



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 the school structure and may include tornadoes, dangerous chemical spills outside the building, riots, severe weather conditions or other emergency situations that endanger the school's occupants.

Each school must 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.
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 will rest with the Superintendent and/or appropriate civil authorities.
4. During emergency situations involving the school, all communications with the media shall be coordinated by the Superintendent or designate.
5. Each Principal is responsible for establishing, in accordance with legislative and code requirements and in consultation with the local Fire Department, a program and procedures to ensure prompt and orderly evacuation/lockdown of the school in the event of an emergency. Schools will cooperate fully with local fire authorities to ensure that Fire Department requirements and inspection recommendations are implemented in a forthright manner.
 - 5.1 This program will include as a minimum:
 - 5.1.1 The development of written school evacuation/lockdown procedures.
 - 5.1.2 The posting of primary and secondary evacuation routes for each room;
 - 5.1.3 Periodic drills to train staff and students on evacuation/lockdown procedures;
 - 5.1.4 Periodic reviews with staff and students of the procedure; and



5.1.5 A detailed record of all evacuation/lockdown drills held including:

5.1.5.1 Dates,

5.1.5.2 Evacuation/lockdown times,

5.1.5.3 Problems experienced and

5.1.5.4 Follow up action taken.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act
Disaster Services Act
Fire Prevention Act
Section 3, Government Emergency Planning Regulation