

**CANARIES PRIMARY SCHOOL  
EARTHQUAKE & TSUNAMI  
EVACUATION PLAN**



**PROTOCOL ESTABLISHED:** MARCH 14, 2019

**1<sup>ST</sup> EVALUATION CONDUCTED ON:** MARCH 14, 2019

**2<sup>ND</sup> EVALUATION CONDUCTED ON:**

**DUE DATE FOR REVISION:**

.....  
DIRECTOR NEMO

.....  
PRINCIPAL

.....  
FIRE-SAFETY OFFICER

## **1.0 Introduction**

### **1.1 Background/History**

The Canaries Primary School provides for the education and learning needs of Grades 3-6. Its feeder schools are the Canaries Pre-School and Canaries Infant Schools, respectively.

The building complex comprises of a two-story building with two adjacent buildings: a toilet block and annex building which houses the school kitchen and staff room. The main concrete building was built in 1960 but the annex was constructed in the 1980's. The bottom floor houses the office, an elevated room (stage) and a hall, segmented by moveable partitions to create three additional classrooms. The top floor has a small room (Music Room), the Resource Room and three additional classrooms separated by fixed, wooden partitions.

A primary factor in the Canaries Primary School's ability to coordinate response activities is its level of preparedness.

### **1.2 Purpose**

This plan outlines the procedures, which the staff of the Canaries Primary School will undertake in the event of a tsunami disaster affecting Canaries. This plan was developed in order to ensure the preservation of lives through timely evacuation of the premises to a safe Assembly Area.

Each staff member has specific responsibilities to ensure that the protocols established therein are followed in a timely and effective manner to render a successful emergency response.

### **1.3 Scope**

This plan covers the general operational procedures that the Staff will follow to ensure that the responsibilities for an emergency response are fulfilled. It covers tsunami, which may affect the community of Canaries in Saint Lucia and those consequent emergencies to which the Canaries Primary School itself may be

exposed because of the tsunami threat. The Principal, Teacher in Charge or the supervisor on duty may activate the plan if there is a threat of or an impact from any tsunami threats and/or hazards.

#### **1.4 Objectives**

The objectives of the Canaries Primary School Tsunami Evacuation Plan are to:

- Identify the resources needed to execute the actions defined by this plan
- Identify actions to be undertaken by pre-designated team members
- Define the process for testing and maintaining this plan and training for contingency teams.

#### **1.5 Authority**

This plan was examined and adopted by the National Emergency Management Organization Secretariat, The National School Safety Officer and the Fire Prevention Officer for the South, who have the direct responsibility for situational, emergency and disaster management at the Canaries Primary School. The Plan considers and incorporates local policies and legislation related to disaster management for example:

- The Education Act
- Health Disaster Management Policy
- Public Health Act
- Health Services Authority Act
- National Disaster Regulations
- International Health Regulations
- Ministry of Health and Social Development Strategic Framework

#### **1.6 Definitions**

**Alarm** – a form of notification indicating to everyone that there is a tsunami threat and that the Tsunami Evacuation Plan must be put into immediate effect.

It is also the means by which the evacuation response is tested when drills and other pre-disaster training exercises are conducted.

**Assembly Area** – a predetermined safe area and the end point of the evacuation exercise. This is where all personnel, students, teachers have agreed to assemble to wait for the arrival or passage of a tsunami wave. Notification of the ‘tsunami’ Assembly Area will be posted at various points throughout the school complex and published on the school’s website [cps.schools.lc](http://cps.schools.lc).

**DDC- District Disaster Committee** - The community level organization established by the National Emergency Management Organization, to coordinate emergency responses in Canaries and its environs. In the Case of Canaries, it is the Canaries District Disaster Committee.

**Disaster** - Any situation that overwhelms the capacity of the organization to respond effectively, using its normal arrangements and resources, is a disaster. Disasters can be Territory wide or confined to this specific organization.

**Evacuation** – Promptly getting all personnel and students out of the school building complex to the assembly area as safely and quickly as possible.

**Notification** - the act of giving information about an event. In this case, an impending tsunami. This may come in the form of an alarm raised at the Canaries Primary School or a phone call from either the Ministry of Education or National Tsunami Focal Point (Met Service); or text message from service providers (Digicel, Flow) or the Sirens for the Flood Early Warning System (EWS) that gives a message of evacuation for Tsunami.

**TEP- Tsunami Evacuation Plan** – this complete document including its annexes

**Tsunami Evacuation Zone** – the area that must be vacated in the event of a tsunami. In this plan, the school premises are in the tsunami evacuation zone because it is at sea level and very vulnerable and exposed to a tsunami hazard.

**Tsunami** - a great sea wave produced especially by submarine earth movement, earthquakes or volcanic eruption or landslides.

## 2.0 Critical Assumptions

For the effective execution of this **TEP**, It is assumed that:

- The School is the lead responder to the emergency on its own compound.
- All organization (school) personnel are required to embrace this plan in an emergency and perform their duties as outlined.

*2.1 Equipment:* The following equipment will be available for notification, accounting and welfare services, in case of a tsunami evacuation:

1. *Tsunami Folder* which contains parent contact information, emergencies for the children, evacuation routes and a complete enrollment of the school
2. *Tsunami Emergency Backpack* which has water, basic snacks, reflective vests, flashlights, communication equipment including a radio and bullhorn; and extra batteries (for bullhorn, flashlight, radio)
3. *First Aid Kit* with basic dressings and supplies to deal with casualties that may arise during and post evacuation

The Principal, or Teacher-in-Charge has the responsibility to ensure that, at least on a quarterly basis, the information in the Tsunami Folder, equipment in the Tsunami Emergency Backpack and supplies in the First Aid Kit are replenished or updated accordingly.

*2.2 Training/Teams:* To prepare for a successful Tsunami Evacuation response, there will be training exercises and personnel will be assigned to the following roles: Communication Officer, Evacuation Team and First Aid/Welfare Team.

*Communication Officer* – Responsible for raising the alarm and ensure that a communication system is in place for messaging. This officer also takes custody of the communications from the Principal or Teacher-in-Charge during an evacuation.

*Evacuation Team* – Responsible for guiding evacuation of the school, along the routes to the assembly area including traffic management. The team takes and uses the reflective vests from the Emergency Backpack.

*First Aid/Welfare Team* – Responsible for providing First Aid and hydration; also having taking custody of the backpack from the Principal or Teacher-in-Charge during an evacuation.

### *Evaluation and Updating the Plan*

To ensure that this plan is practical and reflects the current theories and practice in disaster risk management, it will be tested through drills and exercises. Drills will be conducted on a quarterly basis and at least once per year, a table top exercise will explore operational gaps. These will serve as a framework to update the plan.

### **3.0 Overview of Emergency Services in Canaries, Saint Lucia.**

There is one health center and one police station providing security and medical services. The community depends on Soufriere Fire Station for ambulance and fire-fighting support. The Canaries **DDC** will provide Emergency Management support, especially in times of drills and pre-disaster activities.

The health center provides limited and basic primary health care including one doctor's clinic and pharmacy services on Tuesday morning of every week and various other clinics for pre and post-natal care, non-communicable diseases (hypertension and diabetes). In addition, the center provides basic casualty wound care. The police provide security and help with traffic management.

#### 4. Hazards and Threats

The table depicts the likelihood of possible threats likely to impact the Canaries Primary School.

PROBABILITY OF THREATS						
Potential Incidents	Probability of Occurrence	Potential Human Impact	Potential Property Impact	Potential Organizational Impact	Resource Availability (Limited)	SCORE
Earthquakes	4	2	3	3	4	16
Tsunami	4	5	5	5	2	21

*Risk Analysis Matrix Score 1-5 (1= unlikely, 2=least likely, 3=Possible/likely, 4=very likely, 5= extremely likely)*

# EMERGENCY PROCEDURES

## EARTHQUAKE

### GENERAL INFORMATION

There is no forewarning of an impending earthquake. If there are procedures in place when an earthquake strikes and drills have been performed personnel will know how to react in a real situation. Although not all outcomes will be known, some idea of what to expect will help prepare them for any situation.

It is not likely that an earthquake will occur and be just a localized incident to the Canaries Primary School. If an earthquake should strike, personnel should follow these procedures to help reduce their exposure.

When the shaking starts

- If you are inside, **Drop, Cover, and Hold On!** Try to begin counting to check how long the earthquake will last counting (1-1000, 2-1000 etc.).
- Watch for falling objects.
- Crawl under a table or desk and hold on to it.
- Brace yourself in an inside corner of the building.
- Stay away from windows, mirrors, overhead fixtures, bookcases and electrical equipment.
- If you are outside, move away from buildings or from under power lines

Then; **Drop, Cover, and Hold On!**

When the shaking is over

- Be prepared for aftershocks.

- Help the injured and provide first aid. Do not move seriously injured persons unless they are in immediate danger of further injury.
- If you in a building, exit cautiously using stairs and proceed to the assembly area
- Conduct a personnel accountability check.
- Do a damage assessment to the facility.
- Turn off appropriate utilities. **DO NOT USE** matches, lighters or open flames, appliances or electrical switches until you are sure it is safe to do so.
- Conduct survey of area around the facility to determine possible hazards and accessibility to and from the facility.

# EMERGENCY PROCEDURES TSUNAMI

## GERNERAL IMFORAMTION

It is not likely that a Tsunami will occur and be just a localized incident to the Canaries Primary School. The threat from a tsunami is mainly to costal and low-lying areas. The standard procedure for every person is to reach high ground before the impact of the tsunami. An elevation of 100ft above sea level has been set as the safety mark in the Saint Lucia.

The area where the *Canaries Primary School* is located is approximately ( ) feet above sea level. Therefore, evacuation of the facility will/may not be required.

The conditions, that will require a Tsunami Evacuation, are detailed in the table below.

Conditions that require a response in case of a Tsunami

Nature's own Warnings (NOW)	Immediate Response	Comment
Feel strong earthquake- have difficulty standing	<p><b>Protect yourself</b> If in a building, drop to hands and knees to protect yourself from falling objects. <b>Cover</b> your head and neck under sturdy table, desk or with arms and hands. <b>Hold on</b> to something stable <b>Evacuate</b> tsunami evacuation zone after shaking stops</p>	Any strong shaking as measured by difficulty in standing requires you to protect yourself, and then evacuate the tsunami evacuation zone. This is top priority. If in doubt, whether the shaking is strong or not, evacuate.
Feel weak earthquake	<p><b>Become alert</b> – start counting the duration of shaking in seconds. Don't turn your back on the ocean. Observe the water and listen for sounds. <b>Prepare to evacuate</b> the tsunami evacuation zone with little warning.</p>	Feeling an earthquake is likely the first sign you receive related to a locally generated tsunami, <b>yet not all earthquakes generate tsunamis.</b>
Feel earthquake shaking for more than 20 seconds	Evacuate the tsunami evacuation zone	As soon as you feel weak shaking, pay attention to the duration by counting to 20 seconds. Pay attention to the ocean for unusual water changes or sounds

Nature's own Warnings (NOW)	Immediate Response	Comment
Feel earthquake and / or hear rumbling noise from ocean- like thunder, truck noise or jet airliner	<b>Evacuate</b> the tsunami evacuation zone	Sound is often an early warning of imminent danger
Feel earthquake and hear siren	<b>Evacuate</b> the tsunami evacuation zone	If no earthquake is felt, the siren is your signal to turn on local TV and radio for further instructions and be alert for messages via cell phone providers
Unusual disappearance of water, exposed reef	<b>Evacuate</b> the tsunami evacuation zone	A later signal – ocean doesn't always recede. May provide enough evacuation time. Better to evacuate if have early signals.
Unusual wall of water	<b>Evacuate</b> the tsunami evacuation zone	A later signal- wall or water doesn't always appear first. Even less time to evacuate

Adapted from the Hawaii Tsunami Education Curriculum Program- Pacific Tsunami Museum, August 2012

Once it is determined that an evacuation is required

- Raise the Alarm- The person in charge of the school at the moment is responsible for **sounding the bells** or using **the bullhorn** or **shouting, collecting the emergency folder and bag, putting off the main switch** and **supervising the evacuation procedure-**
  - Call the schools attention for the need to evacuate from the tsunami evacuation zone (school premises included) to the Assembly area
    - Detailing via which route i.e. FLORA VILLA or BELVEDERE route

If the Siren goes off to raise the alarm, the person in charge will still need to notify the school via the bullhorn or shouting as to the prescribed evacuation route whether it be FLORA VILLA or BELVEDERE

The Janitor on duty proceeds immediately to the washroom to alert students, assists students or calls for help

Specialist teachers, help with traffic management and /or assisting sick students

### **Upstairs classroom evacuations**

Classroom teachers are to grab their *registers* and *Tsunami Emergency Backpacks* and proceed as follows:

- Music Room, Resource Room, Room 3 **exit** via the stairs then to front gate (Flora Villa evacuation route) or back gate (Belvedere evacuation route)
- Rooms 4 and 5, **exit** via the closest (MAIN) stairs and proceed to front gate (Flora Villa evacuation route) or back gate (Belvedere evacuation route)

### **Downstairs classroom evacuations**

Classroom teachers are to grab their *registers* and *Tsunami Emergency Backpacks* and proceed as follows:

- Office, Stage and Rooms 3, 4, and 5 **exit** the building and proceed to front gate (Flora Villa evacuation route) or back gate (Belvedere evacuation route)
- Staff Room, assist with evacuation procedures
- Cook, put out stove and main switch and assist with evacuation

When all students and personnel arrive at the assembly area, teachers must account for their students and give a report to the principal including total number of students present, missing students and whether any students were injured along the evacuation route. The teachers must also maintain close supervision of the students and provide reassurance and care as much as possible.



