

Developed for the Department of Emergency Management through the support of the Caribbean Disaster Emergency Management Agency (CDEMA) under the CARICOM/BRAZIL/FAO Cooperation Programme

BARBADOS SCHOOLS' MODEL EMERGENCY OPERATIONS PLAN

Multi-Hazard Emergency Planning for Schools

2015

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SIGNATORY PAGE

This school emergency operations plan has been completed and approved through the collaboration of efforts in the school community, including:

Principal

Chief Education Officer

Chairman - Board of Management

Commissioner of Police

Chief Fire Officer

Chief Medical Officer

School Emergency Coordinator

Guidance Counsellor

Department of Emergency Management

STATUTORY AUTHORITY OF SCHOOLS' EMERGENCY PLAN
Emergency Management Act Barbados. Cap 160A

LIST OF ACRONYMS

BFS	Barbados Fire Service
COOP	Continuity of Operations
DEM	Department of Emergency Management
EOP	Emergency Operations Plan
RBPF	Royal Barbados Police Force

SECTION 1 INTRODUCTION

The Schools' Model Emergency Operations Plan is designed to guide school administrators and staff on the appropriate actions to take when an emergency occurs on the school compound. This document should be modified to meet the specific needs of individual schools. It is therefore the responsibility of the Principal of each school to adapt this plan and make it specific to their respective schools. The Principal should also ensure that copies of the plan are circulated as follows:

- Ministry of Education
- Department of Emergency Management
- All Staff Rooms/Points
- Student Notice Boards (in point form)/School Library

1.1 PURPOSE OF THE PLAN

The purpose of the Model Schools' Emergency Operations Plan (EOP) is to provide clear guidelines for the identification of and response to emergency incidents which are likely to occur within a school environment. It also outlines the specific responsibilities and duties of individuals including members of staff, students, parents, persons who live and work in the surrounding community, during and after an emergency situation. Developing, implementing, maintaining, and practicing the EOP provides staff and students with the necessary tools to respond quickly and appropriately during an emergency. This plan assures all interested persons that the school has established guidelines and procedures to respond to incidents/hazards in an effective manner.

The guidelines and procedures to be followed when addressing existing and potential student and school incidents are outlined in the plan below. The plan outlines procedures to follow to mitigate, prevent, prepare for, respond to, and recover from incidents.

1.2 SCOPE OF THE PLAN

The EOP outlines the expectations of all staff/faculty. It gives specific guidance about roles and responsibilities during an emergency, offers information on evacuation routes and control systems as well as internal and external communications plans. It also offers information about training and sustainability plans.

The Plan addresses a range of events and hazards including:

- Meteorological Hazards e.g. Floods and other severe weather
- Geological Hazards e.g. earthquakes, tsunamis
- Fires
- Chemical or hazardous material spills
- Bomb threats
- Medical emergencies

1.3 DEFINITIONS

1.31 Disaster

A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources but excluding events caused by war or military confrontation.

1.32 Emergency

An emergency is a threatening condition that requires urgent action.

1.33 Emergency Management

The organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.

Emergency management involves plans and institutional arrangements to engage and guide the efforts of government, non-government, voluntary and private agencies in comprehensive and coordinated ways to respond to the entire spectrum of emergency needs. The expression “disaster management” is sometimes used instead of emergency management. (2009 UNISDR Terminology on Disaster Risk reduction)

1.34 Hazard

A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

1.35 Incident

An occurrence or event that interrupts normal procedure or precipitates an emergency. This may be an occurrence which is – natural, technological, or human-caused – that requires a response to protect life or property.

1.36 Mitigation

This is the action to be taken by schools to reduce or limit risk to life and property as a result of the adverse impacts of hazards or related disasters.

1.37 Preparedness

The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. (2009 UNISDR Terminology on Disaster Risk reduction)

1.38 School Incident Commander

The School Incident Commander is responsible for establishing an Incident Command Post (ICP). He/she is to provide an assessment of the situation and identify resources required for the successful management of all incidents. The Incident Commander's responsibilities include:

- Assuming overall responsibility of all incident management activities as stated in the school's EOP.
- Implementing all measures to ensure the safety of students, staff and other individuals.
- Determining whether to implement incident management protocols established in the School EOP for example *Evacuation, Shelter in Place* etc.
- Arranging for transfer of students, staff and other individuals when safety is threatened by a disaster.
- Working with and ensuring communication with emergency services personnel.
- Keeping the Principal and other officials informed of the situation at all times.
- Ensuring the proper transfer of command when/if a more qualified Incident Commander arrives on scene.

SECTION 2 ASSUMPTIONS AND LIMITATIONS

Planning Assumptions allow for deviation from the plan in the event that some assumptions prove not to be true during operations. The following are standard assumptions.

- i. The school community will be exposed and subject to hazards and incidents from time to time.
- ii. There is no telling when or where a major disaster will occur, one could occur at any time and at any place. While it may be possible at times to activate warning systems, some emergency situations occur with little or no warning.
- iii. A single site incident (e.g., fire, gas main breakage) could occur at any time without warning. In such situations, school emergency systems should be activated without delay to save lives and protect school property. Emergency agencies may be activated as action is being taken by the schools emergency team.
- iv. Following a major or catastrophic incident, the school may have to rely on its own resources and be self-sustaining until assistance can be provided.
- v. Rapid and appropriate action during an emergency will reduce the number of serious injuries to staff and students.
- vi. Initial incident response by the schools' personnel is essential until the arrival of emergency services.
- vii. Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire and safety inspections, drills and table top exercises, will prevent or reduce incident - related losses. Emergency plans should also be maintained.
- viii. Every reasonable effort will be made by the school authorities to manage any emergency that may arise with the resources and information available at the time of occurrence.
- ix. Where warranted the national emergency management system will be activated

SECTION 3 THE BASIC EMERGENCY RESPONSE PROCESS

While every incident is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:

1. Know Your School's Compound

Assess potential hazards on and around the school compound. Conduct regular safety audits of the physical plant. Be sure to include driveways, parking lots, playgrounds, outside structures, and fencing. A safety audit should be part of normal operations. This information should feed into mitigation planning.

2. Know Your School's Community

Mitigation requires assessment of local threats. This includes the identification and assessment of the probability of natural disasters (tsunamis, hurricanes, floods) and industrial and chemical accidents. Identify major transportation routes and electrical installations. For example, is the school on a flight path or near an airport? Is it near an oil storage facility?

3. Involve local and school leaders, among others

Given that mitigation/prevention are community activities, leadership and support of mitigation and prevention activities are necessary to ensure that the right agencies are involved in planning. Schools will have several challenges if communities are not supportive of their mitigation efforts.

4. Establish clear lines of communication

Mitigation and prevention planning requires the involvement of emergency agencies and Parents.

3.1 SCHOOL POPULATION

School A's current enrolment is approximately **X**. These students are supported by a committed staff and faculty consisting of:

- 1 Principal
- 1 Deputy Principal
- X** Teachers
- X** Office Staff
- X** Canteen Staff
- X** Ancillary Staff

A master schedule of where classes, form levels, and staff are located during the day is available in the main office.

3.2 SPECIAL NEEDS POPULATION

School A is committed to the safe evacuation of students and staff during specific emergencies.

Schools with a special needs population should include provisions for students/staff with:

- a. Blindness or visual disabilities
- b. Cognitive or emotional disabilities
- c. Deafness or hearing loss
- d. Mobility/physical disabilities (permanent and temporary)
- e. Medically fragile health (including asthma and severe allergies).

SECTION 4 CONCEPT OF OPERATION

The School EOP is designed to provide information necessary for school administrators to act effectively and make sound and timely decisions to prevent harm, protect lives and property, mitigate damages, restore order and aid recovery.

This Emergency Plan was developed based on several threats which may impact the school. Incident mitigation will require personnel and equipment resources to ensure its success. To this end the same personnel and equipment used on a daily basis will require redirecting during an emergency.

In addition, the incident may require coordinated operations with other agencies. To achieve success all efforts must be well coordinated. It is important to understand that on arrival of the emergency services the school's responsibility to manage the incident may change.

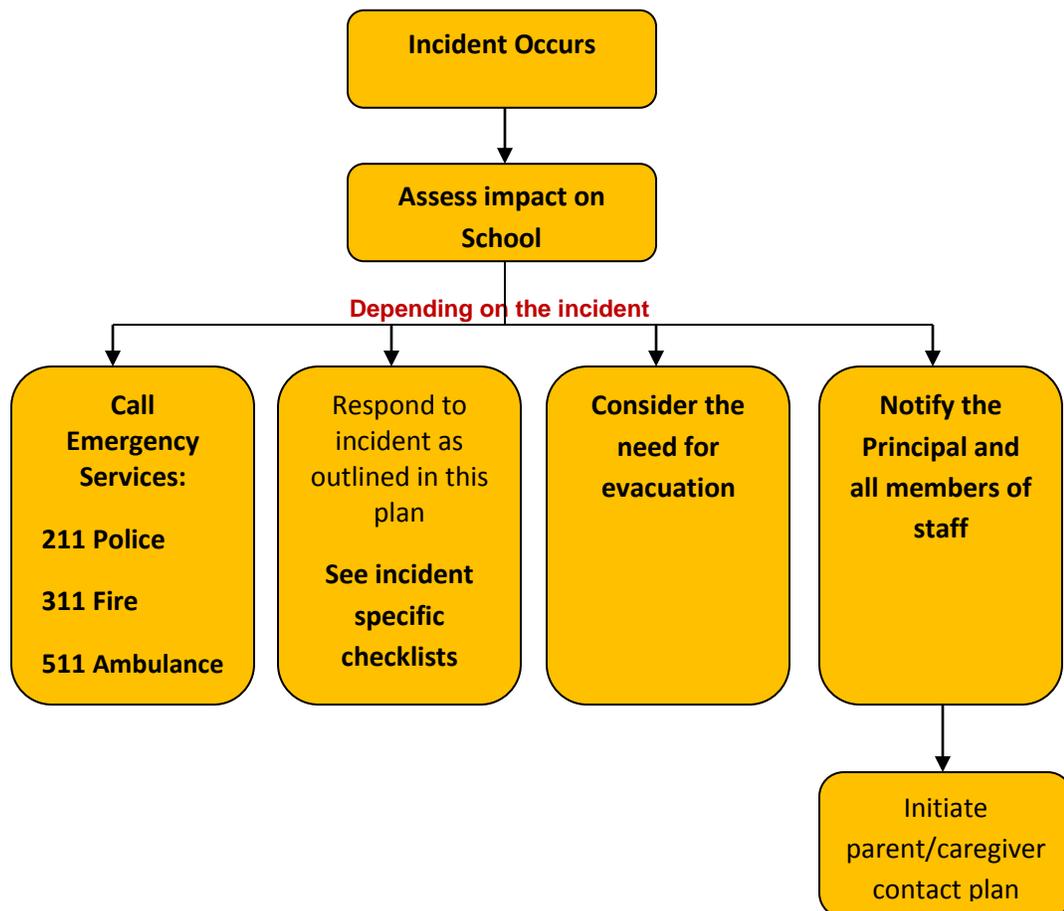
It is critical for school administration officials and other stakeholders to prepare in advance of an incident to develop a working relationship and understanding of how the school's initial response would transition into the overall response to a critical incident at the school.

4.1 INITIAL RESPONSE AND IMPLEMENTATION OF A SCHOOL INCIDENT COMMAND SYSTEM (ICS)

In a major emergency or disaster, **School A** may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. School personnel are usually first on the scene of an incident in a school setting. School officials and staff are expected therefore, to take charge and manage the incident until it is resolved or command is transferred to someone more qualified, usually an emergency responder agency with legal authority to assume responsibility.

It is the responsibility of the Principal or his/her designee to take responsibility for activating the school's EOP until emergency responders arrive on the scene. On arrival of such qualified personnel the School Incident Commander should transition command to that Incident Commander and move to serving within the incident command structure.

Figure 1 below: The Basic Emergency Response Process



SECTION 5 ORGANISATION, DUTIES AND RESPONSIBILITIES

Following are a set of tasks and responsibilities essential to effective emergency management:

- i. A list of tasks to be performed by position and organisation.
- ii. An overview of who does what.

In the event that the Principal and/or Deputy Principal are unavailable or unable to manage all aspects associated with an incident without assistance, other members of staff may be assigned to perform various essential roles.

5.11 The Principal

The Principal or a suitable designate will function as the School Incident Commander. In all circumstances the Principal retains the overall responsibility for the safety of students and staff. He/She may however delegate certain duties to manage the incident. This will allow the Principal to focus on policy-level activities and interfacing with other agencies and parents.

The duties of the Principal will include but are not limited to:

- Activation of alarm systems (**e.g. electric bell, public address system, intercom**) as well as alternative alarm systems in the event of a power failure (**e.g. manual bell, portable loud speaker**) and appropriate procedures for all emergencies.
- Arrange for the evacuation/relocation or sheltering in place of students and staff when their safety is threatened.
- Issue instructions to staff indicating if students are to assemble in pre-selected safe area(s) within the school (**e.g. assembly point(s)**).
- Schedule required fire drills and evacuation exercises and keep appropriate records in a central location.
- Use discretionary judgment in emergencies which do not permit execution of pre-arranged plans (**e.g. major earthquakes**).

- ☑ Inform the Ministry of Education (**Chief Education Officer**), the Royal Barbados Police Force, and the Department of Emergency Management of **ALL** emergency actions taken as soon as possible.
- ☑ Post directions for emergency routes in all classrooms, laboratories, common areas including the school hall , etc.
- ☑ Ensure that fully stocked First Aid Kits are stationed at the Home Economics room, Metal Work/Wood Work room, Staff Room(s) and Senior Teachers' office (where applicable).
- ☑ Ensure that fully functioning fire extinguishers and/or fire hoses are stationed at the Home Economics room, Metal Work/Wood Work room, Staff Room(s) and Senior Teachers' office and Canteen (where applicable).
- ☑ Arrange with relevant agencies including the Barbados Fire Service and any reputable first aid organisation for training in fire safety and basic First Aid for members of staff.
- ☑ Arrange for a holding area for members of the media when they arrive for information.

5.12 **The Deputy Principal**

The Deputy Principal may be responsible for confirming the number of students, staff and visitors on location and assist with the emergency management.

5.13 **Senior Teachers/Department Heads**

Senior Teachers are to ensure that they take charge of their year group and record the total number of students present, make note of any inconsistencies and submit them to the Deputy Principal. Assistance should be given by available Heads of Departments.

5.14 **Teachers**

Form/Subject Teachers are to ensure that students line up by **class/ form** in year groups under their supervision. They will then record the total number of students present, make note of any inconsistencies then submit this to their Senior Teacher. Form teachers will supervise their respective forms until the all clear is given.

During all emergencies **Teachers** shall be responsible for the supervision of students and shall remain with students until directed otherwise. Their responsibilities include, but are not limited to:

- ☑ Noting and supervising students under their charge.
- ☑ Taking steps to ensure the safety of students, staff and other associated individuals.
- ☑ Directing students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification or intercom orders according to the school's incident management procedures.
- ☑ Taking attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- ☑ Reporting missing students to the Incident Commander.
- ☑ Following instructions and carrying out tasks as directed by the Incident Commander.
- ☑ Obtaining first-aid services for injured students from persons trained in first-aid.
- ☑ Non-contact teachers (i.e. those who are not assigned to a class and are free) must ensure that no students remain behind in the classrooms, laboratories or toilets once the evacuation order is given.
- ☑ Direct students in need of first aid to the designated first aid area (under supervision) for treatment.

5.15 Ancillary Staff

The responsibilities of Ancillary Staff shall include:

- ☑ Surveying and reporting damage to buildings or school property.
- ☑ Controlling main shut-off valves for gas, water and electricity and ensuring that no hazard results from broken or downed lines as safety permits.
- ☑ Providing damage control as needed.
- ☑ Assisting in the conservation, use and disbursement of supplies and equipment.
- ☑ Keeping the Incident Commander informed of school conditions.
- ☑ Act as messengers and carriers when so directed by the Principal.

5.16 School Secretary/Office Staff

During all emergencies the responsibilities of the School Secretary and Office Staff shall include:

- Sounding the alarm on instructions from the Principal.
- Answering phones and assisting in receiving and providing consistent (controlled) information to callers.
- Ensuring the safety of essential school records and documents.
- Executing assignments as directed by the Incident Commander.
- Providing assistance to the Principal.
- Monitoring radio emergency broadcasts.

5.17 Students

The responsibilities of the Students shall include:

- Cooperating with all directions given during emergency drills and exercises and during an incident.
- Taking responsibility for themselves and others whom they can safely assist in an emergency.
- Understanding the importance of not being a bystander by reporting situations of concern observed during a drill or incident.
- Developing an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness and mitigation measures.
- Taking an active part in school incident response/recovery activities, as age appropriate.

5.18 Security Officers

During all emergencies the responsibilities of the Security Officers shall include:

- Ensuring that all exits are unlocked.
- Preventing students from leaving the compound unless specific instructions are given by the Principal.
- Preventing any unauthorized entry onto the compound while the evacuation is activated.
- Directing any emergency service personnel to the respective location.

5.19 Parents/Guardian

The responsibilities of the Parents shall include:

- Encouraging and supporting school safety, and incident preparedness programs within the school.
- Participating in volunteer service projects for promoting school incident preparedness.
- Providing the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practicing incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

REFERENCES

Emergency Management Act Barbados, Cap 160A

<http://www.thefreedictionary.com/incident>.

Central Emergency Relief Organisation Contingency Planning for a School (Skeleton Outline)

School Emergency Preparedness Plan

Tsunami Evacuation Guidelines for Schools in Hawaii

Tsunami Planning Template

Sample School Emergency Operations Plan, FEMA, 2011.

Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101

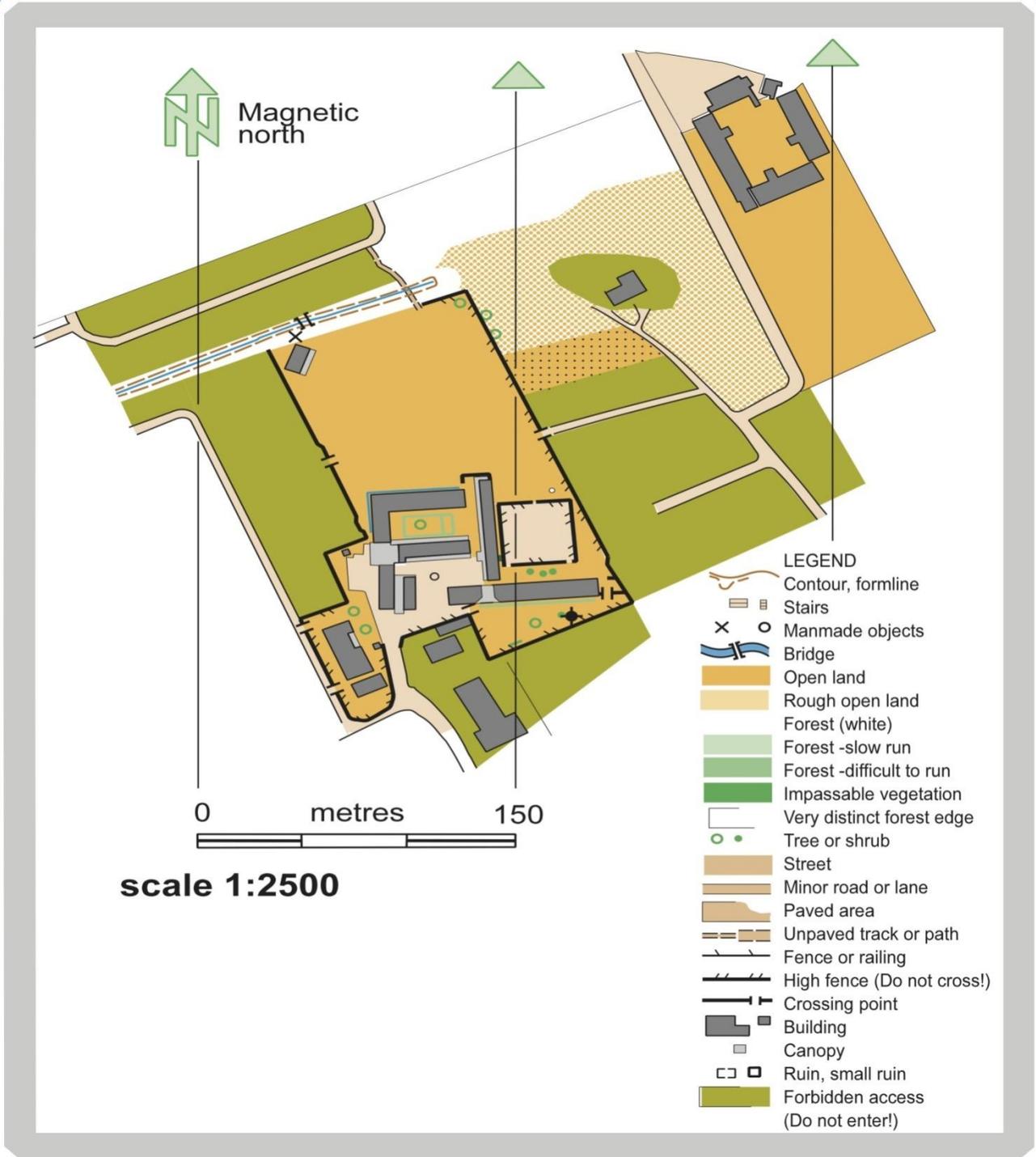
Version 2.0. Developing and Maintaining Emergency Operations Plans. 2010.

Practical Information on Crisis Planning. A Guide for Schools and Communities. 2007. US Department of Education.

School Safety/Emergency Operations Plan Ohio Attorney General School Safety Task Force. 2013.

ANNEXES

ANNEX A - PLAN OF SCHOOL



ANNEX B - SPECIFIC PROCEDURES

Activation and Relocation

The Principal will determine when to activate emergency procedures and/or to relocate operations to an alternate site. Authority for activation may be delegated. The Principal will activate such procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The Ministry of Education will be notified and provided with information and details regarding a relocation of operations.

Alert, Notification, and Implementation Process

The Principal will activate the School EOP whether via telephone, cell phone, text message, unscheduled ringing of the school bell, intercom system, etc. to notify students and school personnel of an emergency and provide situation information, as available. Parents and/or guardians will also be alerted and notified of activation as important information becomes available.

Relocation Sites

The Principal will identify relocation sites to maintain and/or restore operations and essential functions disrupted by an incident. The school should have more than one potential relocation site. One site should be accessed by walking, if appropriate, and other site(s) by transportation services. Sites must have reliable logistical support, services, and infrastructure systems.

ANNEX C - DROP COVER AND HOLD PROCEDURES

Drop, Cover and Hold procedures may be used when an incident for e.g. an earthquake occurs with little or no warning. In such circumstances these actions are observed to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or an earthquake.

RESPONSIBILITIES

Designated staff members, including teachers and ancillary staff, should participate in the development, implementation, and evaluation of this procedure.

PROCEDURES (Indoor)

When indoors, students/staff should:

- Drop to the floor.
- Cover by getting under a sturdy table, desk, or other piece of furniture. If there is no suitable furniture nearby, cover their face and head with their arms.
- Hold on to the table or desk until directed to stop.
- When directed by the Principal/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.

PROCEDURES (Outdoor)

When outdoors, students/staff should:

- Move away from buildings, utility poles, trees etc.
- Drop to the ground.
- Cover their face and head with their arms.
- When directed by the Principal/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.

Moving Vehicle Procedure

When in a moving vehicle, drivers/staff should:

- Stop as quickly as safety permits.
- Instruct all students/staff to stay in the vehicle.
- When it is safe to do so, proceed cautiously or evacuate the vehicle.

ANNEX D - EVACUATION PROCEDURES

Evacuation should take place if it is determined that it is safer outside than inside the building for example in the case of fire, explosion, intruder, hazardous material spill etc, provided that staff, students and visitors can safely reach the evacuation location without danger.

RESPONSIBILITIES

Principal/School Incident Commander

- ☑ Call or designate another to immediately call police, fire and other relevant emergency responders as well as the Chief Education Officer to give notice that the school will be evacuated.
- ☑ Communicate the need to evacuate the building or a specific area of the building to the staff, students and other occupants by activating the alarm. This may be done via fire alarm, a public address system or bullhorn. Make the following announcement:

**YOUR ATTENTION, PLEASE. WE NEED TO EVACUATE
THE BUILDING. TEACHERS ARE TO TAKE THEIR
STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA.
TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A
HEADCOUNT AT THE ASSEMBLY AREA.**

- ☑ Use appropriate evacuation routes based on the location and type of the incident
- ☑ Communicate changes in evacuation routes based on the location and type of the incident.
- ☑ Designate staff with assigned radios and/or cell phones to assist in evacuation procedures.
- ☑ Monitor the situation and provide updates and additional instructions as needed.
- ☑ During inclement weather, consider requesting buses for sheltering students.
- ☑ Communicate when it is safe to re-enter the building or re-occupy a section of the school by bell system, radio transmission, public address system, designated staff, or bull horn.

Teachers/Staff

- Instruct students to exit the building using the designated emergency exit routes or as otherwise directed by the School Incident Commander. Emergency exit routes should be diagrammed on the school floor plan posted near the light switch inside each room.
- Use a secondary route if the primary route is blocked or hazardous. Exit routes (both primary and secondary) will be selected and communicated by the School Incident Commander at the time of the emergency and the evacuation.
- Help those needing special assistance.
- Do not lock classroom doors when leaving.
- Close the door and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit and other emergency supplies with you.
- Check the bathrooms, hallways and other common areas for visitors, staff or students while exiting.
- Go to designated evacuation assembly area (minimum of 50 feet from building is required in fire evacuation and 300 feet from building for bomb threat, chemical spill inside building, or other directed evacuations).
- When outside the building or inside the building evacuation location, check for injuries.
- Account for all students. Immediately report any missing or injured students to the School Incident Commander.
- Wait for additional instructions.

Office Staff

- Take visitor log and student sign out sheet to evacuation assembly area.
- Gather head count information from teachers and inform the School Incident Commander/Principal of any missing students or staff.

ANNEX E – SHELTER IN PLACE PROCEDURES

Shelter in place is the initial physical response to provide a time barrier during an active shooter/intruder event. Shelter in place is not a stand-alone defensive strategy. When sheltering in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

RESPONSIBILITIES

School Incident Commander/Principal

- Make the following announcement using the Public Address system, 2-way radio, telephone, or megaphone:

**YOUR ATTENTION PLEASE. WE ARE EXPERIENCING
AN EMERGENCY SITUATION AND IT IS ADVISED THAT
ALL STAFF, STUDENTS AND VISITORS REMAIN PUT**

- Designate staff to call 211, identify the name and address of the school, describe the emergency, state that the school is now closed, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and students outside to immediately move to the off-site assembly area(s), account for the students and be prepared to move to a relocation site.
- Notify the bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify the Ministry of Education.

Teachers

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Lock your doors.
- Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.

- ☑ Take attendance and be prepared to notify the School Incident Commander of missing students or additional students, staff or guests sheltered in your classroom.
- ☑ Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.
- ☑ Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
- ☑ Do not allow anyone outside of the classroom until the the School Incident Commander gives the "All Clear" signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).

Office Staff

- ☑ Stay by the phones and wait for additional instructions from the Ministry of Education and School Incident Commander.
- ☑ Remotely check status of classrooms via the PA system, telephone, computer, or other method.
- ☑ Assist the School Incident Commander to establish the school command post.

Ancillary Staff

- ☑ Close and lock all delivery doors.
- ☑ Direct any contractors, delivery drivers, vendors or repairmen located inside the building into a safe area and lock the door.

ANNEX F – REVERSE EVACUATION PROCEDURES

Reverse evacuation should occur when conditions are safer inside the building than outside. This will generally include severe weather, community emergencies, gang activity, or a hazardous material release outside of the school building.

RESPONSIBILITIES

Principal/ School Incident Commander

- Order a **reverse evacuation** for students and staff outside to move inside the building. Use the public address system, megaphone, 2-way radio, telephones or runners to gather students and staff inside.
- Notify the Ministry of Education of the situation.
- Notify public safety by calling police, fire and other emergency services first responders, as appropriate.
- Designate staff to monitor radio, internet, and other media for information on incident conditions. Close and lock all exterior doors and windows.
- Maintain contact with public safety officials and consult on whether additional procedures should be activated due to changing conditions of the incident, such as **Drop, Cover and Hold** or **Shelter in Place**.

Teachers/Staff

- Immediately move students back to classrooms or safe areas using the closest entry.
- No students or staff should be outside the building.
- Close and lock all exterior doors and windows.
- If movement into the building would present a danger, teachers and staff outside will direct students to designated assembly areas or off-site assembly areas.
- Teachers will take attendance and account for all students and report any missing students to the School Incident Commander.
- Wait for further instructions from the School Incident Commander or from a public safety official.
- Monitor the main entries until the “All Clear” is given.

ANNEX G: HAZARD-AND-THREAT SPECIFIC PROCEDURES - BOMB THREAT

The purpose of this annex is to ensure that there are procedures in place to protect staff, students and school property in the event of a communicated threat regarding the presence of destructive devices on school property. This may include any explosive device of a combustible, chemical, biological, or radioactive nature. A **bomb threat** will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

RESPONSIBILITIES

Staff Who Received a Message That a Bomb Has Been Placed in School

- Make a record of the exact wording of the threat.
- In a clear, calm voice ask the following:
 - **Where the bomb is located?**
 - **What does it look like?**
 - **What type of bomb is it?**
 - **How is it activated?**
 - **When will the bomb explode?**
 - **Who is calling, name and address?**
 - **Did you place the bomb?**
 - **Why are you doing this?**
- If the threat is made via telephone, listen closely to caller's voice and speech patterns and to noises in the background. Record this information.
- If the threat is made by phone and the caller hangs up, immediately dial 211.
- Notify the Principal/Incident Commander or designee.

Principal/School Incident Commander

- Notify law enforcement, fire and emergency services by calling 211 if not already notified.

- ☑ Assign staff to meet and brief emergency responder agencies.
- ☑ Notify staff through the Public Address system:

**YOUR ATTENTION PLEASE. A BUILDING EMERGENCY
IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD
REMAIN IN THEIR ROOMS UNTIL ADVISED
OTHERWISE. TWO-WAY RADIOS AND CELL PHONES
SHOULD BE TURNED OFF.**

- ☑ If a suspicious item is located, determine if **evacuation procedures** (page 25) should be activated, selecting routes and assembly areas away from the suspicious item. **DO NOT ACTIVATE THE FIRE ALARM.** Or, determine if further response should await arrival of law enforcement and other emergency services. See subsection D below.
- ☑ If EVACUATION occurs, students and staff must be evacuated to a safe distance outside of school building(s). [Consult with Fire and Police officials.]
- ☑ Arrange for person who found a suspicious item to talk with law enforcement official.
- ☑ Notify the Chief Education Officer.
- ☑ Active communications plan to inform parents, media, and community of incident as determined in consultation with law enforcement.

Teachers and staff

- ☑ Check classrooms, offices and work area for suspicious items and report any findings to the School Incident Commander/Principal.
- ☑ If a suspicious item is found, **DO NOT TOUCH IT.** Secure the area where the item is located.
- ☑ Account for students and be prepared to EVACUATE if ordered.
- ☑ EVACUATE using standard procedures and exit routes to assembly area.
- ☑ Open classroom windows and leave classroom doors open when exiting.
- ☑ Take attendance after being EVACUATED. Be prepared to report the names of any missing persons to school administration.
- ☑ Keep students together at the assembly area until given further instructions. Be prepared to go to off-site relocation if ordered.

- ☑ If given the “All Clear” signal, return to the building and resume normal operations.

Incident Commander/Law Enforcement, Fire & Emergency Agencies

- ☑ Once emergency responders are on scene, decisions must be made to:
- ☑ EVACUATE immediately, if this has not already occurred and if warranted, selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
- ☑ Speak to staff who received the threat and obtain information.
- ☑ Search the building.
- ☑ If a search is to be conducted, assemble and brief a search team at the interior command post. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- ☑ If a suspicious item is located, order an EVACUATION, if that has not already occurred.
- ☑ No one may re-enter the building(s) until fire or police personnel declare it is safe to do so.
- ☑ After consulting with the Chief Education Officer and School Incident Commander / Principal determine if staff and students should be relocated to an alternative safe site.
- ☑ If danger is over, notify staff and students of the termination of the emergency and to resume normal operations.

ANNEX H: HAZARD-AND-THREAT SPECIFIC PROCEDURES – CHEMICAL OR HAZARDOUS MATERIALS SPILL

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around a school. Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tanks or trucks. The purpose of these procedures is to ensure that there are systems in place to protect staff, students and school property in case of a chemical or hazardous materials spill.

SPECIFIC SCHOOL INFORMATION

Currently, [**list chemical used on the premises**] are all used and stored on school grounds as follows: [**provide locations and specific information as relevant**]. The school's maintenance team is to confirm locations and details. The school bell acts as a warning system to notify staff/faculty and students of a hazardous conditions when they occur.

School A is aware of the following conditions in the surrounding community that could subject the school to a chemical or hazardous materials spill [list the conditions from the hazards assessment in the basic plan].

The School Incident Commander/Principal will determine if and when the following operational functions or procedures may be activated in the event of an **external** chemical or hazardous spill:

- Continuity of Operations (COOP)
- Evacuation
- Medical Emergency
- Reverse Evacuation

Or, if there is an **internal** chemical spill, whether the following procedures may be activated:

- Evacuation
- Medical Emergency

PROCEDURES FOR AN EXTERNAL CHEMICAL OR HAZARDOUS MATERIALS SPILL

The Principal will determine the need to activate the School EOP and if necessary designate a School Incident Commander until emergency personnel arrive at the scene with jurisdiction over the incident. Once this takes place, it is critical to follow the instructions of, and cooperate with, that Incident Commander.

If the chemical spill is **external**, the following steps will be taken by the school.

RESPONSIBILITIES

Principal/ School Incident Commander

- Call 211 and notify local law enforcement and emergency responders.
- Determine what procedures should be activated, such as a **REVERSE EVACUATION** and **SHELTER-IN-PLACE**.
- Notify maintenance/building, custodial, and grounds staff to shut off mechanical ventilating systems, if appropriate.
- Take appropriate action to safeguard school property.
- Notify appropriate school personnel (Chief Education Officer) of the status and actions taken and keep them updated of any significant changes.
- Activate internal and external communications plan.
- Monitor radio, television, Internet, and/or other means of information and report any developments to the Incident Commander.
- If it is determined that conditions warrant an EVACUATION, issue instructions for relocating to a safer location by means of walking, buses and cars.
- Notify relocation centres and determine an alternate relocation centre if necessary.
- Disseminate information about the incident and follow-up actions such as where students/school has relocated and institute FAMILIY REUNIFICATION procedures, if needed.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and given the “All Clear” signal after the threat has passed.

- Determine whether the school will be closed or remain open
- Implement additional procedures as instructed by the School and/or emergency Incident Commander.
- Document all actions taken

Teachers and Staff

- Move students away from immediate vicinity of danger.
- Implement REVERSE EVACUATION if students are outside; observe wind direction by observing flags or leaves and move students appropriately.
- Execute SHELTER-IN-PLACE when instructed by the Incident Commander.
- Remain with students throughout the incident.
- Report any missing or injured students to the Incident Commander.
- Remain in safe area until the “All Clear” signal has been issued.
- In the event of building damage, evacuate students to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an “All Clear” signal is issued.
- Document all actions taken.

PROCEDURES FOR AN INTERNAL CHEMICAL OR HAZARDOUS SPILL

The Principal will determine the need to activate the School EOP and if necessary designate a School Incident Commander until qualified emergency personnel arrives at the scene with jurisdiction over the incident. Once an emergency Incident Commander arrives, it is critical to follow the instructions of, and cooperate with, that Incident Commander.

If the chemical spill is **internal**, the following steps will be taken by the school.

Person Discovering the Spill

- Alert others in the immediate area and leave the area.
- Close windows and doors and restrict access to affected area.
- Notify Principal/teacher/safety officer or call 211, if appropriate.

- Do not attempt to clean the spill.
- Seek first-aid if contact with spill occurs.

School Incident Commander Actions

- Notify the Barbados Fire Service and appropriate departments of public health including the nearest polyclinic. Provide the following information:
 - School name and address, including nearest cross street(s).
 - Location of the spill and/or materials released; name of substance, if known.
 - Characteristics of spill (colour, smell, visible gases). Injuries, if any.
- Determine what procedures should be activated, such as **evacuation**.
- Notify local law enforcement of intent to evacuate.
- Avoid exposure to the chemicals or hazardous fumes or materials in any evacuation.
- Notify maintenance/building/custodial and grounds staff to shut off mechanical ventilating systems, as appropriate.
- Notify the Principal and Chief Education Officer of the status and actions taken, and keep them updated of any significant changes.
- Activate internal and external communications plan.
- Issue instruction if students will be evacuated to a safer location by means of walking, buses and cars.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and give the "All Clear". Address clean up needs and actions with appropriate fire, safety and/or emergency services personnel.
- Determine whether school will be closed or remain open.
- Document all actions taken.

Teachers and Staff

- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
- Report location and type (if known) of the hazardous material to Incident Commander.
- Execute EVACUATION and relocation procedures when instructed by the Incident Commander unless there is a natural or propane gas leak or odour. If a natural or propane gas leak or odour is detected, evacuate immediately and notify the Principal/Incident Commander.
- Take class roster, first-aid kit and any other supplies or resources relevant to the incident.
- Check that all students have left the building. Students are not to be left unattended at any time during EVACUATION.
- Upon arrival at evacuation site take attendance. Notify Incident Commander or designee of any missing or injured students.
- Remain with students throughout the incident.
- Do not return to the building until emergency response personnel have determined it is safe and issued an "All Clear" signal.
- Document all actions taken.

ANNEX I: HAZARD-AND-THREAT SPECIFIC PROCEDURES – EXPLOSION

An explosion can be the result of a gas leak, chemical or hazardous spill or some other man-made (bomb) or natural hazard. An explosion may require the activation of several procedures, including:

- Evacuation.
- Medical Emergency

Any member of staff, student or visitor on hearing an explosion will activate the fire alarm, report the explosion to the Principal, and call 211 for emergency services if injuries are apparent. Once an emergency Incident Commander arrives (police and/or fire), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

No one may re-enter building(s) until it is declared safe by the fire department.

RESPONSIBILITIES

Principal/ School Incident Commander

- Call 211 to confirm the alarm, identify the school name and location, provide exact location of the explosion, if any staff or students are injured and inform emergency services (police and fire) the building is being evacuated and identify the location of the school command post.
- Activate an **evacuation**.
- Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the explosion or continued explosions.
- Designate staff to take the visitor log, student sign-out sheet and the critical incident response documents, information, items, supplies to the designated school command post.
- Designate staff to obtain student roll from teachers and identify any missing students.
- If safe and appropriate to do so, direct designated staff to shut off utilities.
- Notify and provide regular updates to staff and students of the status of the emergency.

- Upon consultation with Chief Education Officer, Barbados Fire Service and law enforcement officials, and if necessary due to unsafe conditions direct an off-site evacuation to a designated primary relocation centre .
- If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and given the “All Clear” signal after the threat has passed.

Teachers

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area(s).
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist students with functional needs.
- Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the Principal and/or emergency Incident Commander at the scene.
- Keep class together and wait for further instructions.
- Remain in safe area until the “All Clear” signal has been issued.
- Be prepared to move students if an off-site relocation is ordered.
- Be prepared to move the students if the situation warrants it.
- No one may re-enter building(s) until it is declared safe by the fire department.

ANNEX J: HAZARD-AND-THREAT SPECIFIC PROCEDURES – FIRE

School A has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the Principal, or call **311** if conditions require and/or injured are in need of medical assistance.

Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the Barbados Fire Service (BFS).

Once an emergency Incident Commander arrives (fire department), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

RESPONSIBILITIES

Principal/ School Incident Commander

- Call or direct staff to call 211 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, if any staff or students are injured, state the building is being evacuated and identify the location of the school command post.
- Activate an EVACUATION.
- Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire.
- Notify the district office and institute communications plan.
- Direct office staff to take the visitor log, student sign-out sheet and the critical incident response documents, floor plans, information, items, supplies to the designated school command post.
- Designate staff to obtain student roll from teachers and identify any missing students.

- ☑ Upon consultation with Chief Education Officer, BFS and law enforcement officials, and if necessary due to unsafe conditions, direct an off-site evacuation to a designated primary relocation centre.
- ☑ If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- ☑ Do not allow staff and students to return to the building until the fire department or emergency Incident Commander with jurisdiction over the scene has determined that it is safe to do so and given the “All Clear”.
- ☑ Notify staff of the status of the emergency, if they can return to the building and when normal operations can resume.

Teachers

- ☑ Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area(s).
- ☑ Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- ☑ Assist or designate others to assist students with functional needs.
- ☑ Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- ☑ Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the Principal and/or emergency Incident Commander at the scene.
- ☑ Keep class together and wait for further instructions.
- ☑ Remain in safe area until the “All Clear” signal has been issued.
- ☑ No one may re-enter building(s) until it is declared safe by the BFS

ANNEX K: HAZARD-AND-THREAT SPECIFIC PROCEDURES – FLOOD

The purpose of this annex is to document procedures to protect staff, students and school property in case of a flood.

The national emergency management system has an extensive weather monitoring system and provide flood watch and warning information to the school community via radio, television, Internet, and telephone. In the event of a flood, the Principal/ School Incident Commander will activate the School EOP.

The school bell acts as a warning system to notify staff/faculty and students in case of imminent or confirmed flooding. If there is a loss of power, a compressed air horn or megaphone and two-way radios will serve as backup alerting/communication devices.

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation
- Medical Emergency
- Reverse Evacuation

RESPONSIBILITIES

Principal/School Incident Commander.

- Review circumstance and conditions and determine appropriate procedures to be activated
- Determine if **evacuation** is required and can be safely done.
- Call or instruct staff to call 211 to notify the Royal Barbados Police Force and the Barbados Fire Service of intent to evacuate, the location of the relocation site, the route and means to be taken to that site.
- Delegate a search team to ensure that all students have been located and/or evacuated.
- Activate internal and external communications plan.
- Designate staff to monitor radio, Internet, and media for flood information and report any developments.
- Update staff, administration, and emergency responders of any significant changes in operations or conditions.

- Issue transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Notify the Chief Education Officer of the status and action taken.
- Notify relocation centres and determine an alternate relocation centre if needed, if primary centres would also be flooded.
- Implement additional procedures as instructed by the emergency Incident Commander with jurisdiction over the scene.
- Designate staff to take appropriate action to safeguard school property.
- Determine if school will be closed or remain open.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Document all actions taken.

Teachers and Staff

- Execute evacuation procedures when instructed by the Principal or Incident Commander.
- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident.
- Take attendance before leaving the classroom.
- Lead students as quickly and quietly as possible out of the building to the designated assembly area(s).
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist students with functional needs.
- Remain with students throughout the evacuation process.
- Upon arrival at the assembly site, take attendance. Report any missing or injured students to the Incident Commander.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

The School's Bus Driver

- If evacuation is by bus, do not drive through flooded streets and/or roads.
- Do not attempt to cross bridges or overpasses that may be damaged by flooding.
- If caught in an unavoidable situation, seek higher ground immediately. If the bus stalls and water is rising abandon the bus and seek higher ground before the situation worsens.
- Use two-way radios to communicate with the Principal/ School Incident and/or emergency Incident Commander.
- Document all actions taken.

ANNEX L: HAZARD-AND-THREAT SPECIFIC PROCEDURES – INTRUDER

The purpose of this procedure is to ensure that there are systems in place to protect staff, students and school property in the event an intruder/ dangerous person is found on school grounds or in the school building and in the event of a hostage situation. It is critical that all staff know how to handle coming into contact with an intruder/ dangerous person who may have violent intent on school property, and what to do in a hostage situation.

If the incident involving an intruder or hostage situation results in law enforcement being contacted and activated, it is critical to follow the instructions of, and cooperate with, the law enforcement official who will be the Incident Commander with jurisdiction at the scene.

RESPONSIBILITIES

All Staff Should Be Trained to Take Action When an Unauthorized Person Enters School Property.

- If time permits, notify the Principal/ School Incident Commander and follow their instruction.
- If staff member approaches an intruder/ dangerous person, ask another staff person to accompany and assist.
- Politely greet person/intruder and identify yourself.
- Ask person/intruder the purpose of his/her visit.
- Inform person /intruder that all visitors must register at the main office; direct and accompany him/her to the office.
- If person/intruder's purpose is not legitimate, ask him/her to leave.
- Accompany intruder to exit.

If unknown person/intruder refuses to leave:

- Do not antagonize the person/intruder and explain consequences of staying on school property.
- Walk away from person/intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package).

- Maintain visual contact with intruder from a safe distance.
- Notify School Incident Commander/Principal or call 211 and alert law enforcement. Give law enforcement full description of intruder. (Keep intruder unaware of call for help if possible).
- School Incident Commander/Principal notifies Chief Education Officer and may issue SHELTER IN PLACE or other appropriate procedures, depending on conditions, and/or as instructed by law enforcement.

A Hostage Situation Involves one or more persons being held against their will by one or more Individuals. The goal is to ensure Safety of Students, Staff and Others at the School and Prevent the Hostage(s) Being Moved Away From the School. All staff should be aware of what to do in the event of a Hostage Situation.

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Principal/School Incident Commander or call 211 if unable to reach school authorities.

If school personnel or students are taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

Principal/School Incident Commander

- Call 211 immediately. Give dispatcher details of situation: description and number of intruders, their exact location in the building and that the school is in **shelter in place** or taking other action if appropriate. Ask for assistance from hostage negotiation team.
- Announce SHELTER IN PLACE or other procedure if conditions warrant.
- Ensure staff outside are notified of the situation and to move students away from the building to the outside assembly areas.
- Isolate the area and try to determine if weapons are involved, if possible.

- ☑ Redirect any buses en-route to the school to an alternate location.
- ☑ Notify Chief Education Officer and activate communications plan.
- ☑ Give control of scene to police and hostage negotiation team.
- ☑ Ensure detailed notes of events are taken.

Teachers and Staff

- ☑ Teachers and staff will implement **shelter in place** or other directed procedures upon hearing the alert. If outside, move to designated assembly areas and wait for further instructions.
- ☑ Everyone should remain in their location until given the “All Clear” unless otherwise instructed to take other action by a law enforcement officer.

OTHER PROCEDURES (that may be activated depending on conditions)

- Evacuation
- Medical Emergency

ANNEX M: HAZARD-AND-THREAT SPECIFIC PROCEDURES – MEDICAL EMERGENCY

The purpose of this procedure is to ensure that there are systems in place to assist staff and students in the event of a **medical emergency** that is, an injury or illness that is acute and poses an immediate risk to a person's life or long term health

RESPONSIBILITIES

School Staff

- Quickly assess the situation. Make sure the situation is safe for you to approach (i.e. free of live electric wires, gas leak, building damage, etc.).
- Immediately notify the School Incident Commander/Principal.
- Assess the seriousness of the injury or illness.
- Call or have someone call 211 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.

Principal/ School Incident Commander

- Direct staff to call 211, if necessary, and provide appropriate information to emergency responders.
- Send school staff with first responder/first-aid training to the scene if this has not already occurred.
- Assign a staff member to meet emergency medical service responders and lead them to the injured person.
- Assign a staff member to remain with the injured person if they are transported to the hospital.
- If injured person is a member of school personnel or a student, notify parent, guardian, or other appropriate family member of the situation, include type of

injury or illness, medical care given and location where the injured person has been transported.

- Ensure student or staff medical information from administrative records is sent to the hospital.
- Notify the school Guidance Counsellor or crisis response team and provide a brief description of the incident.
- Advise faculty and staff of the situation, as appropriate.
- Develop and maintain written documentation of the incident.
- Follow-up with appropriate persons and determine if other procedures should be activated such as MENTAL HEALTH AND HEALING.

ANNEX N: HAZARD-AND-THREAT SPECIFIC PROCEDURES – SEVERE WEATHER

The purpose of this procedure is to have systems in place when a Severe Weather Watch or Warning is issued for the area near the school. Severe Weather warnings are provided for meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life and may not be directly related to tropical cyclones.

RESPONSIBILITIES

Principal/ School Incident Commander

- Monitor local news stations for the latest advisories and updates.
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building.
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Assign support staff to monitor all entrances and weather conditions.
- Direct students and staff inside the building to immediately move to interior safe areas.
- If outside, students and staff should move to the nearest interior safe area.
- Relocate students and staff from any mobile classrooms in to the building.
- Remain in safe area until warning expires or until emergency personnel have issued an “All-Clear”.

ANNEX O: HAZARD-AND-THREAT SPECIFIC PROCEDURES – TSUNAMI

The purpose of this procedure is to have systems in place when a Tsunami Watch or Warning has been issued for schools in coastal or low lying areas.

RESPONSIBILITIES

Principal/ School Incident Commander (when an Evacuation Order is issued)

- Monitor local news stations for the latest advisories and updates
- Await the signal to **evacuate**.
- Review Tsunami drill procedures and location of safe areas.
- Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas.
- Notify the Chief Education Officer and institute communications plan.
- Direct office staff to take the visitor log, student sign-out sheet and the critical incident response documents, items, supplies to the designated school command post.
- Designate staff to obtain student roll from teachers and identify any missing students.
- Upon consultation with the Chief Education Officer, Barbados Fire Service (BFS) and law enforcement officials, and if necessary due to unsafe conditions, direct an off-site evacuation to a designated primary relocation area.
- Do not allow staff and students to return to the building until the fire department or emergency Incident Commander with jurisdiction over the scene has determined that it is safe to do so and given the “All Clear”.
- Notify staff of the status of the emergency, if they can return to the building and when normal operations can resume.

Teachers

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area(s).

- ☑ Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- ☑ Assist or designate others to assist students with functional needs.
- ☑ Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the Principal and/or emergency Incident Commander at the scene.
- ☑ Keep class together and wait for further instructions.
- ☑ Remain in safe area until the “All Clear” signal has been issued.
- ☑ No one may re-enter building(s) until it is declared safe by the BFS

ANNEX P: IMPORTANT TELEPHONE NUMBERS

Chief Education Officer -----	430-2709
Royal Barbados Police Force -----	211 <u>or</u> 430-7100
Barbados Fire Service -----	311 <u>or</u> 426-3504
Department of Emergency Management -----	438-7575 421-8768 421-6736 421-7846 421-8612
Barbados Defence Force -----	436-6185
Queen Elizabeth Hospital -----	436-6450
Black Rock Polyclinic -----	426-3267
Emergency Ambulance Service -----	511

FOLLOW THESE STEPS

	<p>YELLOW ALERT (Earthquake)</p>	<ul style="list-style-type: none"> - Drop to Floor - Take Cover by getting under a sturdy table, desk, or other piece of furniture. - If there is no suitable furniture nearby, cover face and head with your arms. - Hold on to the table or desk until directed to stop. - When directed by the office and/or when it is safe to do so, all persons will be evacuated to a SAFE area.
		<p>BLUE ALERT (Bomb Threat)</p>
		<p>RED ALERT (Fire, Tsunami)</p>

Adaptation Guidelines

PURPOSE OF THESE GUIDELINES

These guidelines have been prepared to assist schools in Barbados in adapting the Model Emergency Operations Plan and may also be used as a tool to review and improve existing plans.

Emergency management is extremely important and as such must be a continuous process within each school. All phases of the plan should be reviewed and revised annually.

STEPS TO ADAPTATION

1. Identify and involve stakeholders

Identify and invite to refine your School's Emergency Operations Plan (EOP), those persons who are concerned with the safety of the school and who will be called to assist when an emergency arises. This list may include but is not limited to parents, teaching and auxiliary staff as well as emergency personnel from the BFS and the RBPF.

2. Customise the EOP

- **Red text** should be **replaced** with your school's specific details
- Schools should modify hazard-and-threat procedures to fit their unique circumstances.
- It is recommended that your school's plan be kept in a three ring binder for easy retrieval of specific incident checklists and other appendices.

3. Update and Test the Plan

The plan must be updated at least once annually. Testing of the EOP will assist with its update and should include:

- Alerting and warning procedures
- Communications procedures
- Staff procedures
- Movement of students to designated areas within the school building
- Evacuation procedures

4. Frequency of Tests/ Drills

Emergency drills to test various aspects of the EOP should be implemented at least once per school year for each procedure .

5. Evaluate

Evaluating drills and recovery efforts is critical as it provides important information about how the next emergency may be approached. Various evaluation methods must be employed to include; brief interviews with emergency responders, all members of staff, students, and parents. Focus groups may also be helpful in obtaining honest information about recovery efforts. The following are examples of questions to ask:

- Which classroom-based interventions proved most successful and why?
- Which assessment and referral strategies were the most successful and why?
- What were the most positive aspects of staff debriefings and why?
- Which recovery strategies would you change and why?
- Do other professionals need to be engaged to help with future emergencies?
- What additional training is necessary to enable the school community and the community at large to prepare for future emergencies?
- What additional equipment is needed to support recovery efforts?
- What other planning actions will facilitate future recovery efforts?