



# École Arbutus Global Middle School

2306 Edgelow St., Victoria, BC V8N 1R5 250-477-1878

**Principal/Vice Principal:** Ken Andrews/Tania Singh

**Police Department:** Saanich Police – 250-475-4321

**Alternative Evacuation Site:** UVic Childcare Services at 3891 Finnerty Rd.

Protocols could not possibly be outlined for every emergency situation and therefore professional judgment of the administrators will always be important in determining actions. The following is a quick reference for some of the processes in place to deal with emergency situations.

Please refer to the following for updated information during an emergency within our district or regarding specific schools: [www.sd61.bc.ca](http://www.sd61.bc.ca), AM Radio; 1070 CFAX, FM Radio; 107.3, 100.3, CBC Radio, 100.3 The Q, 98.5 The Ocean, News Outlets; Times Colonist, Black Press, CTV, CHEK News.

Facebook and Instagram accounts for SD61: updates are also posted.

## EMERGENCY DRILLS AND SUPPORT INFORMATION

### CIRT- Critical Incident Response Team

This team provides support to schools and families in dealing with critical incidents through a provision of expertise, resources and additional counselling. The team will develop an action plan in response to a critical incident and may invite the district CIRT to provide additional supports.

### EARTHQUAKE –

In the event of an earthquake, students will be instructed to drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table, and hold on to it until the shaking stops; evacuation of the building will follow. Earthquake drills are practiced at minimum of twice per year at each grade level.

### FIRE –

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

### HOLD AND SECURE –

“Hold and Secure,” is a school safety procedure designed to maximize the safety of staff and students when circumstances in the area of the school pose a potential for danger (ie. chemical spill, downed power line, cougar sighting). During a hold and secure, the principal/vice principal will allow the interior of the school to function as normally as possible. However, there will be controlled access to and from the school until the danger has been remedied.

After any Hold and Secure, a communication will go out to parents/guardians which will briefly outline the situation and how it was handled.

## **LOCKDOWN**

A “lockdown” is a school safety procedure designed to maximize the safety of staff and students in circumstances where there is a potential for violence in the school or surrounding area. During a lockdown, staff and students will secure themselves in their immediate area, lock and secure all interior doors when possible, turn off lights, and remain out of sight and sound, in lockdown until released by police. After any lockdown, a communication will go out to parents/guardians which will briefly outline the situation and how it was handled. This will ensure that accurate information goes home and that parents/guardians can support their children if they have questions or concerns.

## **CLASS EVACUATION**

From time to time, it may be necessary for students to evacuate a classroom in response to a safety concern. Students will be directed by school staff to leave the classroom quickly and quietly out a specific doorway. Students will either line up in the hallway or proceed to an alternate location in the school such as the Library. The office will be contacted for additional supports in all cases.

## **VRTA**

**Fair notice for our Parent Community:** The Greater Victoria School District is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers and others feel safe. From time to time it may be necessary to complete a Violence Threat Risk Assessment (VTRA) in response to threatening behavior toward students or staff by students, parents or others. To ensure and promote the emotional and physical safety of students, staff, parents/guardians/caregivers and others, threats must be taken seriously, investigated and responded to. The VRTA will allow the school to plan the interventions necessary to prevent traumatic events in schools and ensure the safety of all.

The school district is subject to personal information privacy laws, and will undertake the collection of information during a VTRA in compliance with the requirement of such laws, including by limiting collection of information that is relevant and necessary to address a risk of threat and by ensuring that information is collected from publicly available open source social media sites. The school district will not collect information as part of a threat assessment unless there is a reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

## **PARENT INFORMATION**

**In the event of an emergency or critical incident, please wait for information from the school district before coming to the school to pick up your child. Information can be found at: [www.sd61.bc.ca](http://www.sd61.bc.ca), AM Radio; 1070 CFAX, FM Radio; 107.3, 100.3, CBC Radio, 100.3 The Q, 98.5 The Ocean, News Outlets; Times Colonist, Black Press, CTV, CHEK News.**

**Facebook and Instagram accounts for SD61: updates are also posted.**

**\*\*\*Students will only be released to parents/guardians or individuals listed as emergency designate.**

**Please ensure the school has updated/current information for your child. \*\*\***

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2306 Edgelow Street, Victoria, BC V8N 1R5  
Attendance Line: (250)477-1878 (option #1)  
Attendance Email: [attendance62@sd61.bc.ca](mailto:attendance62@sd61.bc.ca)

Phone: (250)477-1878, Fax: (250)477-2553

General Email: [arbutus@sd61.bc.ca](mailto:arbutus@sd61.bc.ca)

School Website: <https://arbutus.sd61.bc.ca/>