



Adopted: 1999-05-25	Reviewed: 2002-10-22	Amended:
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SUBJECT: **EMERGENCY PLAN**

The safety of pupils and school district staff is paramount.

In the event of any dangerous disturbance, disaster, or potentially dangerous situation the following policy shall apply:

1. WHEN SCHOOL IS NOT IN SESSION:

a) Damage Assessment

The damage assessment team will be assisted by:

- i) the Secretary-Treasurer or Superintendent
- ii) a General Foreman

b) Mass Care Facilities

The use of any school district building or equipment may be authorized by:

- i) the Secretary-Treasurer or Superintendent
- ii) a General Foreman

c) Mass Transportation

The use of any school district vehicle may be authorized by:

- i) the Secretary-Treasurer or Superintendent
- ii) the Transportation Supervisor

2. WHEN SCHOOL IS IN SESSION:

a) Responsibilities

- i) Teachers are responsible for students in their classroom.
- ii) Principals are responsible for employees and students in their school.
- iii) The General Foremen are responsible for maintenance and grounds staff.
- iv) The School District Administration Office is responsible to issue direction to:
 - Principals
 - The General Foremen and the Transportation Supervisor

Any decision to evacuate School District premises can only be made by the building Administrative Officer.



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REGULATIONS

SUBJECT: **EMERGENCY PLAN**

1. Individual School Disaster Preparation Plan

- 1.1. Each school has a pre-determined evacuation procedure in place. All staff and students should be well-versed in this procedure. Regular drills and evacuation practice should be maintained.
- 1.2. Each school should be responsible for developing a "Marshalling" area, including the location of a First Aid Post. All staff and students should be familiar with these locations.
- 1.3. Each school should establish a drill procedure for "Earthquake" situations.
- 1.4. Administration and staff of each school should be familiar with the procedures and priorities for all involved during an emergency situation. Administration and staff should all be familiar with location and procedure for shut-off of utilities such as gas, electric, or water main.
- 1.5. Administration and staff should be aware of such items as:
 - i) student release procedures
 - ii) use of volunteer help in an emergency
 - iii) line of authority
- 1.6. General requirements for First Aid will be provided in accordance with section 33 of the current *Occupational Health and Safety Regulation*.
- 1.7. Each Administrator should provide for regular inspection of classrooms to identify and minimize potential hazards, with particular attention given to such things as free-standing cabinets, bookcases, wall units, aquariums, heavy objects on high shelves, audio-visual equipment, wall-mounted objects such as clocks, unrestrained light fixtures, as well as anything peculiar to the classroom or school setting.
- 1.8. High hazard areas such as gymnasiums, science labs, industrial areas, and libraries, should be inspected frequently to ensure proper use and storage procedures are being maintained.