

Policy Name	Emergency Response Plan
Policy Number	
Date Created	January 2025
Date Revised	
Date of Implementation	January 2025

The following is intended to provide you with a site specific safety orientation to OneSchool Global..

- The Principal of this school is Dr. Meadows
- *Emergency Response Manual* (red duotangs) posted in the office and classrooms.
- Emergency Services (RCMP, Fire, Ambulance) can be obtained by calling **911** from any phone and then informing the Office.
- Report work-related injuries or violent incidents to Dr.Meadows.
- Report general hazards observed to Dr. Meadows.
- Report concerns over Indoor Air Quality to Dr. Meadows.
- In the event of an evacuation/fire alarm, evacuate and assemble at the muster point in front parking lot to the right (if you are facing the street).
- Summon a first aid attendant in an emergency by contacting Dr. Meadows and/or Ms. Logan.
- For non-emergency first aid please contact one of the following designated first aid attendants: **any school staff – all trained.**
- The First Aid Room and supplies are located in the wellness room.
- Health and Safety information can be found on the bulletin board located in the staff lounge.
- Forms for reporting injuries or violent incidents are available at the office – in which will then be put in to CPOMS for organizational reporting.

The health and safety committee members for this school are:

Name	Job Title/Affiliation
Dr. Meadows	Principal
Ms. Aurora	Teacher
Ms. Logan	Secretary
Mr. Seth Jenner	Campus Administrator

Critical Incident Response Team

The Critical Incident Response Team (CIRT) provides support to schools and families in dealing with critical incidents through a provision of expertise, resources and additional counseling. The team will develop an action plan in response to a critical incident and may invite the district CIRT to provide further support.

Incident Commander: in charge of overall management of emergency situations

LT Name: Michelle Meadows CP 604-396-0440

Deputy IC: Seth Jenner CA 604-302-5387

Public Information/Liaison Officer: all media/outside info management will be supported by the CA

Seth Jenner CA 604-302-5387

Safety Officer/Site OHS Officer: ensures all actions conducted with a student safety focus

Michelle Meadows CP 604-396-0440

Matt Grindley 604 209 3416

Planning/Operations/Logistics: secures materials, resources, services, staff and collects/evaluates all information related to the development of incident/status of resources

Seth Jenner CA 604-302-5387

Violence Threat Risk Assessment (VTRA) / Threat Assessment Team (TAT)

Fair Notice, from time to time it may be necessary for the CP to complete a Violence Threat Risk Assessment (VTRA) alongside the OSG Incident Report in response to threatening behavior toward students or staff. To ensure the safety of students, staff, parents and others, threats must be taken seriously, investigated and responded to. The VTRA and incident reporting procedure at OSG will allow the school to plan the interventions necessary to prevent traumatic events in schools. Members of the Threat Assessment Team (TAT) will be utilized to support the decision making process.

TAT TEAM:

Michelle Meadows, CP – certified

Raymond Price 778-808-4826

Wesley Arnot 778-899-3057

CHILD PROTECTION TEAM (OSG)

- Designated Safeguarding Lead (DSL): Dr. Michelle Meadows
- Deputy Safeguarding Lead: (this is a lead teacher) Shivali Arora
- CA responsible for Safeguarding: (Lead CA)
- Local Authority Designated Officer (LADO): Police: Langley Township RCMP (604) 532-3200

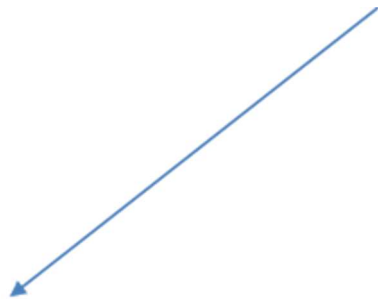
Phone Tree

If school is cancelled for any reason, we will use the phone tree to contact faculty and staff. Please call the persons following this direction. If you are unable to contact someone, please contact the next person in line. Messages can also be sent over school messenger in order to contact the wider community.



Seth Jenner

Michelle Meadows



Matt Grindley

604 209 3416

Michelle Meadows 604-396-0440 (604) 533-5529

Campus Secretary Karina Logan 604-302-8637

STAFF: Meryke Bester 778-259-6744

Shivali Arora 778-389-6657

Mr. And Mrs. Service 604-374-5450

Raksha Patel 778-708-9034

Steven Reeder 604-862-5966

All parents via email & What's App Van Drive

Emergency Contacts

Crisis Centre/Emotional Crisis 604-820-1166

Fire Department 604-532-7500

Tele Care Crisis 604-852-9099

Poison Control Centre 800-567-8911

Langley Mental Health Centre 604-514-7940

Police 604-532-3200

Reporting Child Abuse 1-800-663-9122

Fortis Gas 1-800-663-9911

BC Hydro/Power Outages 1-888-769-3766 Langley Animal Protection Society

604-857-5055

Local Police Contact: Cst. Lee Millar #57644

Direct Work Number: 604-367-9239

Call 911 for Fire, Ambulance, Police, Poisoning

Hospital (non-emergency) 604-851-4700

1-1

Hospital (emergency) 9-

Ministry of Children & Families

604 514-2711

EmergencyManagementBC

604-586-4390

Safe Home Security Systems

888-669-3079

Cleaning Company Mr. Parm Gill GM Pinnacle Building

604-780-4671

Location - Storage for Emergency Provisions/Equipment

1. Class kits including minor first aid, water, comfort packs - Classrooms
2. Command centre equipment- front office
3. Communication centre equipment- front office
4. List of students with life-threatening conditions complete with photos and procedures to be taken. - ER Bag – all red file folders.
5. Class lists including emergency contacts – 2 master folders (front office and Dr. Meadows).

Drill(s) Schedule

Fire Drills: The Fire Code requires that schools hold (3) three fire drills with complete building evacuations in each of the fall and spring terms for a total of **(6)** six a school year

Earthquake Drills: There should be several drills of just Duck, Cover and Hold to ensure the initial procedures are automatic for students. The Duck, Cover, Hold drills may be done as a whole school or individual classes. At least **(3)** one full evacuation drill should include setting up and practicing the student release procedures.

Lockdown Drills: It is suggested that schools hold the first lockdown drill without students present to ensure there are no problems implementing the lockdown procedures. At least

(2) one drill a year should involve the students and appropriate post drill information should be sent home with the students.

Fire Drills		Lockdown Drills		Earthquake Drills	
Date Planned	Date Held	Date Planned	Date Held	Date Planned	Date Held
August 29		Sept 24th		January 16th	
Sept 15		Nov 20			
October 22		Jan 12		March 6 th	
Nov 19		April 13			
Feb 24				April 24 th	
June 12					

Schedule of Drills

2025/2026 School Year

Roles and Responsibilities

The Campus Principal is responsible to:

- develop and implement emergency preparedness policies and standards,
- take control and maintain order in an emergency, and work with community agencies,
- ensure that students return safely to parents or guardians as soon as possible,
- conduct regular drills (six fire, three earthquake, and two lockdown drills annually), and
- report emergencies, disasters, and critical incidents to the Ministry promptly.

Teachers, Support Staff and Students are responsible to:

- be familiar with the emergency management plan

- understand their particular role in carrying it out
- students must also follow instructions given by their teachers

When Vacating the Building – Roles and Responsibilities

Ms. Patel	LC, Girls Changeroom and Washroom, Gym
Ms. Arora	Junior School, incl. lunchroom, boys washroom
Ms. Patel	LC, Girls Changeroom and Washroom, Gym
Dr. Meadows	Staff Room, Junior School
Dr. Meadows	LC, Staff, Lobby
Ms. Arora	Personal area and Junior School
Ms. Service	Junior School, incl. lunchroom, Girls washroom

*Bring emergency backpack when leaving the building in an Emergency

MEETING PLACE

Fire	Location:	East Parking Lot
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Earthquake	Location:	East Parking Lot
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