



Adopted: 1999-05-25	Reviewed: 2002-10-22	Amended: 2020-05-19
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SUBJECT: EMERGENCY PLAN

The safety of students and school district staff is paramount. The district recognizes it is not possible to anticipate every circumstance that may arise in a critical incident situation. However, being prepared by planning, organizing and implementing emergency plans to respond to critical incidents will help to minimize the potential for injury, loss of life, property damage and/or trauma. Each school and site is required to have an emergency plan for critical incident response in order to be well prepared for emergent situations.

In the event of any emergency, critical incident, 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) the Director of Facilities and Transportation or a Maintenance 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) the Director of Facilities and Transportation or a Maintenance Foreman
- iii) the School Administrator

c) Mass Transportation

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

- i) the Secretary-Treasurer or Superintendent
- ii) the Director of Facilities and Transportation

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 Director of Facilities and Transportation is responsible for maintenance, transportation and grounds staff.

- iv) The Superintendent or Secretary-Treasurer is responsible to issue direction to:
- Principals
 - The Director of Facilities and Transportation and the Transportation Supervisor

Any decision to evacuate School District premises can only be made by the Principal or Vice Principal in consultation with the Superintendent or Secretary-Treasurer.



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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 will be well-versed in this procedure. Regular drills and evacuation practice will be maintained.
- 1.2. Each school will 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 will establish a drill procedure for "Earthquake" situations.
- 1.4. Administration and staff of each school will be familiar with the procedures and priorities for all involved during an emergency situation/critical incident. School based administrators will all be familiar with location and procedure for shut-off of utilities such as gas, electric, or water main.
- 1.5. Administration and staff will 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 the current [Occupational Health and Safety Regulation](#).
- 1.7. Each Administrator will 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, will be inspected frequently to ensure proper use and storage procedures are being maintained.