

EMERGENCY PLANS

Background

The Division has an obligation to protect and ensure the health and safety of students and staff in the event of an emergency or disaster situation. It is therefore necessary to have a Division Emergency Operations Plan and School Emergency Operations Plans to create a state of preparedness beyond normal procedures.

Definitions

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. It may also include, but not be limited to, the threat of, or presence of a dangerous intruder.

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.

Procedures

1. The Superintendent will develop, implement, and monitor a Division Emergency Operations Plan consistent with the Peacetime Disaster Plans of the municipalities in which its schools operate.
2. The Principal of each school will develop a School Emergency Operations Plan consistent with the Division Emergency Operations Plan and the Peacetime Disaster Plans of the municipality in which the school operates.
3. 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.
4. School Emergency Operations Plans
 - 4.1 In any emergency, the Principal has the authority to make the final decision with regard to evacuating a school. The primary concern shall be for the safety of the occupants of the school and the Principal will take all reasonable measures to secure their safety and to secure the help of police, fire and/or other disaster personnel as appropriate.
 - 4.2 The Principal shall name at least two (2) designates to take charge of an emergency should the Principal be absent during emergency situations.

- 4.3 The 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:
- 4.3.1 Specific procedures regarding school emergencies, both internal and external;
 - 4.3.2 School evacuation procedures;
 - 4.3.3 Clear delegation of responsibilities to appropriate staff members in the event of emergencies;
 - 4.3.4 An adequate number of staff trained in the operation of school emergency plans to facilitate effective decision-making in the absence of the Principal;
 - 4.3.5 Provision for emergency preparedness classroom instruction including supporting materials;
 - 4.3.6 Provision for required planning and in-service training for staff;
 - 4.3.7 Communications to inform parents about the school's emergency preparedness program;
 - 4.3.8 Procedures to ensure articulation of the school plan with the community emergency response plan;
 - 4.3.9 Mechanisms to inform parents regarding emergency situations; and
 - 4.3.10 Alternate housing arrangements (large areas for congregating and billets for overnight).

5. Drills

- 5.1 The Principal shall consult with the local fire department, police and disaster services personnel in planning and conducting emergency evacuation drills. A minimum of six (6) evacuation drills, three (3) in each half year shall be held. Two (2) external emergency drills per year shall also be held.
- 5.2 Teachers shall conduct practice drills with the students in their classroom as deemed necessary depending upon the maturity of the students in their classes.

6. Communications

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

Reference: Section 18, 20, 57, 60, 61, 113 School Act
Disaster Services Act
Fire Prevention Act
Section 3 Government Emergency Planning Regulation