

# EMERGENCY PLANS

### Background

Welfare and safety of students is the direct responsibility of the Principal.

The Principal shall take whatever immediate, appropriate action is necessary to maintain the operation of a school under unusual conditions. When necessary, the Principal's actions may be guided by the advice of the Royal Canadian Mounted Police, the Fire Department, or Disaster Services. Following unusual conditions, the Principal shall consult with the Superintendent after ensuring there is no immediate threat to students and staff.

Certain emergent situations are best handled through the Office of the Superintendent in order to co-ordinate communications and to enhance safety and security issues for students, staff, and parents.

The Superintendent expects school-based administrators to connect with community planners to coordinate the disaster plan.

### Procedures

1. In the event of an emergent situation involving a large group of students and/or staff and where the Principal believes Division Office support is required, the Principal shall communicate concisely and briefly the details of the emergency to the Superintendent. Time will be of the essence with welfare and safety of students, staff, and volunteers being the Principal's primary concern.
2. The Superintendent shall identify one person to oversee communication issues and to direct procedures for a Command Centre.
  - 2.1 Where appropriate, the Command Centre head shall involve and be guided by the local Disaster Services agency, the RCMP, and/ or the Fire Department.
  - 2.2 Staff shall direct communications from the media, regarding the emergency situation, to the Command Centre head.
  - 2.3 Where possible, the school shall activate computer fax, modem, or internet lines in order to provide "outgoing" line capability. Regular telephone lines will likely be tied up by people trying to phone into the school to access information.
3. The Command Centre head may disperse one person, with cellular phone capabilities, to the emergency site in order to obtain first hand information or appoint an on-site person to the same role.
4. A student, staff, and volunteer name list, with home or emergency phone numbers, must be faxed or e-mailed to the Division Office as quickly as possible.

- 4.1 The Command Centre will function as a telephone centre to communicate the nature and status of the emergency to parents of students and spouse or family of staff and volunteers.
- 4.2 The Command Centre head will determine the message to be communicated to those telephoned and employ Division Office staff in fast-tracking phone calls.
5. The Command Centre head will determine whether or not Critical Incident Stress Debriefing procedures are required by staff, parents, and/or students.
  - 5.1 Critical Incident Stress Debriefing personnel from other schools or communities will be accessed as required.
  - 5.2 Team leaders will be identified for the Critical Incident Stress Debriefing.
6. The Command Centre head will provide parents and/or staff with follow-up information through an in-camera meeting for those most closely involved in the emergent situation.
7. The Command Centre head will provide the Superintendent with a report, inclusive of recommendations, following the emergent situation.
8. The Superintendent shall appoint a Command Centre head for a mock-up at least once per year to test the Division Office's capability in handling an emergency situation.

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