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| ELK ISLAND CATHOLIC S.R.D. NO. 41 | CODE: EBC-Policy |
| LEGAL REFERENCES: <i>School Act</i> , Section 44, Fire Prevention Act | TITLE: Emergency Plans |
| CROSS REFERENCE: CA, School - Based Leadership | ADOPTION DATE: February 7, 2001 |
| | REVISION DATE: |

The Board directs the Superintendent to develop, implement, and monitor a Division Emergency Operations Plan consistent with the Peacetime Disaster Plans of the municipalities in which its schools operate.

The Board authorizes the principal to take immediate action whenever the principal believes that the safety of the staff and students in his/her care are in jeopardy. The Board expects the principal of each school to develop an Emergency Operations Plan consistent with the Division Emergency Operations Plan and the Peacetime Disaster Plans of the municipality in which the school operates.

The Board designates the Superintendent as the official spokesperson for any communication with the media during a school emergency. School staff shall not communicate with any persons outside of the school other than fire, police or disaster services personnel during an emergency. All requests for information from anyone outside of the school other than disaster, fire and police personnel shall be directed to the Superintendent.

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| ELK ISLAND CATHOLIC S.R.D. NO. 41 | CODE: EBC-Guidelines |
| LEGAL REFERENCES: <i>School Act</i> , Section 44, Fire Prevention Act | TITLE: Emergency Plans |
| CROSS REFERENCE: CA, School - Based Leadership | ADOPTION DATE: February 7, 2001 |
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1. The Emergency Operations Plans developed by the Superintendent and principals shall provide for procedures to be followed in the event of internal or external emergencies which may endanger the well-being and safety of students and staff.
2. An internal emergency is defined as an emergency which originates within the school and may include, but not be limited to, fire, structural collapse, bomb threat, or dangerous chemical spill. The Board expects immediate evacuation to a site pre-determined by the principal in consultation with the surrounding community.
3. An internal emergency may also include, but not be limited to, the threat of, or presence of a dangerous intruder. The Board expects the principal to take all reasonable measures necessary to secure the safety of the staff and students and secure the help of the police.
4. An external emergency is an emergency which originates outside the confines of the school building and may include, but not be limited to, severe weather conditions such as a tornado, or dangerous chemical release. The Board expects the principal to take all reasonable measures necessary to secure the safety of the staff and students within the school and to secure the help of the police, fire and other disaster personnel.

ELK ISLAND CATHOLIC S.R.D. NO. 41

LEGAL REFERENCES: *School Act*, Section 44,
Fire Prevention Act

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Leadership

CODE: **EBC-Procedures**

TITLE: Emergency Plans
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1. The Board delegates to the principal authority to make the final decision with regard to evacuating a school. The principal's primary concern shall be for the safety of the occupants of the school.
2. The principal shall consult with the local fire department, police and disaster services personnel in planning and conducting emergency evacuation drills. A minimum of four internal emergency drills and two external emergency drills per year shall be held.
3. Teachers shall conduct practice drills with the students in their classroom as deemed necessary depending upon the maturity of the students in their classes.
4. The principal shall name at least two designates to take charge of an emergency should the principal be absent during emergency situations.
5. Principal shall keep on file and update emergency plans annually with the Superintendent. Principals shall file reports of the drills and their implementation and monitoring with the Superintendent by June 30 annually. The plans shall consist of, at minimum:
 - 5.1 Specific procedures regarding school emergencies, both internal and external;
 - 5.2 School evacuation procedures;
 - 5.3 Clear delegation of responsibilities to appropriate staff members in the event of emergencies;
 - 5.4 An adequate number of staff trained in the operation of school emergency plans to facilitate effective decision-making in the absence of the principal;

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- 5.5 Provision for emergency preparedness classroom instruction including supporting materials;
- 5.6 Provision for required planning and inservice training for staff;
- 5.7 Communications to inform parents about the school's emergency preparedness program;
- 5.8 Procedures to ensure articulation of the school plan with the community emergency response plan;
- 5.9 Mechanisms to inform parents regarding emergency situations; and
- 5.10 Alternate housing arrangements (large areas for congregating and billets for overnight).