

## AP 1600: Emergency Preparedness

### Background:

The District recognizes the importance of being prepared for various types of emergencies, both natural and human-caused, that could occur while school or other learning is in session or while school is not in session but district facilities, including schools, remain operational for maintenance and/or facility use. The District believes that when developing and carrying out emergency plans and procedures, concern for human life and safety must prevail over concern for property. Emphasis must always lie on prevention and forethought.

### Definitions:

**Emergency:** An event or circumstance that is caused by accident, fire, explosion, technical failure, human action or force of nature, that requires prompt coordination of action or special regulation of persons or property to protect the health, safety, and welfare of a person or to limit damage to property.

### Procedures:

1. The Superintendent directs that emergency plans and procedures (emergency preparedness plans) be developed, implemented and maintained for all District schools, worksites (such as the Board Office) and school buses, and that:
  - 1.1. Employees shall be informed about AP Appendix 1600 A: Emergency Preparedness Manual and AP Appendix 1600 B: Emergency Preparedness Flipchart to be followed at their worksite;
  - 1.2. Employees shall practice the emergency plans and procedures implemented at their school or worksite;
  - 1.3. The Principal/supervisor obtains and maintains materials and supplies, beyond those normally provided by the District, to augment emergency plans and procedures, if necessary;
  - 1.4. The Principal/supervisor obtains and implements the Critical Incident Resource Manual (posted in inclusive education procedures) practices.
  - 1.5. The Principal/supervisor ensures the Critical Incident Phone Tree is updated when staff rosters change to accurately reflect current staff members and the phone tree is distributed to all staff.
  - 1.6. Critical Incident Phone Trees shall be provided to the Safe Schools Contact by June 30 of each year to prepare for emergencies that may occur in the summer months.
  - 1.7. This administrative procedure shall be reviewed annually.

## 2. Emergency

- 2.1. In the event of an emergency while school is in session, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care, until otherwise directed by the Principal/supervisor.
- 2.2. Employees who have a child/children in other schools are to have arrangements in place for the care of their child/children by others until they can be released from their duties.
- 2.3. All emergencies that impact the normal operation of a District school, worksite, or school bus are to be immediately reported to the Superintendent. Said report shall indicate the nature and location of the emergency and those involved, also including type and severity of possible injuries and whether the assistance of District staff is required.
- 2.4. In the event of an emergency while school or other learning opportunities are not in session, the Manager of Safe Schools/OHS shall contact the Principal/supervisor and the District Emergency Response Team.
- 2.5. In the event of an emergency while school or other learning opportunities are not in session in which the Manager of Safe Schools/OHS is not the first to know about it, the Principal/supervisor shall notify the Manager of Safe Schools/OHS who will contact the Assistant Superintendent.
- 2.6. The Superintendent or designate shall report emergencies to the Ministry as quickly as possible.
- 2.7. The Superintendent or designate shall:
  - 2.7.1. Provide appropriate direction to employees regarding the specific emergency from a command centre located at the Board Office;
  - 2.7.2. Liaise with local government agencies according to the type of emergency, including the police, local fire departments, hospital officials, social services and, if the severity of the emergency warrants, the city or town emergency program coordinator;
  - 2.7.3. Appoint a communications liaison for the specific incident, to ensure prompt and accurate information is released when appropriate; and,
  - 2.7.4. Ensure that the Assistant Superintendent or District Principal - Aboriginal Education notify Lower Kootenay Band contacts.

## 3. Planning

- 3.1. The Principal shall be responsible for the administration and maintenance of the school's emergency preparedness plan aligned to the District's Emergency Preparedness Manual.

- 3.2. The Principal shall conduct the following annually:
  - 3.2.1. Six (6) fire drills;
  - 3.2.2. One (1) earthquake drill;
  - 3.2.3. One (1) lockdown drill; and,
  - 3.2.4. One (1) hold and secure drill.
- 3.3. The Secretary-Treasurer shall be responsible for the administration and maintenance of AP 1602: School Bus Accident.
- 3.4. The Principal shall develop and review specific safe school plans annually:
  - 3.4.1. The method of evacuation, and primary and secondary routes of egress; Muster points.
  - 3.4.2. Evacuation procedures for persons with disabilities who require assistance to evacuate the school or school bus;
  - 3.4.3. First aid treatment procedures, including a list of qualified first aid attendants, equipment maintenance, and supplies;
  - 3.4.4. Plans for accommodating personal care, including appropriate supervision, counselling or emotional support, nourishment arrangements, and alternate washroom facilities;
- 3.5. The Principal shall ensure that safe school plans address:
  - 3.5.1. Potential for inclement weather conditions;
  - 3.5.2. Potential interior and exterior hazards, including:
    - 3.5.2.1. Natural gas and propane service lines and shut-off valves;
    - 3.5.2.2. Storage of chemicals and flammable materials;
    - 3.5.2.3. Power lines to buildings;
    - 3.5.2.4. Water mains and septic systems to buildings;
    - 3.5.2.5. The location and height of interior storage, including size and materials stored; and,
    - 3.5.2.6. The location of combustible artwork displays and teaching materials attached to classroom and hall walls [not to exceed twenty percent

(20% of wall area].

- 3.5.3. Method of accounting the whereabouts of students, staff members, and visitors;
- 3.5.4. Inventory of neighbourhood hazards, resources, and temporary shelter sites (available from the Manager of Safe Schools/OHS);
- 3.5.5. The potential release of employees from their work responsibilities after an emergency occurs to attend to personal affairs;
- 3.5.6. Emergency communication in the event of a power failure, including the use of a power-fail telephone connection in the school office; and,
- 3.5.7. Transporting emergency supply kit(s) to evacuation areas, if required.
- 3.6. Principals and supervisors are to ensure that each employee is aware of the emergency procedures for each identified emergency that could affect their work and worksite.
- 3.7. Safe School Plans are to be filed with the Superintendent and Manager of Safe Schools/OHS by August 31<sup>st</sup> of each year and reviewed annually.
- 3.8. At the commencement of each school year, Principals shall communicate with parents, outlining the safe schools plan and the procedures for parents to follow in the event of an emergency, and have parents identify other adults who are authorized to have temporary custody of their child/children if parents cannot be contacted.
- 3.9. Principals shall provide parents of new students who enrol in a school during the school year with the emergency procedures as part of the enrolment material.
- 3.10. The Principal or supervisor shall ensure that an emergency evacuation drawing is posted at the entrance/exit of each worksite, school, and room, displaying the primary evacuation route to outside assembly areas (Muster Stations)
- 3.11. The Safe School Plans are to be easily identifiable and located in the school office and any other location deemed necessary for access by all school employees, identifying and outlining each employee's particular responsibilities in an emergency.