



## 18.0 - Flood

- Purpose
- Responsibilities



## FLOOD

### **PURPOSE:**

The purpose of this section is to ensure that there are procedures in place to protect staff/students and school property in case of a flood.

The Emergency Measures Organization, the National Weather Service and other Provincial/Federal cooperative agencies have an extensive river and 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/Vice-principal/Designate will activate the School ERP.

The school bells act 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 back-up alerting/communication devices.

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

- ☐ Continuity of Operations (COOP)
- ☐ Evacuation
- ☐ Family Reunification
- ☐ Mental Health and Healing
- ☐ Medical Emergency
- ☐ Reverse Evacuation
- ☐ Shelter-in-Place (if safe to do so and evacuation without external assistance is not possible)

### **RESPONSIBILITIES:**

#### **A. Principal/Vice-principal/Designate.**

- ☐ 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 911 [insert the actual sequence to dial 9-1-1 from your phone system] to notify local law enforcement, fire and emergency services 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 Superintendent/Policy Group of the status and action taken.
- ☐ Notify relocation centers and determine an alternate relocation center, if needed, if primary centers would also be flooded.
- ☐ Activate Family Reunification procedures.
- ☐ 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.

#### **B. Teachers and Staff:**

- ☐ Execute evacuation procedures when instructed by the Principal/Vice-principal/Designate.
- ☐ 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.

#### **C. Bus Drivers:**

- ☐ If evacuation is by bus, do not drive through flooded streets and/or roads.
- ☐ Do not attempt to cross bridges, overpasses or tunnels 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.