EMERGENCY PREPAREDNESS

Belief

The Division will develop and implement an emergency preparedness program in order to ensure that the health and safety of students and staff is adequately protected in the event of an emergency.

Procedures

1. Emergency preparedness is to be approached as a continuing activity. Initially, it is necessary to identify the types of hazards that may threaten the school and prepare basic plans to mitigate their effects. Once this has been accomplished, there will be a continuing need to update plans, educate emergency responders, rehearse planned responses, and evaluate plans.

2. Emergency preparedness plans for schools are to be incorporated into the overall municipal strategy for emergency response. During an emergency, the school's response must be integrated with the powers granted to local authorities under the Disaster Services Act. There must be detailed coordination for the use of the limited emergency services and other resources that would have to serve the needs of the schools and the community alike.

3. The immediate physical safety of students and staff must take priority during an emergency. Security of the school is a secondary consideration.

4. The emergency preparedness program must include an educational package that extends to students, their parents/guardians and all staff members. It shall provide students with an opportunity to study and understand the various types of emergencies that could affect their school or community. Students must be taught proper procedures to follow in an emergency and be trained to participate in the specific plan for their school.

5. Parents are to be kept well informed about the school's emergency preparedness program. Information must be sent home to acquaint parents with the school program for safe-guarding their children so they may know that plans exist to provide their children with the highest possible degree of protection and that it is neither advisable nor necessary for them to rush to the school when warnings sound.

6. The exercise of emergency responsibility shall be considered an extension of day-to-day responsibilities. Specific duties shall be assigned to each member of staff. These responsibilities shall be allocated with regard for each individual's specific abilities and normal sphere of work. Personnel must be trained to perform their assigned general or specific tasks within the emergency plan. First aid training and
cardiopulmonary resuscitation (CPR) training shall be provided to personnel. Every effort is to be made to utilize existing organizational procedures.

7. A communication process shall be developed and made known to staff and students so that they will know what immediate actions are to be taken when warning signals and messages are heard. The system must be capable of reaching all parts of the school and grounds.

8. In the event of power failure or loss of the internal communication system, alternative arrangements such as personal contact between control staff and others must be contemplated. Other methods of maintaining contact between levels of authority shall be established. The details of both primary and alternate communication arrangements shall be identified.

9. Sheltering in safe areas of the school, evacuation to a different facility or the deliberate dispersal of students to their homes are some of the protective actions that are to be addressed. The circumstances under which one or more of the protective actions may have to be undertaken will vary with the kind of threat. A single emergency plan which presents a range of alternatives may normally suffice.

10. If the situation permits, it is considered desirable to disperse children to their homes. Planning must include a method for contacting parents/guardians and alternate arrangements for the provision of continuing care for students whose parents/guardians are not at home.

11. Transport arrangements will provide for the continued availability of school buses or other transport during periods when severe weather or other potential emergencies could threaten. Arrangements may vary according to the season and the circumstances at hand. Other community sources of public, private and commercial road transport must be surveyed and appropriate arrangements put in place to ensure their timely availability in an emergency.

12. Emergency plans shall be put into operation and tested under circumstances simulating different types of emergency situations that are likely to arise. They shall be implemented through a program of drills and exercises beginning with limited objectives and graduating progressively over a period of time to a full scale exercise involving all participants. The evaluation of these programs will indicate if changes are required in plans, and what additional action is necessary to increase the overall standard of emergency preparedness.

13. The Transportation Manager and Director of Plant Facilities shall administer this administrative procedure at the system level.

14. The Principal shall:

14.1 In accordance with this administrative procedure, develop an emergency plan that will ensure the immediate health and safety of students and staff;

14.2 Develop plans for "In-house" relocations for i.e.: tornadoes, toxic chemical release from an outside source, etc.;
14.3 Develop plans for the evacuation of the facility to an alternate location for, i.e., fire, structural facility damage, etc.;

14.4 Be responsible for the implementation of the plans at the school level;

14.5 Inform parents, students and staff of the plans through information handouts, staff/student assemblies, drills and exercises.

15. Teachers shall be aware of the Division and school level Emergency Preparedness procedures. They are encouraged to provide ideas and feedback to improve or modify the plans.

Reference: Section 20, 45, 57, 60, 61, School Act
            Disaster Services Act
            Emergency Medical Aid Act