



## POLICY #3.35

# EMERGENCY PREPAREDNESS

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## PREAMBLE

In emergencies, a safe and immediate response is essential. A successful response depends on a practical plan practised often enough that it will be understood and followed in the event of a real emergency. In any emergency it is recognized that all staff members are responsible for the care and safety of students, colleagues and visitors on site.

## POLICY

**EMERGENCY PROTOCOLS ARE TO BE DEVELOPED, REVIEWED AND PRACTISED UNDER A VARIETY OF CONDITIONS TO HELP KEEP EVERYONE ON SITE SAFE IN AN EMERGENCY. SCHOOL PRINCIPALS AND SITE MANAGERS SHALL INFORM STUDENTS, STAFF AND PARENTS/GUARDIANS OF THE PROTOCOLS AND RATIONALE FOR EMERGENCY DRILLS.**

## OBJECTIVES

1. To assist the school community in being prepared to respond to emergency situations.
2. To educate and train students and staff to respond appropriately to emergency protocols and drills.
3. To inform parents/guardians and the community about the required emergency protocols in or around a school property.

## REGULATIONS

The Emergency Preparedness policy applies to the following types of emergencies:

1. Infrastructure fire, gas leak, flood or collapse;
2. Environmental incident such as an earthquake, chemical release, or wildlife; and
3. Threat from a person or anonymous source.

Policies related to emergency preparedness and response include:

Policy 4.17 "Biohazards, Including Bloodborne Pathogens" including pandemics; and  
Policy 3.20 "Closure of Schools for Reasons of Weather or other Causes"

## **ROLES AND RESPONSIBILITIES**

### District Administration

1. The Superintendent, Secretary-

7. Principals/Designates will communicate with parents/guardians, the community and the RCMP on school emergency procedures and encourage parents/guardians to reinforce these procedures with their children to ensure they understand them and follow staff direction during drills.
8. Schools will annually practice eight emergency drills under a variety of circumstances, including six evacuation drills involving a fire, earthquake (drop, cover and hold on) or environmental emergency, one Lockdown drill, and one Hold and Secure drill.
9. Administrative sites will annually practice evacuation drills involving a fire, earthquake or environmental emergency and lockdown drill.
10. In the event of an emergency regarding a decision to resume or close a building, Principals/Designates and Site Managers will consult with the Superintendent, Secretary-Treasurer or designate and Facilities Services.
11. In the event of a site or school closure, students will be released to their parent, guardian or designated emergency contact at the discretion of the Principal/Designate and District Administration. Staff may be redirected to alternate sites as necessary.
12. During an emergency, all media enquiries will be directed to the Superintendent or designate.
13. The response team will debrief and advise on possible revisions to the plan after an emergency situation or drill.

## **EMERGENCY RESPONSE**

There are five key responses that can be appropriately implemented in the event of most emergencies. Schools must have prepared drills and plans for all five responses and all responses are context specific and flexible. The five responses are:

1. Building/Site Evacuations

If a building or site becomes unsafe, an evacuation may be required. This response may be used for incidents such as: an infrastructure fire, gas leak, flood or collapse, earthquake, chemical/pipeline release or a bomb threat.

- e. All evacuated buildings will remain evacuated until an 'all clear' signal is issued.
- f. Where appropriate, an off-site evacuation route and muster area (school property or other location) will be reviewed and practiced with staff and students.
- g. The Superintendent's Office will be contacted to support notifying parents/guardians of the schools status.

2. Drop/Cover and Hold On

- a. Lockdown drills will be scheduled either during class time or a break and the RCMP will be notified of the date.
- b. The bell will be rung five times for one-second intervals and an announcement "Activating Lockdown" will be made three times over the PA system. School sites with buildings that do not have PA systems will create alternate communication plans for these buildings.
- c. Rooms will be locked and barricaded, lights shut off, windows closed and curtains or blinds drawn. Exterior doors, may be locked dependent upon consultation with police.
- d. Students will be instructed to put cell phones on silent, not to text or post to social media and get down and remain silent.
- e. Dismissal bells and fire alarms will be ignored.
- f. The Superintendent's Office will be contacted to support notifying parents/guardians of the school's status.

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Date Adopted: 1979-03  
Date(s) Revised: 1992-02  
2016-02

Cross References: Policy 3.20, 4.17  
Statutory: School Act 74,  
OHS Regulation 4.13-4.18  
Other: