

## Administrative Procedure 106    **EMERGENCY PREPAREDNESS AND DISASTER RESPONSE**

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East Central Alberta Catholic School Division (ECACS) is committed to providing a safe, caring, and faith-filled environment for all students and staff. To support this commitment, ECACS has established comprehensive emergency plans that promote a state of preparedness while maintaining the integrity of our learning and working environments. These plans are developed collaboratively, involving ECACS staff, students, families, and community-based service providers to ensure a coordinated and compassionate response to emergencies.

In any emergency or critical incident, the safety and well-being of students and staff is the division's highest priority. ECACS believes that emergency preparedness is a shared responsibility, and superintendents, administrators, supervisors, and all employees play a vital role in maintaining readiness and ensuring that schools remain safe and supportive environments for everyone.

- **Critical Incidents:** Unexpected situations that significantly disrupt normal school functioning and pose immediate risks to the safety, well-being, or emotional health of students, staff, or the community (e.g., student/staff death, facility or environmental emergencies, cyber incidents, or bus accidents).
- **Functional Protocols:** Standard safety actions required during emergencies, including evacuation, hold and secure, lockdown, and shelter-in-place.
- **Hour Zero:** The division's centralized web-based application used to store, monitor, and update emergency preparedness and response plans (ERP).

### **Proactive Security and Communications**

- **Access Control:** Exterior doors must remain locked during the school day, though designated doors may be temporarily unlocked during transition times provided there is active supervision. Schools must utilize cameras, intercoms, and other access-control tools to verify visitors before granting entry. It is best practice for interior classroom doors to remain locked during instructional time, ensuring pathways stay clear for safe movement and evacuation.
- **Visitor Management:** Visitors must use the main entrance, sign in and out at the front office, and always wear visible visitor identification (lanyard or badge).
- **Communication Readiness:** Schools must be equipped with building-wide intercoms, outdoor walkie-talkies, telephone "all call" systems, and alternate alerting methods for high-noise areas like gymnasiums and shops. Staff must be trained on these systems, and visual instructions should be posted. Staff must notify the front office when they are off-site and provide contact information to ensure they can be reached during an emergency.

**Site Administrator Responsibilities:** By the end of September, Site-Based Administrators/Site Managers must prepare or update an Emergency Response Plan, utilizing the division template/Hour Zero system, to include the following operational requirements:

- **Emergency Folders and Binders:** Administrators must prepare an Off-Site Binder containing required Hour Zero documents and updated student emergency contact records printed from PowerSchool. Classroom Emergency Folders must be updated and redistributed at the start of the year.
- **Supplies and First Aid:** Ensure all first aid kits, emergency response equipment, are inspected, restocked.
- **Evacuation and Agencies:** Post primary and secondary evacuation routes for each area. Confirm evacuation center logistics and update emergency agency contact numbers for the principal's immediate reference.

- **Special Needs:** Identify students or staff requiring assistance during an emergency, assign specific procedures and staff responsibilities, and ensure equipment is in place using the Individual Emergency Plan form.
- **Parent and Community Communication:** Establish a communication plan to inform parents of preparedness programs and emergency situations. Administrators must ensure substitute teachers, guests, and volunteers receive ongoing emergency orientation.

**Classroom and Learning Space Preparedness:** Every learning space must clearly post evacuation routes near primary exits. The emergency plan folder (ERP) stored near the exit must explicitly contain:

- Quick Reference Guide, and Emergency Functional Protocol Card.
- Two full sets of Status Cards (Red, Yellow, Blue, Green).
- Multiple copies of Hour Zero Student Accountability (ERP 138) and First Aid Treatment (ERP 116) forms.
- Classroom rosters (printed from PowerSchool and updated each semester) and any unique Site Specific Procedures.
- Hour Zero emergency maps (evacuation, lockdown, shelter-in-place).

**Incident Management and Specific Roles:** Emergency management authority rests with the Superintendent and/or designates, scaling through the Site Based School Emergency Response Team (SERT) and the division-level Administrative Command Team (ACT). The Safety-Risk Assessment Team handles comprehensive support. Specific leadership roles include:

- **Superintendent / Deputy Superintendent:** The Superintendent and/or designate leads all response aspects, internal/external coordination (RCMP, Alberta Ed), and media communications. The Deputy Superintendent leads in their absence and coordinates HR, technology responses, and employee assistance (ASEBP/EFAP).
- **Deputy Superintendents:** The Deputy Superintendent leads the Safety-Risk Assessment Team and initiates both Safety and Risk Assessments. The Secretary Treasurer oversees facilities, logistics, finance supports, and transportation.
- **Faith and Mental Health:** The Assistant Superintendent of Faith and Educational Services coordinates prayers and liturgical responses as well as the coordination of Mental Health Services and Family School Liaison Workers (FSLWs to provide trauma-informed support and serve as liaisons connecting affected families to external community resources.)
- **Facilities, Transportation, and IT:** The divisional Occupational Health and Safety representative manages facility-related crisis evaluations and inspections. IT Services manages responses to catastrophic cyber issues, engaging insurance and cybersecurity providers.

### **Initial Emergency Response and Specific Protocols**

- **Initial Action:** The Principal/School Emergency Response Team (SERT) must immediately secure the site, activate emergency functional protocols, contact emergency services, and direct onsite staff.
- **First Contact & Coordination:** The Principal must contact the Superintendent/ACT for support. The Superintendent and/or designate confirms the severity and coordinates the overarching action plan and media communications.
- **Other Internal/External Threats:** Specific functional procedures shall be implemented for Fire/Structural Collapse, Bomb Threats, and Violent Intruders (e.g., Lockdown, Evacuation). In the event of an external emergency declared by the municipality, the Municipal Disaster Plan will be implemented, and evacuation decisions will be made by the Superintendent

and/or municipal authorities.

**Enhanced Drill Protocols** All staff, substitutes, students, regular volunteers and visitors must be trained annually on their roles, emergency protocols, and student release procedures. All drills must be recorded in Hour Zero with written evaluations.

- **Evacuation Drills (6 per year):** One must occur in the first weeks of school when students are present, followed by one in October and November, and three bi-monthly from January to June. Adult-only or non-school sites require two per year.
- **Other Drills:** One lockdown per semester. Hold & Secure, Shelter-In-Place, and Drop-Cover-Hold require one drill per year, though schools have the discretion to conduct these as reviews (e.g., via a morning PA announcement).
- **Participation Requirements:** Part-time kindergarten classes must participate in half of the drills. Tenants and other facility users must be included in all drills.
- **Communication:** A standard message should be sent to families prior to and following drills, in consultation with the Director of Communications. RCMP and emergency services may occasionally be invited to participate.

**General Staff Responsibilities:** In addition to adhering to division safety protocols and participating in required training, all division staff are explicitly required to regularly update their contact information with Human Resources and inform their direct supervisors of any necessary emergency medical information.

Reviewed/Revised: November 2012, March 2014, August 2018, November 2018, April 2020, August 2026

Reference: Sections 3.1, 3.2, and 11.1 Education Act

Disaster Services Act

Emergency Medical Aid Act

AP GEN 17 – Christ The Redeemer Catholic School Division

AP 311 – St. Thomas Aquinas RCSR No. 38