

SCHOOL-BASED AND/OR SCHOOL DISTRICT-WIDE EMERGENCIES

Background

The district recognizes that as one of the major areas in which people gather, schools are places where emergency preparedness is critically important to the well-being of students, staff and to the confidence that parents feel in entrusting their children to our care.

It recognizes the value of emergency awareness and supports educational programs designed to heighten this awareness.

The district recognizes its role in providing programs and safety procedures that address the personal and physical safety and well-being of students and staff.

Definitions

Emergency An event or circumstance that is caused by accident, fire, explosion, technical failure, human action or force of nature that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare and/of a person or to limit damage to property.

Disaster An event, generally considered to have an even greater impact than an emergency, caused by an accident, fire, explosion or technical failure, or by the forces of nature, and has resulted in serious harm to the health, safety and/or welfare of people, or in widespread damage to property.

Critical Incident Any incident, whether natural or human-caused, that has a negative or emotional impact on those affected resulting in a state of stress or discomfort and feelings of loss of control.

These terms are often used interchangeably.

Procedures

1. The district will have in place an emergency preparedness plan to ensure that personnel have clear and consistent standards and procedures to follow in the event of an emergency and which clearly describes the roles and responsibilities of school district personnel during an emergency.
2. In the event of an emergency, district staff must ensure that students are cared for until such time as they can be safely reunited with their parents/guardians and/or emergency contacts.
3. Principals are responsible for the safety of their students in the event of an emergency and as such must ensure that a school-based emergency plan is in place. As part of the school-based emergency plan, principals must ensure that six fire drills, three earthquake drills, and two lockdown drills are conducted on an annual basis.
4. Principals are required to communicate evacuation locations and protocols for pick-up from the school-based emergency plan with parents each school year.

5. The superintendent of schools will report emergencies, disasters and critical incidents to the Ministry of Education as quickly as possible.
6. In the event of an emergency, all schools/sites that are affected will immediately activate their school-based emergency plan procedures and the district will activate emergency operations procedures to the level needed to support the affected sites.
7. Principals and supervisors shall ensure that each employee under their direction are aware of the emergency preparedness plans for their work site.
8. The Safe Schools' coordinator and operations & safety supervisor, in conjunction with members of senior management team, will review the emergency preparedness plan annually and will make any necessary amendments to the plan.

9. Outside/Community-Wide Emergencies

- 9.1 The decision to designate a school as a reception centre would be made by the emergency program coordinator of the Strathcona Regional District in consultation with the school district and first responders.
- 9.2 Schools may be designated as potential emergency reception centres. If a school is selected for use as a reception centre, the emergency operations centre (EOC) will contact the manager of operations for School District 72.
- 9.3 The manager of operations or designate will open the school and manage the operation of the reception centre facilities, and will be responsible to the emergency program coordinator, to ensure the facilities are able to function as a reception area.

Reference: Sections 20, 22, 65, 85 School Act
Ministry of Education Emergency Management Planning Guide for Schools & School Districts

Supporting Documents: SD72 Emergency Preparedness Plan (Available to District Employees Only)
SD72 Critical Incident Response Plan (Available to District Employees Only)
SD72 Pandemic Response Plan (Available to District Employees Only)