

SQUAMISH
WALDORF
SCHOOL

EMERGENCY PLAN

Last updated: September 21, 2026

38265 Westway Avenue,
Squamish, BC V8B 0Y5

Table of Contents

I. PROGRAM ASSESSMENT & PREVENTION 3
- Non-structural & structural hazard forms 4-13
- Emergency supplies 14-15
- First aid kits for child care facilities 16
- Emergency menu 17

II. EMERGENCY RESPONSE 18
- Roles & responsibilities 18-21
  - Principal
  - Business Administrator
  - Administrative Coordinator
  - All staff
  - Parents
  - Staff assignments
  - Utilities & damage assessment team
- Emergency communications plan 22
- Emergency communications directory 23
- Relocation sites 24
- First responder script 25
- Emergency staff directory 26
- Fire drill procedure 27
- Earthquake procedure 28
- Lockdown procedure 29
- General response procedures 30
- Evacuation locations 30
- Evacuation procedures 31
- Field trip emergency procedures 32
- Gas leak procedures 32
- Power outage power outage procedures 33
- Sanitation procedures 33
- Facility map 34

III. RECOVERY AND RESUMPTION OF OPERATIONS 34

IV. APPENDIX 35

- Mental health checklist 35-36
- Critical equipment & information 36-37
- Training, exercise & testing record 37

I. PROGRAM ASSESSMENT & PREVENTION/MITIGATION

Task	Status	Assigned To	Date Complete
Site Hazard Assessment- Daily Maintenance Check	Checked Daily	Classroom teachers	See Binder
Assess Non-Structural Hazards	In process	Classroom teachers	Sept 22, 2026
Assess Structural Hazards	Complete	Harriet Haines	Sept 20, 2026
Emergency Plan	Reviewed	Harriet Haines	Sept 21, 2026
Roles & Responsibilities	Complete	Harriet Haines	Sept 21, 2026
Emergency Communications Directory	Complete	Harriet Haines	Sept 21, 2026
First Aid Kits	Complete	Harriet Haines	Sept 21, 2026
Facility Maps	Reviewed	Harriet Haines	Sept 21, 2026
Response Procedures	Reviewed	Harriet Haines	Sept 21, 2026
List of Emergency Supplies	Complete	Harriet Haines	Sept 20, 2026
Training & Exercise			
Provide plan orientation session to staff	Complete	Christine	Aug 2026 Pro D
Provide personal preparedness education and/or training	Every 2 years	all Staff/Faculty	ongoing
Conduct monthly drills, incorporate various procedures – sheltering & earthquake response	Schedule set for 2026/27 school year	Harriet Haines, Ana Markevich, Andrea Tate & ECE teachers	ongoing
First aid recertification - in-house training arranged (staff cover cost for themselves)	Every 2 years	All class teachers	ongoing
Date of Assessment: September 21, 2026 ***As a minimum complete a program assessment once a year, and following exercises and actual emergencies***			

NON-STRUCTURAL HAZARDS FORM - EXAMPLE

Room: _____

Teacher name : _____

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves	1		☐	☐	☑	☐	☐	☑ Date: 8/29/24
Unsecured bookcases	0		☐	☐	☐	☐	☐	☐ Date:
Unsecured shelving	0		☐	☐	☐	☐	☐	☐ Date:
Free Standing cabinets	2	1	☑	☐	☐	☐	☐	☑ Date: 8/28/24
Unsecured light fixtures	0		☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames…	0		☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers…	0		☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels	0		☐	☐	☐	☐	☐	☐ Date:
Cupboard doors	2	2	☐	☐	☐	☐	☑	☐ Date:
Large Plant	1		☑	☐	☐	☐	☐	☐ Date:
Date of Assessment:								
Completed by (Teacher):								
Definitions: **Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove**								

Adapted from the North Shore Emergency Management Office

SWS Emergency Plan

NON-STRUCTURAL HAZARDS FORM

Room: preschool

Teacher name : Koeun

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves		1	☐	☐	☐	☐	☒	☐ Date:
Unsecured bookcases	0	N/A	☐	☐	☐	☐	☐	☐ Date:
Unsecured shelving		1	☐	☐	☐	☐	☐	☐ Date:
Free Standing cabinets	0		☐	☐	☐	☐	☐	☐ Date:
Unsecured light fixtures	0		☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames...	0		☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers...	0		☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels	2		☐	☐	☐	☐	☒	☐ Date:
Cupboard doors	0		☐	☐	☐	☐	☐	☐ Date:
Large Plant	0		☐	☐	☐	☐	☐	☐ Date:

Date of Assessment: Sept. 21. 2026

Completed by (Teacher): Koeun

Definitions:
Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove

Adapted from the North Shore Emergency Management Office

Page 12 of 37

SWS Emergency Plan

NON-STRUCTURAL HAZARDS FORM

Room: PRESCHOOL

Teacher name : SIBYLLE WUETHRICH

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves	✓		☐	☐	☐	☐	☐	☐ Date:
Unsecured bookcases	✓		☐	☐	☐	☐	☐	☐ Date:
Unsecured shelving	✓		☐	☐	☐	☐	☐	☐ Date:
Free Standing cabinets	1		☐	☐	☐	☐	☒	☐ Date:
Unsecured light fixtures	✓		☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames...	✓		☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers...	✓		☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels	✓		☐	☐	☐	☐	☐	☐ Date:
Cupboard doors	✓		☐	☐	☐	☐	☐	☐ Date:
Large Plant	✓	1	☐	☐	☐	☐	☐	☐ Date:
Date of Assessment:	SEPTEMBER / 22 / 2026							
Completed by (Teacher):	SIBYLLE WUETHRICH							
Definitions: **Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove**								

Adapted from the North Shore Emergency Management Office

SWS Emergency Plan

NON-STRUCTURAL HAZARDS FORM

Room: Kindergarten

Teacher name : Begoña Cid

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves	0		☐	☐	☐	☐	☐	☑ Date: N/A
Unsecured bookcases	0		☐	☐	☐	☐	☐	☑ Date: N/A
Unsecured shelving	0		☐	☐	☐	☐	☐	☑ Date: N/A
Free Standing cabinets	1	on wheels	☐	☐	☐	☐	☐	☑ Date: N/A
Unsecured light fixtures	0		☐	☐	☐	☐	☐	☑ Date: N/A
Hanging mirrors/picture frames...	0		☐	☐	☐	☐	☐	☑ Date: N/A
Unsecured televisions/computers...	0		☐	☐	☐	☐	☐	☑ Date: N/A
Unsecured equipment on wheels	1	1	☐	☐	☐	☐	☐	☑ Date: N/A
Cupboard doors	2	2	☐	☐	☐	☐	☐	☑ Date: N/A
Large Plant	0	0	☐	☐	☐	☐	☐	☑ Date: N/A
Date of Assessment: Sept 22, 2026								
Completed by (Teacher): Begoña Cid								
Definitions: **Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove**								

Adapted from the North Shore Emergency Management Office

SWS Emergency Plan

NON-STRUCTURAL HAZARDS FORM

Room: 3/4

Teacher name : Julia Pitcher

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves			☐	☐	☐	☐	☐	☐ Date:
Unsecured bookcases			☐	☐	☐	☐	☐	☐ Date:
Unsecured shelving	✓		☐	☐	☐	☐	☒	☒ Date:
Free Standing cabinets	1	✓	☐	☐	☐	☐	☒	☐ Date:
Unsecured light fixtures			☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames…			☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers…			☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels			☐	☐	☐	☐	☐	☐ Date:
Cupboard doors			☐	☐	☐	☐	☐	☐ Date:
Large Plant			☐	☐	☐	☐	☐	☐ Date:

Date of Assessment: September 22nd, 2026

Completed by (Teacher): Julia Pitcher

Definitions:
Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove

Adapted from the North Shore Emergency Management Office

SWS Emergency Plan

NON-STRUCTURAL HAZARDS FORM

Room: Grade 5+6

Teacher name : Christine Martin

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured bookcases		✓	☐	☐	☐	☐	☐	☐ Date:
Unsecured shelving		✓	☐	☐	☐	☐	☐	☐ Date:
Free Standing cabinets	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured light fixtures	n/a		☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames...	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers...	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels	n/a		☐	☐	☐	☐	☐	☐ Date:
Cupboard doors	n/a		☐	☐	☐	☐	☐	☐ Date:
Large Plant	n/a		☐	☐	☐	☐	☐	☐ Date:
Date of Assessment:	September 21, 2026							
Completed by (Teacher):	Christine Martin							
Definitions: **Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove**								

Adapted from the North Shore Emergency Management Office

GEORGIA

SWS Emergency Plan

NON-STRUCTURAL HAZARDS FORM

Room: Grade 1/2

Teacher name : Georgia Johnson

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured bookcases	1		☐	☐	☐	☐	☐	☑ Date: 11/11/2026
Unsecured shelving	n/a		☐	☐	☐	☐	☐	☐ Date:
Free Standing cabinets	4		☐	☐	☐	☐	☑	☐ Date:
Unsecured light fixtures	n/a		☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames...	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers...	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels	n/a		☐	☐	☐	☐	☐	☐ Date:
Cupboard doors	n/a		☐	☐	☐	☐	☐	☐ Date:
Large Plant	n/a		☐	☐	☐	☐	☐	☐ Date:

Date of Assessment: Sept 21, 2026

Completed by (Teacher): Harriet Haines

Definitions:
Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove

Adapted from the North Shore Emergency Management Office

ALYSSA

SWS Emergency Plan

NON-STRUCTURAL HAZARDS FORM

Room: Grade 7/8

Teacher name : Alyssa D'Allmen

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured bookcases	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured shelving	1		☐	☐	☐	☐	☐	☑ Date: 11/11/2026
Free Standing cabinets	2		☐	☐	☐	☐	☑	☐ Date:
Unsecured light fixtures	n/a		☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames...	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers...	n/a		☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels	n/a		☐	☐	☐	☐	☐	☐ Date:
Cupboard doors	n/a		☐	☐	☐	☐	☐	☐ Date:
Large Plant	n/a		☐	☐	☐	☐	☐	☐ Date:

Date of Assessment: Sept 21, 2026

Completed by (Teacher): Harriet Haines

Definitions:
Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove

Adapted from the North Shore Emergency Management Office

NON-STRUCTURAL HAZARDS FORM

Room: _____

Teacher name : _____

Non-structural Hazards	Qty	Already secured (Qty)	To anchor	To refit	To relocate	To remove	Be Aware	Updates Complete
Heavy objects on high shelves			☐	☐	☐	☐	☐	☐ Date:
Unsecured bookcases			☐	☐	☐	☐	☐	☐ Date:
Unsecured shelving			☐	☐	☐	☐	☐	☐ Date:
Free Standing cabinets			☐	☐	☐	☐	☐	☐ Date:
Unsecured light fixtures			☐	☐	☐	☐	☐	☐ Date:
Hanging mirrors/picture frames…			☐	☐	☐	☐	☐	☐ Date:
Unsecured televisions/computers…			☐	☐	☐	☐	☐	☐ Date:
Unsecured equipment on wheels			☐	☐	☐	☐	☐	☐ Date:
Cupboard doors			☐	☐	☐	☐	☐	☐ Date:
Large Plant			☐	☐	☐	☐	☐	☐ Date:
Date of Assessment:								
Completed by (Teacher):								
Definitions: **Anchor: Secure, fasten | Refit: Add or change for safety | Relocate: Move to safer spot | Remove: Fully remove**								

Adapted from the North Shore Emergency Management Office

STRUCTURAL/OTHER HAZARDS FORM

Staff name: Harriet Haines

Structural/Other hazards in common spaces	Qty	Already secured (Qty)	To Anchor	To Refit	To Relocate	To Remove	Be Aware	Updates complete
Large Plant	2	1	☑ 1	☐	☐	☐	☑	
Entrance/exits partially blocked	0	N/A	☐	☐	☐	☐	☐	
Windows/glass	23	23	☐	☐	☐	☐	☑	
Fireplace	0	N/A	☐	☐	☐	☐	☐	
Hot water tank	1	1	☐	☐	☐	☐	☑	
Gas appliances	0	N/A	☐	☐	☐	☐	☐	
Power lines (outside)	1	1	☐	☐	☐	☐	☑	
High trees (outside)	2	N/A	☐	☐	☐	☐	☑	
Masonry chimney (outside)	0	N/A	☐	☐	☐	☐	☐	
Lighting system braced	N/A	N/A	☐	☐	☐	☐	☐	
Play structure (outside)	1	1	☐	☐	☐	☐	☑	

Comments:	To secure - plant on ledge outside office window
Date of Assessment: September 20, 2026	
Completed by: Harriet Haines	
Anchor: Secure, fasten	
Refit: Add or change for safety	
Relocate: Move to safer spot	

Adapted from the North Shore Emergency Management Office

EMERGENCY SUPPLIES - *Checked annually*

Inventory and Maintenance Form

Location: Brown box under noticeboard to the right of the main entrance				
Qty	**Item**	**Inspected**	**Comment**	**Date Replaced**
1	**Solar/battery/dynamo powered radio**	**Sep 20, 2026**	**Good**	**N/A**
2	**Packs of spare batteries (8x AAA; 6x AA)**	**Sep 20, 2026**	**Good**	**N/A**
3	**120 serving buckets of emergency entrees** (MFD: Dec 29, 2016)	**Sep 20, 2026**	**Expiry: Dec 29, 2041**	**3/15/2017 (Exp: 25 yrs)**
2	**120 servings breakfast** (MFD: Dec 29, 2016)	**Sep 20, 2026**	**Expiry: Dec 29, 2041**	**3/15/2017 (Exp: 25 yrs)**
1	**60 servings gluten free entrees** (MFD: Dec 29, 2016)	**Sep 20, 2026**	**Expiry: Dec 29, 2041**	**8/30/2018 (Exp: 25 yrs)**
3	**12 litre water container**	**Sep 20, 2026**	**Good**	**N/A**
1	**Jar instant coffee**	**Sep 20, 2026**	**Good**	**Oct 19, 2026**
1	**Jar non-dairy creamer**	**Sep 20, 2026**	**Good**	**Oct 19, 2026**
2	**Whistle**	**Sep 20, 2026**	**Good**	**N/A**
6	**Roll toilet paper**	**Sep 20, 2026**	**Good**	**N/A**
4	**Box facial tissue**	**Sep 20, 2026**	**Good**	**N/A**
10	**Emergency candles**	**Sep 20, 2026**	**Good (Box of 20)**	**N/A**
1	**Box of matches**	**Sep 20, 2026**	**Good**	**N/A**
2	**Sanitary napkins**	**Sep 20, 2026**	**Good**	**N/A**
4	**Shovels - 2x big shovels, outside shed / 2x mini shovels**	**Sep 20, 2026**	**Good**	**N/A**
2	**Tarps**	**Sep 20, 2026**	**Good**	**N/A**
4	**Gloves, pairs**	**Sep 20, 2026**	**Good**	**N/A**
3	**Bottles of propane**	**Sep 20, 2026**	**Good**	**Oct 19, 2026**

1	Camp stove	Sep 20, 2026	Good	N/A
2	Cooking pots	Sep 20, 2026	Good	Nov 2, 2026
1	Box matches	Sep 20, 2026	Good	N/A
First Aid Supplies				
2	Emergency blankets	Sep 20, 2026	Good	N/A
1	First Aid Kit (see contents list below)	Sep 20, 2026	Good	N/A
1	Sanitation kit	Sep 20, 2026	Good	N/A
100	Granola bars	Sep 20, 2026	Good	Oct 19, 2026
Date of Inspection: September 20, 2026		**Inspected by: Harriet Haines**		
Date Replacements Complete: September 30, 2026		**Replaced by: Harriet Haines**		

* *MFD = manufacture date*

FIRST AID KITS

Inspected by Harriet Haines, Date: September 20, 2026

The following should be kept in a closed container and stored in a manner that is not accessible to children:

- ☐ Non-alcohol wound cleaning wipes
- ☐ Bandages – plastic – assorted sizes
- ☐ Telfa pads 3x5 inches
- ☐ Gauze pads 3x5 inches
- ☐ Gauze roll pads 2 inches
- ☐ Large dressing for pressure dressing (individually wrapped, unscented sanitary napkins make good pressure dressings).
- ☐ Small pressure dressings
- ☐ Wood splints (tongue depressors – magazines make good arm or lower leg splints for a small child.
- ☐ Sterile eye wash
- ☐ Triangular sling
- ☐ Adhesive tape ½ inch
- ☐ Cotton swabs
- ☐ Disposable cups – for mixing soap and water, eye baths, drinking water, water for washing cuts or wounds
- ☐ Disposable gloves
- ☐ Emergency first aid book

INSTRUMENTS:

- ☐ Tweezers – sliver removal, etc.
- ☐ Scissors – cutting bandages and gauze pads
- ☐ Safety pins – pining together slings, etc.
- ☐ Thermometer – taking temperatures
- ☐ Pocket mask - performing CPR

CHEMICALS / LOTIONS:

- ☐ Liquid Soap – green or any non-alcohol based liquid soap – for cleaning cuts or minor wounds.
- ☐ Chemical ice pack – for use on field trips; for facility use, use crushed or cubed ice, or frozen peas will work.
- ☐ Sting Stop – commercial first aid product – or use roll-on antiperspirant with at least 20% aluminum chloride to take the sting away.
- ☐ Bleach – to clean up blood or body fluids
- ☐ Sunscreen – SPF 15 min, use with care
- ☐ Calamine Lotion – use with care

EMERGENCY MENU

Entrees

Cheesy Lasagna (24 Servings)
Creamy Pasta and Veg. Rotini (36 Servings)
Savory Stroganoff (36 Servings)
Cheesy Macaroni (24 Servings)
Hearty Tortilla Soup (24 Servings)
Potatoes and Chicken Flavored Pot Pie (24 Servings)
Pasta Alfredo (24 Servings)
Chili Macaroni (24 Servings)
Teriyaki and Rice (12 Servings)
Loaded Baked Potato Casserole (24 Servings)
Tomato Basil Soup with Pasta (36 Servings)
Chicken Flavored Noodle Soup (36 Servings)
Southwest Rice and Beans (36 Servings)

Gluten Free Entrees (60 servings)

Enchilada Beans and Rice – 8 Servings
Cheese & Broccoli Bake – 8 Servings
Creamy a la King – 8 Servings
Cheese & Broccoli Soup – 4 Servings
Vegetable and Rice Soup – 8 Servings
Creamy Potato Soup – 8 Servings
Classic Chili – 8 Servings
White Bean Chili – 8 Servings

Read more:
http://totalprepare.ca/product/wise-120-serving-entree-package/#ixzz4bE9Cmnmu

Breakfasts

Crunchy Granola (40 Servings)
Apple Cinnamon Cereal (80 Servings)
Strawberry Granola Crunch (40 Servings)
Brown Sugar and Maple Multi-Grain Cereal (40 Servings)

Read more:
http://totalprepare.ca/product/wise-120-serving-breakfast-only-package/#ixzz4bE9pDs3t

Granola Bars

100 nut free bars

I. EMERGENCY RESPONSE - ROLES & RESPONSIBILITIES

Principal - *with support from Vice Principal, Harriet Haines, at this time whilst Christine Martin is also full time teaching the Grade 2/3 class.*

- Create and maintain an emergency program and plan for SWS
- Develop and implement emergency preparedness policies and standards
- Develop a Violent Threat Risk Assessment (VTRA) protocol and team
- 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
- Report emergencies, disasters, and critical incidents to the Ministry promptly
- Follow procedures as outlined in this document as the designated lead for the following:
    - Facility Leader / Incident Commander
    - Communications
    - Parent Communications (in conj. w/ Principal)
    - Media (in conj. w/ Principal)
    - Lockdown Procedure

Business Administrator

- In conjunction with Administrative Coordinator, conduct lockdown drills twice per year, fire drills 6 times per year, and earthquake drills 3 times per year.
- Ensure that the annual and monthly fire safety regulations are met, including: preparing the building for annual fire inspections (fire alarms check, fire extinguisher and emergency light inspections).
- Follow procedures as outlined in this document as the designated lead for the following:
    - Structural/Other Hazards assessment
    - Utilities & Damage Assessment Team
    - Gas Leak Procedures
    - Power Outage co-lead (in conj. w/ Administrative Coordinator)
    - Sanitation Procedures

Administrative Coordinator

- In conjunction with Business Administrator, conduct lockdown drills twice per year, fire drills 6 times per year, and earthquake drills 3 times per year.
- Schedule and record all drills on the SWS Drill Record xls.
- Maintain records and documentation of emergency training, exercises and maintenance of supplies and equipment.
- Establish agreements with re-location sites and essential vendors/suppliers
- Follow procedures as outlined in this document as the designated lead for the following:
    - First Responders
    - Parent Communications (in conj. w/ Principal)
    - Evacuation relocation
    - Media (in conj. w/ Principal)
    - Power Outage co-lead (in conj. w/ Administrative Coordinator)

All Staff

- Develop and maintain personal emergency plan and preparedness
- Participate, review and assist in the development of the SWS emergency plans and procedures
- Attend and participate in emergency training and exercises
- Ensure the supervision of children until they are released to parents or designated alternates
- All full time teachers will have up to date first aid training

Duty of Care: in loco parentis

The legal concept of “in loco parentis” stipulates that educators are expected to use the same standard of care towards their students – both within the school and on school-sponsored field trips – as a prudent or careful parent would in the same circumstances. In addition, teachers are expected to exercise special skills, abilities, or experience during certain school activities, even though the ordinary, careful parent might not be in a position to do so. Examples of the special standard of care expected of teachers occur during classes in a science lab, workshop, gymnasium, or “outdoor school.”

In an emergency, educators must ensure that students are cared for until they can be safely reunited with their parents or transferred to an appropriate medical or protective facility.

Safety Trumps Privacy

Because teachers are in a unique position of responsibility towards their students, BC’s privacy laws allow disclosure to next of kin, school officials, and health care providers of information that would normally be protected if it affects the health or safety of a student or students. Teachers and school administrators are allowed the flexibility needed to deal with discipline problems in school, and to perform searches and seizures of prohibited items such as drugs or firearms if deemed necessary. As with all legal matters, legal advice should be sought.

Parents

- Review or be familiar with the SWS Emergency Plan and procedures
- Maintain child’s records, including the family out-of-area contact, emergency contacts and permissions and designated alternates for pick-up.

STAFF ASSIGNMENTS

Facility Leader/Incident Commander	
The leader is responsible for directing site emergency response activities, including oversight of the other disaster response teams.	
Team Leader	Christine Martin
Alternate Leader	Harriet Haines
Team Members	All teachers & program leaders on site
Assembly Point	Red/Black top
Responsibilities	Direct and coordinate emergency response activities Determine the need for and request outside assistance Interact with and assist first responders with requests for information and access to facility Collect, analyze and report information on facility damage, injuries and other response issues Responsible for the safety of staff and children Report incidents to the Ministry
Supplies and Equipment	❑ Cell phone ❑ Copy of Emergency Plan ❑ Facility keys
Recommended Skills and Qualifications	Proven leadership and organizational skills Good communications skills
Forms	Children's Emergency Information, Paper copies. Each teacher has the emergency forms in hard copy in their first aid kits.
Specific Training	Needs to be thoroughly trained in the facility's emergency plan and procedures Knows the roles and responsibilities of all response teams

Utilities & Damage Assessment Team	
This team is responsible for surveying the building/site to determine the impact to utilities and the building. To ensure the safety of this team, staff should work in pairs.	
Team Leader	Ana Markevich
Alternate Leader	Harriet Haines
Team Members	All teachers & program leaders on site
Assembly Point	Red/BlackTop
Responsibilities	1. Survey the building and site for damage. 2. Inspect utilities to determine damage or need to turn off. 3. Provide this information to the facility leader/incident commander 4. Collect and report information on facility damage and issues with utilities to facility leader/incident commander 5. Set up sanitation facilities as required. 6. Secure the facility to prevent re-entry where damage has occurred or if re-locating. 7. Has key to emergency supplies trunk
Supplies and Equipment	❑ Shovel and gloves and tarps ❑ Facility keys ❑ Cell phones ❑ Copy of Emergency Plan
Recommended Skills and Qualifications	Knowledge of the facility and how to manage utilities.
Forms	
Specific Training	Needs to be thoroughly trained in the facility's emergency plan and procedures Utilities operations and building damage assessment.

COMMUNICATIONS PLAN

Role	Responsibilities
Communications Lead Christine Martin Alternate: Harriet Haines	Ensure communications plan is carried out: Prioritize and direct communications with first responders (fire, ambulance, police) Direct communication to the parents: when, what, how Consult authorities on legal matters Personally report any major incidents to government authorities Contact Board of directors Work with Marketing Communications Lead to establish external communications plan for media enquiries
First responders designate Harriet Haines	Communicate with first responders until transfer of command takes place
Parent Communication designate Christine Martin, Harriet Haines, Andrea Tate	Direct SMS, email and voicemail communications to parents, SWS facebook page, initiate parent phone trees
Evacuation locations designate Harriet Haines	Contact evacuation locations in the event of evacuation.
Media Designate Christine Martin, Harriet Haines, Andrea Tate	Develop media response: What and when to release information Respond to media enquiries

EMERGENCY COMMUNICATIONS DIRECTORY

Agency	Phone	Email
Fire, Police, Ambulance	911	
Fire	604-898-9666	
Police	604-892-6100	
Poison Control	1-800-567-8911	
Medical Health Officer	604-892-2293	
Ministry of Education	1-800-663-7867	
VCH Licensing Local Office	604-815-6852	
Kristin Burris - VCH	604-892-2327	kristin.burris1@vch.ca
Terasen Gas	1-800-663-9911	
Pipeline Plumbing & Heating (Dan Lukyn)	604-848-5897	dan@pipelinebc.ca
BC Hydro	1-888-224-9376	
Alta Lake Electric	604-892-5331 24/7 emergency: 604-213-1077	info@altalakeelectric.com
Westland Insurance Policy: CBC 1923556 15 (Client #61630772) Effective: Sept 15, 2023 Expiry: Sept 15, 2024	Jeannie Wiens direct: 778-545-2189 cell: 604-317-8786	jwiens@westlandinsurance.ca

Relocation Sites				
Name	Phone	Address	Email	Added / Reconfirmed
#1- Sarah & Paul Verrall	778-863-9773 (Sarah) 604-839-4447 (Paul)	2223 Crumpit Woods Drive	sarahturyk@hotmail.com; pverrall@hemlock.com	*Sept 19, 2026*
#2 - Jennifer Demard & Brody Hopkins	604-907-0508 (Jennifer) 604-655-0507 (Brody)	40053 Plateau Drive	jendemard@yahoo.fr;; jennifer@squamishwaldorf.com; brodyhopkins@hotmail.com	*Sept 19, 2026*
#3 - Georgia Johnson & Andrés Acevedo	604-218-7992 (Georgia) 647-215-2641 (Andrés)	38124 Guilford Drive	georgiajohnson@me.com; georgia@squamishwaldorf.com; aaceved8@gmail.com	*Sept 19, 2026*
#4- Jessica Palmer	604-999-6970 (Jessica)	1065 northridge drive	hi@jesspalmer.ca	*Nov 2022* *Feb 21, 2022 Emailed Sept 19*
#5 – Lauren Greenlaw & Mike Takaichi	604-213-0314 (Lauren) 236-982-3153 (Mike)	1075 Northridge Dr.	lauren.greenlaw@gmail.com; m.takaichi@gmail.com	*Sept 19, 2026*

Updated by: September 20, 2026

First Responder Script

Dial 9-911

Tell the Dispatcher:

WHEN: is the incident in progress, or did it happen in the past, and at what time?

WHERE: school name, exact school address, your name and date of birth, specific location of the emergency (i.e. hallway, classroom, gym, cafeteria, etc.). If outside, bordering street information and direction (north, south, east, west) is very helpful.

WHAT: nature of the incident: fight, drugs, unwanted suspicious person, threat, etc. Is the threat/suspect still present? Are there injuries? If so, extent of injuries?

WEAPONS: if weapons are involved, give specifics on the type and quantity.

WHO: name of suspects if known, and victims. Full descriptions of each suspect.

School Address: 38265 Westway Avenue, Squamish, BC
Telephone: 604-898-3287

EMERGENCY STAFF DIRECTORY

Name	Home Phone	Mobile	Email
Alyssa d'Allmen		514-792-9075	alyssa@squamishwaldorf.com
Ana Markevich		604-353-9605	anastassiya@squamishwaldorf.com
Andrea Tate		604-782-4723	andrea@squamishwaldorf.com
Astrid Lackner	604-898-1338	778-266-5080	astrid@squamishwaldorf.com
Begoña Cid	604-567-3883	604-848-5328	bego@squamishwaldorf.com
Christine Martin	604-898-1825	604-815-3945	christine@squamishwaldorf.com
Deanna Ambrose		778-222-2474	deanna@squamihswaldorf.com
Ella Gamblin		604-910-0446	ella@squamishwaldorf.com
Georgia Johnson		604-218-7992	georgia@squamishwaldorf.com
Harriet Haines		403-760-1139	info@squamishwaldorf.com harriet@squamishwaldorf.com
Jennifer Demard		604-907-0508	jennifer@squamishwaldorf.com
Katherine Fawcett		604-966-8888	katherine@squamishwaldorf.com
Koeun Buck		604-213-5225	koeun@squamishwaldorf.com
Lucy Brierly		+1 672-389-2984	lucy@squamishwaldorf.com
Nicola O'Brien		778-970-0940	nicola@squamishwladorf.com
Julia Pitcher		+1 438-837-3998	julia@squamishwaldorf.com
Pilar Lascar		778-266-3900	pilar@squamishwaldorf.com
Sibylle Wuethrich		604-815-3155	sibylle@squamishwaldorf.com
Vanessa Duong		780-999-3828	vanessa@squamishwaldorf.com finance@squamishwaldorf.com
Will Lamb		604-231-8080	will@squamishwaldorf.com
Updated by: Harriet Haines Sept 19, 2026			

FIRE PROCEDURE - 6x drills per year (K-8); 1x per month (preK)

- The inbuilt fire alarm will sound and/or a handheld bell is rung (the bell is only used for fires or drills).
- The teacher brings first aid kit & emergency contacts packs, and guides their class outside via the closest safe exit to line up quietly on the black top.
- For preschool & kindergarten, the whistle and rope are kept by the fire extinguisher in the kindergarten, out of the reach of the children. The procedure is taught to the children through story.
- Once lined up on the black top, the teacher takes attendance to ensure all students are present.
- The Administrative Coordinator and the Business Administrator quickly check bathrooms, hallways, and classrooms for any children left behind. The Administrative Coordinator closes the fire separation doors in the upstairs hallway. The Administrative Coordinator & Business Administrator will exit the building to join everyone on the black top, taking with them their cell phones, 1 emergency contact pack and 1 first aid kit.
- The Administrative Coordinator confirms with the teachers that all the students are present. If a student is unaccounted for, teachers will inform administration. The missing child procedure will be followed. Real fire: The Administrative Coordinator or Business Administrator calls 911.
- Drill: Teachers and children will not re-enter the building until dismissed by the Administrative Coordinator. Real fire: Teachers and children will not re-enter the building until a fire department deems it safe.
- After the fire drill is complete, the secretary will test all the emergency lights. The Administrative Coordinator will record notes about the emergency lights and drill on the SWS Drill Record.

If a child or adult's clothes catch on fire, the person (child) should stop where they are (do not run), drop immediately to the ground and cover their face with their hands. When on the ground roll over and over until the flames are smothered.

<u>Staff should:</u>

- Study the exit diagrams for the building.
- Be sure they know two ways out of every building, so that they can escape if one way is blocked.
- Know the location of the nearest fire alarms and fire extinguishers and how to use them.

EARTHQUAKE PROCEDURE - 3x drills per year

If inside the building:

As the building is a masonry building which has not had a seismic refit, it has been determined that exiting the building is best practice in case of an earthquake.

- During an earthquake, the teacher will evacuate students via the nearest exit.
- Move out of dangerous areas into safer places (as see below).
- Drill: Teachers muster students onto black top to line up and take attendance. The BA & AC do a building check to establish the all clear. The AC confirms everyone is present with the teachers before dismissing classes back inside.

If outside the building:

- Stay outside and move to a clear space away from buildings and wires that could fall.
- Avoid areas where you may be hit by falling debris – sidewalks next to tall buildings are particularly dangerous.
- Protect head and face. Remain in a protected place until the shaking stops. Anticipate aftershocks – they may occur soon after the first quake.
- Remain calm and calm the children. As far as possible, be aware of all the children at all times.
- In case of evacuation, small children would be driven; older ones would walk to higher ground.
- The Business Administrator is responsible for ensuring that the gas is shut off. The Administrative Coordinator will do this if the Business Administrator is not present. The gas valve is located in the garden shed by the accessible ramp. There is a wrench attached to the pipe.

<u>After the earthquake:</u>

- Check yourself and children for injuries – administer first aid quickly and carefully. Administration will designate additional first aid attendants as needed.
- Calm the children and ensure all are accounted for
- Check the room for structural damage and other hazards
- Place a HELP sign in the windows if you need extra assistance.
- Don’t flush toilets if you suspect nearby sewer lines are broken.
- Don’t use the telephone, except in an extreme (life-threatening) emergency.

An earthquake kit is kept in the box outside with the following supplies:

- First aid kit and instruction booklet
- Shelter – a plastic tarp, blankets, or even some large garbage bags

- Water – enough to last 3 days. 2 litres per child
- Food – keep a supply of non-perishable food handy, such as canned and dehydrated food
- Flash light and spare batteries
- Gloves
- Wrench/Pliers
- Emergency contact information for all children

Kindergarten and preschool children should have the following items at school:

- Plastic bag with BC health card number, name, parent's signature
- Child's comfort item – i.e. stuffed animal
- Photograph of the child with the parents and siblings
- A special treat - non-perishable i.e. fruit bar

Staff should:

- Know the safe and dangerous places in the classroom. Safe areas are outside away from trees and buildings, under heavy tables or desks, inside hallways, corners of the room and archways. Dangerous areas are near windows or mirrors; under any objects that can fall, where the stove, refrigerator or contents of cupboards may move violently; doorways, because the shaking may slam the door on you.
- Study the exit diagrams for the building.

LOCKDOWN PROCEDURE

Assigned to/Lead: Christine Martin. Alternate: Harriet Haines	
	Call 911 as soon as possible
	Communicate with staff to initiate lockdown procedures
	Gather children and staff inside, preferably in an interior room away from the intruder with access to telephone and other communications (turn phones on quiet or vibrate)
	Keep everyone away from windows and doors. Choose an inner wall.
	Close, lock and cover all windows and doors. Barricade doors if possible.
	Speak as calmly as possible around the children. Provide quiet activities to help keep children focused and quiet
	Remain indoors until you receive further instruction from emergency personnel/the police

GENERAL RESPONSE PROCEDURES

To follow after the immediate threat of an earthquake or other emergency:	
	Protect yourself – wear sturdy shoes, gloves and other protective gear, as needed
	Check for immediate hazards – fire, flooding, chemical spills
	Account for all staff & children
	Determine if evacuation or shelter-in-place is required
	Check for injuries & provide first aid
	Inspect for and respond to a disruption to utilities – gas, hydro, water and sewer lines
	Conduct an assessment of damage to your building
	Establish communications – listen to radio for local updates, check phone lines, if the phone is off the hook hang it up
	Notify Ministry of education and VCH Licensing of a service delivery problem within 24 hours of isolated incidents

EVACUATION LOCATIONS

Evacuation Assembly Point An area outside the facility that is designated for assembly of adults, children and visitors.	Black Top
Secondary Assembly Point An area outside the facility that is designated for assembly of adults, children and visitors	Parking lot - Valleycliffe mall complex next door
Relocation Sites	Network of Homes in Smoke Bluffs & Crumpit Woods - see Emergency Communications Directory

EVACUATION PROCEDURES

Building Evacuation	
	Make a quick assessment of the situation
	Evaluate the evacuation route to ensure a safe and clear route
	Give instructions to evacuate and to meet at the assembly point
	Assemble children in pairs with an adult leading and another following through evacuation
	Take emergency supplies in grab & go kit, medication, key documentation including the current record of attendance/sign-in sheet
	Account for all staff, volunteers and children, take attendance
	Evaluate the situation with the help of first responders (police, fire and ambulance) prior to re-entry
	Keep parents informed
Site Evacuation	
If further evacuation is required or you are unable to re-enter your facility:	
	Determine host facility based on situation, hazard and weather
	Contact host facility with estimated arrival time of children and staff. (You may need to send a runner to pre-determine if route and facility are safe to occupy)
	Secure your facility if possible, shutting off utilities as required
	Transport all necessary medications, supplies, signs, emergency contacts, record of attendance/sign-in sheet
	Take attendance again once you arrive at the relocation site
	Notify families of evacuation and host facility information using emergency phone numbers, pre-recorded message on voicemail and posting signage on the door of your facility
	Make arrangements for support of children at the host facility until reunited with families or return to the evacuated centre.

FIELD TRIP EMERGENCY PROCEDURES

Assigned to/Lead: Designated field trip lead (Teacher position)	
	Designate someone to call 911
	Contact the school leadership, who will initiate emergency communications plan, and assist in coordinating general response.
	Ensure safety and supervision of children. Relocate if in a dangerous area. Strive to maintain calm and order. Assume duty of care.
	Ensure safe release of children to authorized persons.

GAS LEAK PROCEDURES

Assigned to/Lead: Vanessa Duong	
If you do not detect the rotten egg smell, hear the hissing of escaping gas or see a broken gas line, consider leaving the gas on.	
If a gas odour or sound of escaping gas is detected:	
	Don't smoke, light matches, operate electrical switches, use either cell or telephones, or create any other source of ignition.
	Immediately evacuate staff and children to the assembly point (following evacuation procedures and routes)
	Leave doors open and any windows that may already be open
	Turn off the gas at the meter located outside your home or facility
	Turn the shut-off valve ¼ turn
	Gas is off when the valve is perpendicular to the pipe
	Do not turn the gas back on, only a certified gas technician can do it safely.
	Call 911 or the Terasen Gas 24 hour emergency line at 1-800-663-9911

POWER OUTAGE POWER OUTAGE PROCEDURES

Assigned to/Lead: Harriet Haines & Vanessa Duong	
Check the neighbour's power. If the power outage is limited to your home or facility:	
	Check the circuit breaker panel or fuse box
	To turn off the power at the breaker, turn your face away from the panel. Start by turning off the individual breakers then the main switch.
If the power is out in the surrounding area:	
	Turn down thermostats and disconnect all electrical heaters and appliances to reduce the initial demand when the power is reconnected
	Unplug computers, DVD players, TV's, microwaves to protect against possible surges when the power is restored
	Turn off all lights except one, which will alert you when the power has been restored
	Keep the doors of your refrigerator and freezer shut as much as possible to maintain the cold temperature
	Once the power is restored, turn on only the most essential appliances and wait 30 minutes before reconnecting others
	To report an outage or downed power lines call BC Hydro 1.888.POWERON (1 888 769 3766)

SANITATION PROCEDURES

Assigned to/Lead: Vanessa Duong	
Following a major earthquake, assume that sewer lines have been damaged:	
	Ensure sewer lines are intact
	If not, do not allow the toilet to flush
	Use sanitation kit (located in earthquake kit)

	Dispose of waste wisely – Separate liquid and solid waste
	Disinfect solid waste – use gloves and powdered hydrated lime
	Store solid waste in industrial pail with tight fitting lid

FACILITY MAP – Lower level

254a	Fire and Exit Plan - Ground Floor

FACILITY MAP – Upper level

254b	Fire and Exit Plan - Upper Floor Classroom D

III. Recovery and Resumption of Operations

Following an incident or near miss, the Principal will assemble a team consisting of at least Board director, Business Administrator, designated faculty member(s), Administrative Coordinator and any other members from inside or outside the school as deemed appropriate. This team will be responsible for the planning towards resuming operations. Once operations are resumed the team will review the incident for outstanding issues and lessons learned, incorporating them into the emergency response procedures.

MENTAL HEALTH CHECKLIST

This checklist provided by FEMA can assist parents, teachers and child care providers in determining if a child is in need of professional counselling following a disaster or traumatic event.

Add up the pluses and minuses to obtain a final score. If the child scores more than 35, it is suggested you seek a mental health consultation.

Note: Preoccupation with death, unusual accident proneness or suicidal threats are reasons for immediate consultations. It is also recommended that any child who has been seriously injured or who has lost a parent, sibling or caregiver by death, have a psychological evaluation and/or therapy.

Question	If yes,	Score
Has the child experienced more than one major stress within a year of this disaster, such as a death in the family, molestation, a major physical illness or divorce?	+5	
Does the child have a network of supportive, caring persons who continue to relate to him daily?	-10	
Has the child had to move out of his house because of the disaster?	+5	
Was there reliable housing within one week of the earthquake with resumption of the usual household members living together?	-10	
Is the child showing severe disobedience or delinquency?	+5	
Is the child showing any of the following as new behaviours for more than three weeks after the disaster?		
Nightly states of terror	+5	
Waking from dreams confused or in a sweat	+5	
Difficulty concentrating	+5	
Extreme irritability	+5	
Loss of previous achievements in toilet or speech	+5	
Onset of stuttering or lisping	+5	
Persistent severe anxiety or phobias	+5	

Obstinacy	+5	
New or exaggerated fears	+5	

Rituals or compulsions	+5	
Severe clinging to adults	+5	
Inability to fall asleep or stay asleep	+5	
Startling at any reminder of the disaster	+5	
Loss of ambition for the future	+5	
Loss of pleasure in usual activities	+5	
Loss of curiosity	+5	
Persistent sadness or crying	+5	
Persistent headaches or stomach aches	+5	
Hypochondria	+5	
Has anyone in the child's immediate family been killed or severely injured in the disaster (including severe injury to the child)?	+15	
	TOTAL	

CRITICAL EQUIPMENT & INFORMATION

Critical Equipment/ Information	Action
Student files & master contacts list	Files stored electronically on Google Drive. Printed copy of master contact list upstairs in office and inside emergency contacts pack in emergency box outside.
Emergency contacts packs	Each class teacher keeps their own and brings outside during drills / in the event of an emergency. Subject teachers know its location in the event that

	they are with the class. Spare kept in office - bottom drawer of brown filing cabinet. 1x emergency contacts pack sealed in emergency box outside.
First aid kits	Each class teacher keeps their own and brings outside during drills / in the event of an emergency. Subject teachers know its location in the event that they are with the class. Spare kept in office - first aid cabinet.
Class lists	Each class teacher keeps their own and brings outside during drills / in the event of an emergency. Subject teachers know its location in the event that they are with the class. Spare master contact list kept in office - on wall.

II. TRAINING, EXERCISE & TESTING RECORD

Date	Type	Objective	Participants	Changes Required	Assigned to
11/20/20	Orientation	Training and overview	faculty/staff		Janet Jewell
09/16/2022	Orientation	Training and overview; assigned task to update plan and check supplies	faculty/staff		Christine Martin
Aug 28, 2023	Orientation	Training and overview	faculty/staff		Christine Martin
Aug 26, 2024	Orientation	Training and overview	faculty/staff		Christine Martin
Aug 25, 2026	Orientation	Training and overview	faculty/staff		Christine Martin
Aug 31, 2026	Orientation	Training and overview	faculty/staff		Christine Martin