



Procedure 101

Emergency Preparedness and Response

Background

The division is responsible to provide a safe and secure environment for all students and staff.

Procedures

1. The principal in cooperation with the staff of the school will prepare plans of action to deal with the following crisis situations:
 - 1.1 Fire and Explosion
 - 1.2 Medical Incidents
 - 1.3 Hazardous Material Spill or Exposure
 - 1.4 Bomb Threat
 - 1.5 Inclement Weather
 - 1.6 Power Failure
 - 1.7 Structural Failure
 - 1.8 Exposure to Radiation
 - 1.9 Communication Failure
 - 1.10 Gas Leak
 - 1.11 Terrorism
 - 1.12 Aggressive Behaviour or Violence
 - 1.13 Crime
 - 1.14 Civil Disturbances
 - 1.15 Offsite emergency or school bus accident with injuries
2. The plan must be consistent with the Emergency Response Plan provided in the Occupational Health and Safety Code Explanation Guide (Part 7) and include:
 - 2.1 Communication plans.
 - 2.2 Evacuation procedures.
 - 2.3 Debriefing of staff, students and parents.
 - 2.4 Lock down procedures.
 - 2.5 A floor plan of the building.
3. The plan must be submitted by the principal to the Local School Board Committee for approval no later than the October meeting of each school year.



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4. Immediately after the Local School Board Committee has given approval, the principal shall provide a copy of the plan to the Superintendent, the central office maintenance supervisors and the R.C.M.P. and Emergency Services within the community.