

Administrative Procedure 106 EMERGENCY/DISASTER PLANS

The safety of students and staff shall be the primary concern in the event of any emergency situation including fire, structural collapse, bomb threat, chemical spills, severe weather; danger in the vicinity of the school and accidents.

The Division delegates responsibility to the principal of each school to provide for the safety of students and staff in the event of emergency situation.

Procedures

1. The Principal shall prepare an Emergency Response Plan using the district's template at the beginning of the school year in order to ensure the safety of students and staff in the event of an emergency situation. The Emergency Response Plan shall include:
 - 1.1 Specific procedures dealing with both internal and external emergencies;
 - 1.2 School evacuation plans and procedures which will include:
 - 1.2.1 The posting of primary and secondary evacuation routes for each classroom and area within the school;
 - 1.2.2 Periodic drills to train staff and students of the required procedures; and
 - 1.2.3 The requirement for a detailed record of all evacuation drills held during the course of the year including dates, evacuation time, problems experienced and follow up action taken.
 - 1.3 A clear delegation of responsibilities to appropriate staff members;
 - 1.4 A provision for in-service training for staff to ensure that staff members have the skills necessary to fulfill their responsibilities; and
 - 1.5 A communication plan necessary to inform parents about the school's emergency preparedness programs and the mechanisms which will be used to inform parents of any emergency situations.
2. The staff shall review the emergency procedures with the students to ensure that they are familiar with the requirements, expectations and procedures.
3. In the event of an external emergency which is declared by the municipality, the Municipal Disaster Plan will be implemented and coordinated by the staff of the municipality. The decision to evacuate the school will be determined by the Superintendent or the municipal authorities.
4. The Principal shall review the Municipal Disaster Plan at the beginning of the school year.
5. The Superintendent shall coordinate all communications with media in the event of any emergency situation affecting Divisional schools.
6. Response to a tornado warning:
 - 6.1 Move occupants to interior hallways, washrooms or lowest floors if possible;

- 6.2 Protect the heads of the occupants to the greatest extent possible;
 - 6.3 Listen for information over public emergency information systems;
 - 6.4 Do not evacuate the building until notified by the Fire Department or police; and
 - 6.5 Following evacuation, account for all occupants.
7. Response to toxic chemical spill:
- 7.1 Occupants should stay inside and move away from windows and doors;
 - 7.2 Keep all doors and windows closed;
 - 7.3 Turn off air exchange systems;
 - 7.4 Do not operate light switches;
 - 7.5 Listen for information over public emergency information system;
 - 7.6 Do not vacate the building until notified by the Fire Department or police and
 - 7.7 Following evacuation account for all occupants.
8. Response to fire, structural collapse or other internal emergency:
- 8.1 Implement procedures outlined in Administrative Procedure 106A – Emergency Evacuations.
9. Response to bomb threat:
- 9.1 Implement procedures outlined in Administrative Procedure 106B – Bomb Threat
10. Response to violent intruder:
- 10.1 Implement procedures outlined in Administrative Procedure 106C – Violent Intruder.

Reviewed/Revised: November 2012, March 2014, August 2018 November 2018
April 2020

Reference: Section 10, 52, 53, 197, 222 Education Act
Disaster Services Act
Emergency Medical Aid Act
AP 311 – St. Thomas Aquinas RCSR No. 38