave the school grounds until they have a parent/guardian or alternate pick them up
6. Participate in a personal or neighborhood emergency preparedness program

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. Please make sure your contact information is current. Any changes in your contact information should be reported to the school immediately.

Summit Academy will perform the following emergency response drills each school year:

1. Fire Drill – in conjunction with Whistler Fire Department
 - a. Every two months
 - b. First week of the school year
 - c. Upon returning from winter break
2. Earthquake Drill – in conjunction with Whistler Fire Department
 - a. First week of the school year
 - b. Upon returning from winter break
3. Lockdown Drill – in conjunction with Whistler RCMP
 - a. First week of the school year
 - b. Upon returning from winter break

First Aid / CPR course will be offered to all students, teachers, staff of Summit Academy. The course will be completed by teachers and staff the month prior to the new school year. The students will be offered the course during the first semester of the new school year. Medical kit is available in the Administrator's office.



During an emergency, the safety of students and staff is our top priority. In order to provide an effective response to any school crisis, emergency plans are in place for each school and we work in conjunction with local agencies to plan for, respond and to communicate during emergency events.

Earthquake

In the event of an earthquake, students will be instructed to drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table, and hold onto it until the shaking stops. Evacuation will proceed as outlined in the School Emergency Preparedness Guide. Earthquake drills are practiced a minimum of twice per year at each grade level.

Fire

In the event of a fire within a school, the fire alarm will be sounded by the person discovering the fire. Students will be evacuated from the building using the nearest safe exit and will assemble at a predetermined location where attendance will be taken and the names of missing students and their possible location are reported to the Principal or Administrator. Fire drills are practiced every two months.

Hold & Secure

A 'hold & secure' should be used when it is desirable to secure the school due to an ongoing situation outside the school and not related to the school (e.g., a robbery occurs near a school, a bear has been sighted in the neighborhood). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

Lockdown

A 'lockdown' is only be used when there is a major incident or threat of school violence within the school, or in relation to the school. The school will follow the established lockdown procedures. Parents should wait for information from the school district before coming to the school. Lockdown drills are practiced at the school and include Whistler RCMP officer.

Permanent School Closure Due to Emergency

In the event of a school closure due to a full-scale emergency that has made occupancy of the school building unsafe, the School Administrator will make every effort to find an alternative location within fourteen days until the main campus building can be repaired and sanctioned for continued occupancy. In the event a location cannot be found, Summit Academy will work with the local public school system to register / enroll children or help find alternative private schools in the area.



EMERGENCY CONTACT LIST

Report emergencies and fires in Whistler: Dial 911

School Location –

Summit Academy
Function Junction
1005 Alpha Lake Road, Unit 9
Whistler, BC V8E 0S2
Tel (604) XXX-XXXX (TBD)

Gas Leaks and Odor – smell rotten eggs? It could be a gas leak. You can't see or taste natural gas but you sure can smell it! And for good reason. A harmless odorant called mercaptan is added to natural gas so you can smell the natural gas in the rare event of a leak. You may also hear a hissing sound coming from a natural gas appliance if there's a leak. If you smell it, **ACT FAST** by doing the following:

1. Stop what you're doing. Don't use your cellphone or landline, don't smoke, light matches or operate electrical switches or create any other source of ignition.
2. Go outside. As you exit, leave the door open behind you as well as any windows that may already be open.
3. Call FortisBC - Once outside, call the FortisBC Emergency Line at 1-800-663-9911 (24 hours) or 911.

All Summit Academy families are encouraged to schedule a Home FireSmart assessment with the Whistler Fire Department. Scheduling information can be found at <https://www.whistler.ca/services/emergency/fire>

Non-Emergency Contacts:

Whistler Fire Rescue Service

4325 Blackcomb Way
Whistler, BC V0N 1B4
Tel (604) 935-8260
Office hours: Monday to Friday from 8 a.m. to 4:30 p.m.

Whistler RCMP

4315 Blackcomb Way
Whistler, BC V0N 1B4
Tel (604) 932-3044
Office hours: Monday to Friday from 8 a.m. to 4:30 p.m.