



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**OPERATIONS COMMITTEE NOTES**

**Held on Thursday, October 30, 2014 at 12:30 p.m.**

At the School Board Office – Gibsons, BC

---

**PRESENT:** TRUSTEES: Dave Mewhort, Chair; Lori Pratt; Greg Russell; Silas White  
STAFF/OTHERS: Patrick Bocking, Superintendent; Greg Kitchen, Assistant Superintendent; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal; Rob Collison, Manager of Facilities; Allyson Fawcus; Pammila Ruth

**REGRETS:** Betty Baxter, Trustee

---

Called to order at 12:32 pm

1. Preliminary Budget Timelines

Secretary-Treasurer Weswick spoke to his written report. The Public Budget Consultation has been scheduled for Wednesday, November 19<sup>th</sup> at 6:30 pm in the Chatelech Secondary library.

2. Environmental Sustainability

Manager of Facilities, Rob Collison, provided a report on energy upgrades completed in 2012/13 and those planned for the upcoming school year. He highlighted the following upgrades:

- Solar domestic hot water at Elphinstone Secondary is now providing 90% of the hot water at the school.
- Occupancy sensors at four schools in addition to energy efficient lighting upgrades will see a payback over 4 years.
- BC Hydro Continuous Operation Program will help to provide money to maintain the savings realized from the boiler upgrade as the equipment ages.

Planned upgrades for the current school year include:

- Boiler upgrades at Halfmoon Bay and Langdale Elementary.
- Waterless urinals.
- Occupancy sensors tied to HVAC systems at select sites.

Mr. Collison provided graphs that track the district's cumulative energy savings since 2011 and announced the savings to be 2,000,000 equivalent kWhs. Mr. Collison agreed to provide a dollar value of savings realized to the next Operations Committee meeting.

3. Emergency Preparedness and Disaster Response

Assistant Superintendent Kitchen reviewed a draft of Emergency Response information that will be published on the district's website in December 2014. Additional consultation will occur at the November DPAC meeting to ensure that the information being provided is of benefit to

parents. The committee discussed lockdown procedures, safety and security measures employed by the school district, managing medical conditions and the consultation process in general. A suggestion was made that the materials be reviewed with all principals and Parent Advisory Councils. The committee also discussed the potential of a full emergency drill, including parents picking up children as part of the drill.

The meeting adjourned at 1:25 pm

**Next meeting:** November 27, 2014 at the School Board Office

# School District No. 46 (Sunshine Coast) 2015-16 Budget Development Process

## Timeline:

### November and December 2014

- Pre-budget work with the board including:
  - Overview of Goals and Objectives and relation to the Strategic Plan
  - Review of District budget structure
  - Enrolment forecasts
- Discussion with Board regarding prior year unrestricted surplus
- Consultation with stakeholder groups regarding prior year surplus and priorities for 2015-16 budget
- Public consultation

### January and February 2015

- Preparation of 2014-15 Amended Budget for approval before Feb 28
- Discussion with Board and Principals regarding changes to funding allocation to schools for 2015-16 Budget

### March 2015

- Operating Grants announced
- Revision of district budgets and updated per pupil amounts for school allocation
- HR processes for the following year begin

### April 2015

- Preliminary budget proposals - presentation to the Board
- Stakeholder consultations re: preliminary budget proposals

### May 2015

- 2015-16 Preliminary Operating Budget to the Board

### ***Stakeholder Meetings:***

Meetings with senior management and principals, Sunshine Coast Teacher's Association, CUPE local 801, DPAC and community to solicit input. Dates to be determined.

## SD46 Energy Saving Projects

### Energy Projects 2013/2014

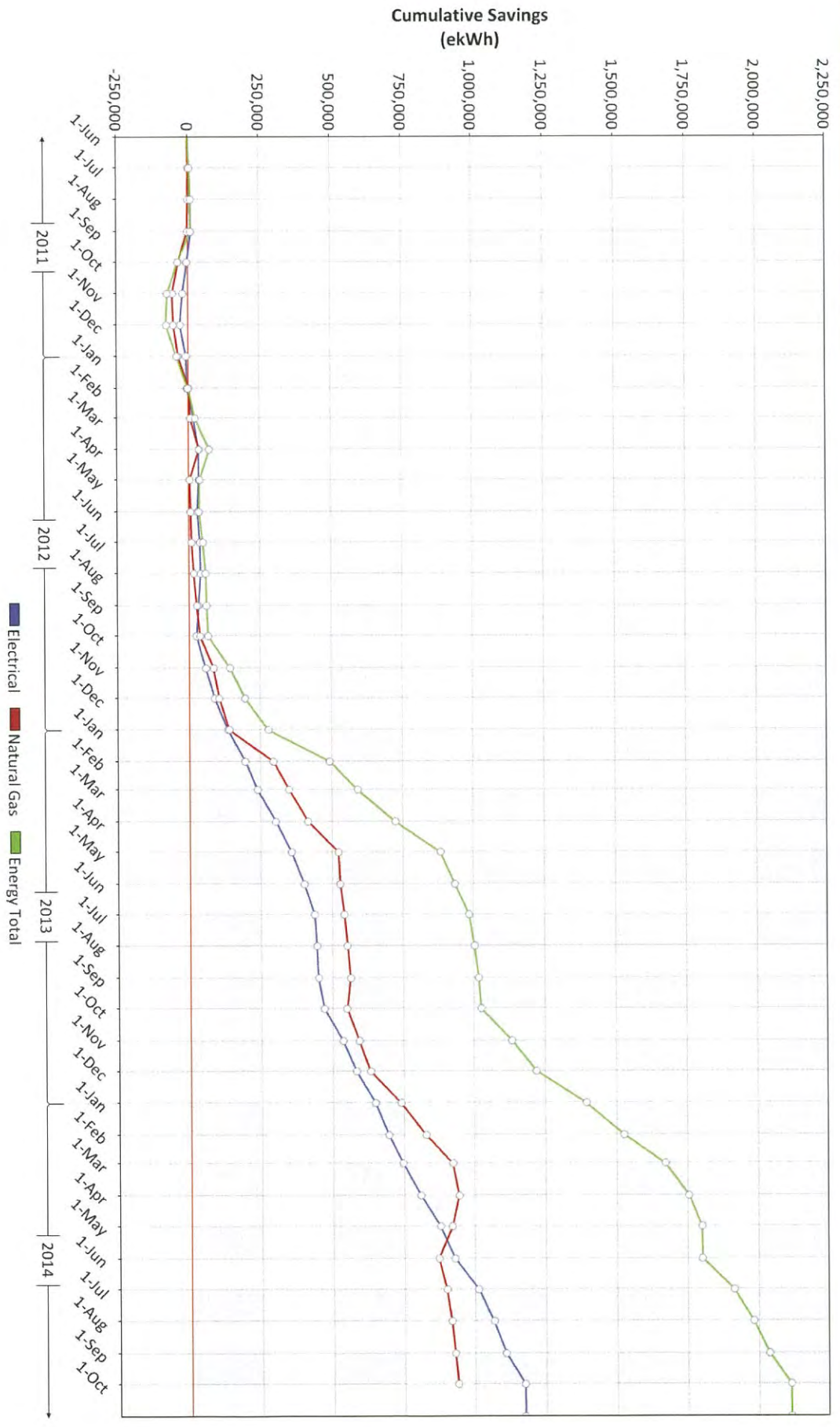
- ESS boiler plant/solar domestic hot water project
- Lighting retrofits – CGE, DBE, SLC
- DDC (building automation) upgrade – RCE
- 3 Roof top heat pump replacements – SLC

### 2014/2015

- Behavior Change Management (Rede Energy Consulting)
- BC Hydro Continuous Optimization Program funding approval (CSS, ESS)
- HBE, LES Boiler plant upgrades
- DDC reprogramming/recommissioning all sites
- Waterless urinals
- Incorporating occupancy sensors into HVAC systems (CGE, SLC, DBE)

# CUSUM: Project (District)

Project: SD #46 Sunshine Coast - PUMA (2014035)



## Emergency Preparedness and Disaster Response

It is a goal of the School District to provide a safe and secure learning environment for all students. Schools regularly participate in drills including earthquake drills <http://www.shakeoutbc.ca> and fire drills. All school sites maintain Emergency and First Aid supplies in the event of an emergency.

In addition, to natural disasters our schools are also prepared for other risks and threats of dangers ranging from health related issues to potential intruders.

The School District has established a number of Regulations to maintain a safe environment. To view our School District regulations please select the following link <http://www.sd46.bc.ca/index.php/regulation>

Our response to an emergency will vary depending on the situation. Any response will be a coordinated effort with our local support and emergency agents. The School District works in partnership with the RCMP, the Fire Department, Coastal Health, the Ministry of Children and Family and the SCRD – Emergency Response Program.

### Contact Information:

Sunshine Coast Emergency Program  
Emergency Program Coordinator - Bill Elsner  
Phone 604.885.6887 / email [bill.elsner@scrd.ca](mailto:bill.elsner@scrd.ca)

RCMP  
Youth Intervention Officer – Cst. Kevin Shepherd  
Phone 604.885.2266 / email [k.shephard@rcmp-grc.gc.ca](mailto:k.shephard@rcmp-grc.gc.ca)

Fire Department  
#####

Vancouver Coastal Health  
Medical Health Officer – Paul Martiquet  
Phone 604.886.5600 / email [paul.martiquet@vch.ca](mailto:paul.martiquet@vch.ca)

Ministry of Children and Family

#####

## Emergency Preparedness

In the event of an emergency or natural disaster School District No. 46 will respond to the situation in a coordinated effort with the Sunshine Coast Emergency Program

Please see the attach program flow chart (SD 46 is included as part of 'Local Government' in the top box).

The Sunshine Coast Emergency Program regularly monitors our readiness for an emergency and has facilitated simulated drills such as 'Shake "N" Bake - After Action Report / Improvement Plan'.

Earthquake Preparedness: Before, During and After (document from Emergency Management BC)

## School Preparedness

Schools have a number of procedures in place to handle emergencies from minor to major emergency situations. These procedures are continually updated and protocols have been developed for critical incidence interventions. In the event of a major emergency the school is prepared to care for your child if you are unable to reach the school.

If there ever is a major emergency we ask for your help in the following ways:

Please do not telephone the school. The lines must be open for emergency calls.

Please walk to school and do not drive. The school access routes and entrances must be clear for emergency vehicles.

A student will ONLY be dismissed if a parent/guardian or contact person previously identified by a parent comes to pick up the child. The parent or designated guardian must report to the office or Command Centre to

sign out the child. Please make sure all of your emergency contact information is up to date.

Please turn on your radio for instructions and news reports. Check the school district website for notices critical information. Be prepared at home. Make your children aware of safety issues and what to do in the event of an emergency. Have emergency kits in your home and vehicle.

Home Emergency Kit – Coastal Health recommends that each household be prepared to have emergency supplies for a minimum of 3 days. (attachment)

## Emergency Drills

We have a number of drills in place to prepare our students to handle various emergencies. These procedures are continually updated and protocols have been developed for critical incidence interventions.

The fire drill involves an evacuation of the building and the taking of attendance in a timely manner. Our earthquake drill involves a simulated announcement that signals to the students to drop, cover, and hold. The lock down drill allows us to practice what to do in a situation when there is an intruder in the building and when the danger is outside but in the immediate vicinity.

We do not publish the exact times of our drills but the teachers receive some advance notice so they can prepare their class for them.

While it may be unpleasant to think that we need to practice such drills in the school setting, the need to maintain a safe and caring school environment extends to being prepared for natural disasters and other external dangers. Any discussions that you might have with your children about such drills would be helpful for the school.

## Safety and Security Information

We very much encourage parent participation and presence in the school. The following procedures are in place for safety reasons. Please adhere to the following:



Check in at the school office when coming into the school during the school day

Please do not be offended if asked by a staff member to identify yourself and explain your reasons for being on the grounds or in the school -- they are just doing their job to keep students safe.

## Violent Incident Response Plan

Lockdown – A lockdown procedure protects staff and students from a threat inside the building such as an intruder. Activating lockdown quickly will potentially save lives, reduce injuries and will assist police and other emergency responders in dealing with the situation effectively. The RCMP may also call a lockdown procedure if an incident is occurring within the direct vicinity of the school and it is unsafe to release the students.

Room Clear – is an action initiated by a teacher or supervising adult to send students out of a room away from a potential threat. Students will be sent to a designated safe area, which may differ depending on the situation.

Community Threat Assessment Agreement – which establishes a community protocol for dealing with High-Risk student behaviour. Current partners in the agreement include – Ministry for Child and Family Development, Child and Youth Mental Health, School District No. 46 and the Sunshine Coast RCMP

## Health Issues

Coastal Health provides relevant health information 'Health Tips' on the district website under 'For Parents'

## Managing Medical Conditions

If your child takes medications that must or may need to be administered during the school day (this includes emergency medications/treatments such as EpiPens) please be advised that there are certain protocols in place.

EpiPen should be with the student at all times (if possible provide a second EpiPen to be stored at the office).

Any other medications must be stored in the school office (please do not send ANY medications to school with a child in their back pack or lunch kit).

The school works closely with families and the Public Health Nurse to maintain a safety plan for students. A safety plan must be established before administration of any medications by school personnel is allowed. Parents are welcome to come to the school to administer medications themselves if a doctor form has not been completed.

If your child has a known life--threatening medical condition or diagnosis (e.g., allergies resulting in anaphylaxis, seizure disorder, asthma, diabetes, etc.) please make an appointment with the Principal at the beginning of every school year to review emergency plans specific to your child's condition.

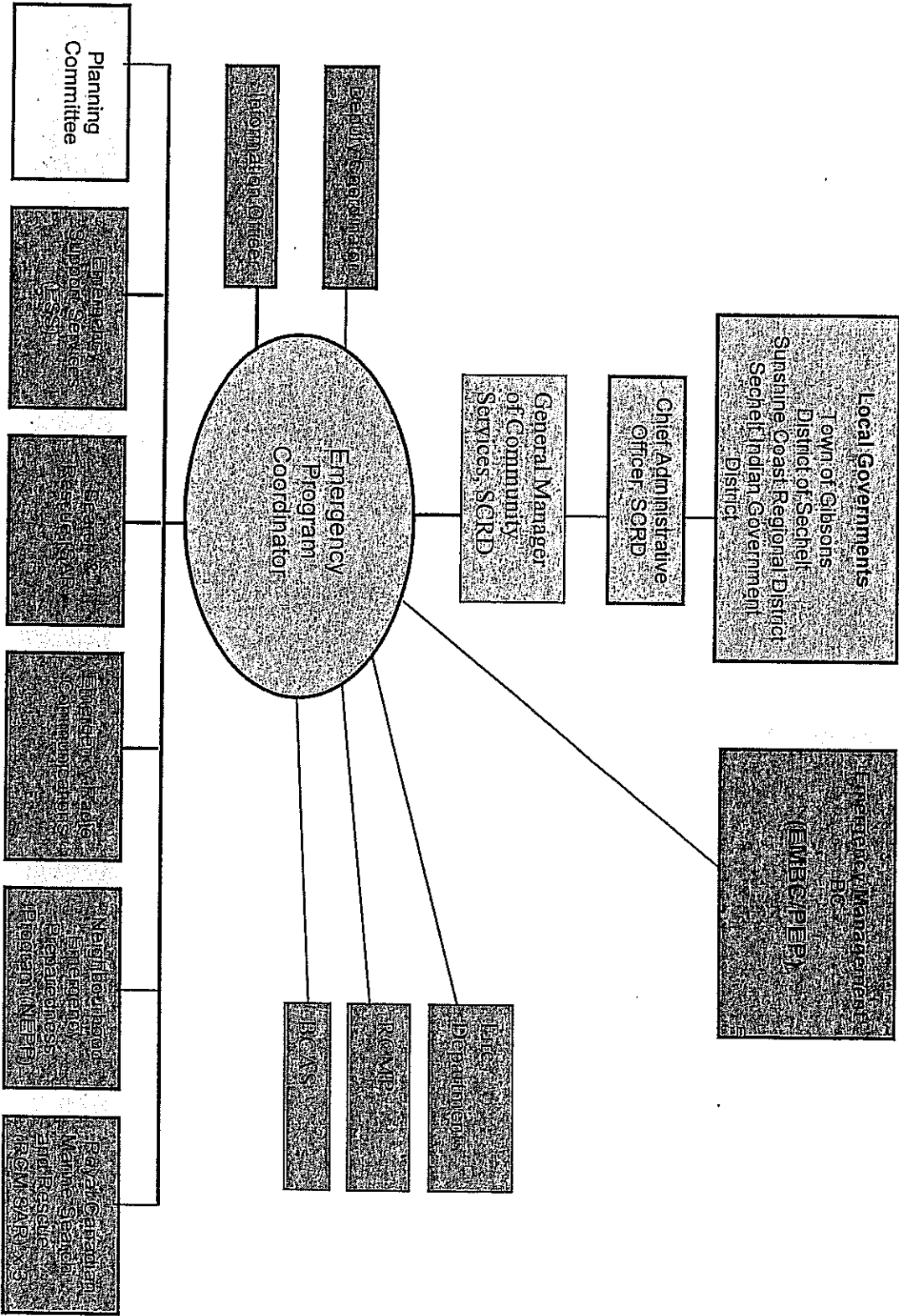
## Traffic Safety

Traffic safety is always an area of concern, particularly during the busy drop--off and pick--up times before and after school. Thank you for improved use of the "drop off zone" in front of the school. If you are unsure of the school drop off procedure, please contact your principal. Have your children exit the vehicle on the CURB side of the street instead of having them step out into traffic.

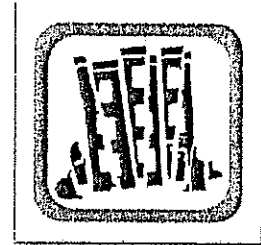
Please encourage your children to cross at the stop signs instead of crossing mid-street (jay walking).

If at all possible, please assist us in decreasing the traffic congestion in front of the school by walking or riding bikes and scooters to school.

# SUNSHINE COAST EMERGENCY PROGRAM



## EARTHQUAKE PREPAREDNESS:



### BEFORE, DURING and AFTER

Earthquakes are common in BC and more than 1,200 are recorded each year across the province.

The coast of BC is considered to be a high-risk earthquake zone. In this region, tectonic plates are moving apart, sliding past one another and colliding. It is the movement of these plates that causes small earthquakes (daily), potentially damaging earthquakes (decades apart), and some of the world's largest earthquakes (centuries apart).

Earthquakes strike without warning, so it is important to act now to get prepared.

### Before the Shaking Starts

#### Prepare Your Family

- Know the safe spots in each room— against inside walls, under sturdy tables, desks or archways.
- Know the danger spots— windows, mirrors, hanging objects, fireplaces and tall, unsecured furniture.
- Practice family drills. Physically place yourself in safe locations. This is especially important for children.
- Learn first aid and CPR.
- Keep a listing of emergency numbers.
- Prepare a family emergency kit with supplies for at least 72 hours.

#### Prepare Your Home

- Learn how to shut off gas, water and electricity.
- Keep breakables or heavy objects on bottom shelves.
- Secure tall heavy furniture which could topple, such as bookcases, china cabinets or wall units.
- Secure the water heater and appliances.
- Secure hanging plants and heavy picture frames or mirrors (especially over beds).
- Put latches on cabinet doors to hold closed during shaking.
- Keep flammable or hazardous liquids such as paints, pest sprays or cleaning products in the garage or outside shed.
- Check chimneys, roofs, walls, foundations for structural condition.

- Maintain emergency food, water and other supplies, including flashlight, a portable battery-operated radio, extra batteries, medicines, first aid kit and clothing.

### **During the Shaking**

- If indoors, stay there. Drop, cover and hold. Get under a desk or table and hang on. Alternately, you can stand in an archway or corner.
- If outdoors, get into an open area away from trees, buildings, walls and power lines.
- If in a high-rise building, stay away from windows and outside walls. Get under a table. Do not use the elevators.
- If driving, pull your car to the side of the road and stop. Avoid overpasses or power lines. Remain inside until the shaking is over.
- If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that may fall.
- In all instances, drop, cover and hold; protect your head as much as possible.

### **After the Shaking Stops**

- Stay calm and check for injuries. Apply first aid if qualified. Do not move any seriously injured individuals unless they are in immediate danger.
- Check for fires, gas and water leaks and damaged electrical wiring or sewer lines.
- If you smell gas, do not use matches, candles, etc. and do not operate electrical switches.
- Check building for cracks and damage, including roof, chimneys and foundation. If you suspect there is serious damage, turn off all utilities and leave the building.
- Check food and water supplies. Emergency water may be obtained from water heaters, melted ice cubes, toilet tanks and canned vegetables.
- Seek sources of uncontaminated water. In an emergency, purify water by straining through a paper towel or several layers of clean cloth and by boiling vigorously for at least six minutes.
- Do not use BBQ's, camp stoves or unvented heaters indoors.
- Do not flush toilet if sewer line is damaged.
- Do not use the telephone unless there is a severe injury or fire to report.
- Turn on your portable radio for instructions and news reports, and cooperate fully with public safety officials.
- Keep Disaster Response Routes clear for emergency vehicles.
- Be prepared for aftershocks.

Movement of the ground is seldom the actual cause of death or injury. Most casualties result from partial building collapse, falling objects and debris, like toppling chimneys, ceiling plaster and light fixtures.

**Remember – Stay calm and lend a hand to others in need.**

Go to the [EMBC website](#) for more information on personal emergency preparedness.

## HOME EMERGENCY KIT

Each household should be prepared to have emergency supplies for at least a minimum of 3 days, and preferably 7 days. Consider special-needs items for infants, children, seniors or people with disabilities and don't forget your pets! As a minimum, an emergency kit should contain the following:

### Emergency Water and Food Supply

- Drinking Water (at least 2 liters per person/day)
- Washing & cooking water (2 liters per person per day)
- Food (supplies for a minimum of 3 days requiring minimal water, heat & refrigeration)  
-comfort food, stress food, foods with at least 6 month shelf life
- Alternate cooking methods & supplies (fuel)  
-Propane/charcoal BBQ  
-Butane Stove/ Coleman stove
- Manual can opener/ paper plates / plastic cups and utensils/ food thermometer

### Sanitation / Personal Hygiene

- Hydrated lime/scoop/dust mask/rubber kitchen gloves
- Garbage bags/toilet paper
- Personal hygiene items including (toothbrush/toothpaste/soap/shampoo/diapers)
- Liquid soap/paper towels/bucket

### Essentials

- Flashlight/ lanterns/headlamps
- Radio – battery operated/windup
- Light sticks / power failure lights / 36 hour candles
- Batteries

### Communications

- Landline phone/ cell phone / cell phone charger
- Familiarity of social media (Twitter, Facebook)
- Out of area contact
- Family Plan
- Solar powered battery charger

### Safety and Comfort

- Sturdy shoes by bed / whistle
- Warm clothes and rain gear
- Extra medications / prescription / spare eyeglasses
- Gas shut off wrench/ water shut off key
- Heavy work gloves/safety goggles/dust masks
- Duct tape/ pocket knife/ crowbar /shovel
- Emergency cash in small denominations
- Local map / paper / pencil or pen
- Copies of important documents
- Phone numbers
- First aid kit and manual
- Plastic sheeting/tarps
- Alternate shelter

