

Administrative Procedure 311

EMERGENCY DISASTER PLANS

Background

The Division recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students in the event of emergency situations. For purposes of this administrative procedure, internal emergencies are those that originate within the confines of the school and may include fire, structural collapse, bomb threat, and dangerous chemical spills inside the building that may endanger occupants. External emergencies originate outside of the school structure and may include tornadoes; dangerous chemical spills outside of the building, riots, severe weather conditions or other emergency situations that endanger the school's occupants.

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

Procedures

1. In the case of internal emergencies, the principal has the authority to make the final decision regarding school evacuations or lock downs.
2. When the municipality declares a state of local emergency, the Municipal Disaster Plan will be implemented and emergency operations coordinated through the Town/City manager or designate.
3. When external emergencies have been declared the responsibility for evacuating schools rests with the principal in consultation with the Superintendent.
4. During emergency situations involving the school, all communications with the media shall be coordinated by the Superintendent or designate.
5. Each school is required to have in place:
 - 5.1 Evacuation Drill procedures;
 - 5.2 Emergency Lock Down procedures;
 - 5.3 An adequate number of staff trained in the operation of the school emergency plans to facilitate effective decision making in the absence of the principal; and
 - 5.4 Specific procedures regarding school emergency plans, both internal and external.
6. Response to a tornado warning:
 - 6.1 Move occupants from windows, doors, outside walls or spaces with large unsupported roof area;
 - 6.2 Move occupants to interior hallways, washrooms or lowest floors if possible;
 - 6.3 Protect the heads of the occupants to the greatest extent possible;
 - 6.4 Listen for information over public emergency information systems;

- 6.5 Do not evacuate the building until notified by the Fire Department or police; and
- 6.6 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 312: Emergency Evacuations.

9. Response to bomb threat:

- 9.1 Implement procedures outlined in Administrative Procedure 313: Bomb Threats.

10. Response to violent intruder:

- 10.1 Implement procedures outlined in Administrative Procedure 314: Violent Intruder.

Reference: Section 20, 45, 57, 60, 61, 113, School Act
Disaster Services Act
Emergency Medical Aid Act