

EMERGENCY RESPONSE AND PLANNING PROCEDURES

Background

To help ensure the safety of students and staff, the District has reviewed a number of factors associated with emergency situations. Emergency preparedness necessitates the clear designation of plans of action and responsibilities for staff members.

The "Emergency Response Manual" provides information on actions to be undertaken in emergency situations.

Procedures

1. Principals and building managers are reminded yearly to:
 - 1.1 conduct regular earthquake, fire, and security drills
 - 1.2 establish school/site emergency preparedness committees, and inform parents and staff of plans
 - 1.3 develop and annually file a school response plan (Form 311-1)
2. The District has provided First Aid and Emergency Preparedness Binders and Posters for each work site.
3. Principals and building managers will provide, in a readily available location, brief emergency directions for substitute staff members. Staff are to be encouraged to undertake corrective or preventative measures to improve the safety of their classroom/work areas.
4. Timelines for completion of earthquake drills for school sites are as follows:

First Drill	- by September 30
Second Drill	- by November 30
Third Drill	- by March 31

For non-school sites – one earthquake drill shall be conducted yearly.
5. Records must be kept of school earthquake/emergency drills completed and submitted to the Assistant Superintendent Secretary by July 1 each year
6. The Principal is responsible for submitting a completed school response plan for schools (Form 311-1) to the Assistant Superintendent Secretary by October 15 of each year. All school personnel shall be familiar with the plan.

7. The Principal shall send a letter to parents at the beginning of each school year summarizing emergency procedures and including procedures for parents to pick up their children in the event of a student release.
8. In the event of an emergency, all school personnel and district staff are expected to remain on the scene to ensure the safety of students until otherwise directed by the administration of the school, or your building manager.
9. Should emergency services (such as police or fire department) direct evacuation of a school, the Principal or building manager shall advise the Superintendent or designate as soon as possible to assist in communications.
10. The District and its staff members are entrusted with the responsibility for the safety and care of students until a parent or previously designated guardian comes to get them.

Reference: Section 65, 85, School Act
Form 311-1 Emergency Preparation School Response Plan

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