

Emergency Preparedness

Policy No. 402.14R

REGULATIONS

The Board of Education, School District No. 91 (Nechako Lakes), directs that emergency plans and procedures be developed, implemented and maintained for all school district facilities, and school buses.

To this end:

- a) All employees shall be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others;
- b) Students and employees shall practice the emergency procedures implemented at their school or work site;
- c) Parents shall be advised of the emergency procedures developed at the school(s) and/or buses where their child(ren) are attending/riding;
- d) Materials and supplies kept on hand to augment the school emergency procedures, shall be in good order; and,
- e) This policy shall be reviewed annually.

Administrative Procedures

1. Emergent

- 1.1. In the event of an emergency, 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 school administrative officer (or person in charge); those employees who have a child(ren) in other schools should have arrangements in place for the care of their child(ren) by others until they can be released from their duties.
- 1.2. All emergencies impacting on the normal operation of a school facility or school bus transporting students are to be immediately reported to the Superintendent of Schools, indicating:
 - The nature and location of the emergency;
 - People involved;
 - Type and severity of possible injuries; and,
 - If assistance of district staff is required.

- 1.3. The Superintendent of Schools, or delegate(s), will:
 - Provide appropriate direction regarding the specific emergency;
 - Liaise with appropriate local agencies according to the type of emergency; and,
 - Appoint a media contact, to ensure prompt and accurate information is released when appropriate.

2. Planning

- 2.1. The Administrative Officer shall be responsible for the administration and maintenance of an emergency preparedness plan at his/her school.
- 2.2. The Manager of Transportation shall be responsible for the administration and maintenance of a school bus emergency preparedness plan.
- 2.3. An Emergency Preparedness Plan is to be developed and maintained for each school facility/school bus and, as part of the plan, the following must be considered for each type of occurrence:
 - a) Method of evacuation, primary and secondary routes of egress;
 - b) Number of physically challenged people requiring assistance to evacuate the facility/school bus including wheelchair bound students, employee(s) and visitors;
 - c) First aid treatment, including qualified first aid attendants and supplies;
 - d) Personal care, including appropriate supervision, psychological counseling as required, arrangements to provide nourishment, alternate washroom facilities;
 - e) Time of day;
 - f) Potential for inclement weather conditions;
 - g) Potential school site, interior and exterior hazards, including:
 - Natural gas and propane service lines and shut off valves,
 - Storage of chemicals and flammable materials,
 - Power lines, to building facilities,
 - Water mains, septic systems to building,
 - Location and height of interior storage, including size and materials stored,
 - Location of combustible artwork displays and teaching materials that are attached to classroom and school hall walls (should not exceed 20% of the area of the wall);
 - h) Method of accounting for whereabouts of students, staff and visitors;

- i) Inventory of neighborhood hazards, resources and temporary shelter sites.
(Information regarding neighborhood resources and temporary shelter is compiled by the Provincial Emergencies Program committee and is available for district schools from the district Health and Safety officer.);
 - j) Release of employees from their work responsibilities after an emergency occurs to attend personal affairs;
 - k) Emergency communication in the event of a power failure, such as the use of a “power fail” telephone connection in the school office; and,
 - l) Procedures for getting school emergency supply kit(s) to evacuation area, if required.
- 2.4. Practice emergency drills are to be conducted on a regular basis for students and employees to implement their evacuation, re-entry, lockdown from the facility/bus without difficulty.
- 2.5. Administrative officers/supervisors are to ensure each employee under their direction, are aware of the emergency preparedness plans for each identified emergency that could affect their work and work site.
- 2.6. Emergency preparedness plans are to be filed with the Superintendent of Schools and reviewed annually to ensure the readiness of plans.
- 2.7. At the commencement of each school year, administrative officers of each school shall communicate with parents, outlining the school’s emergency preparedness plan and procedures for parents to take in the event of an emergency at their child’s school, including the need to identify other adults authorized to have temporary custody of their child(ren) in the event contact cannot be made with the child(ren)’s parents.
- 2.8. Parents of new students enrolling in a school during the school year shall be provided with the school’s emergency preparedness plan outline as part of the enrollment material.
- 2.9. Parents should be encouraged to respond to emergencies, assisting and providing resources to reduce the impact of the emergency.
- 2.10. An emergency evacuation drawing shall be posted at the entrance/exit of each school district building and room, displaying the primary evacuation route to the outside assembly area.
- 2.11. The school “Emergency Preparedness Plan” should be easily identifiable and located in the school office for access by all school employees, as well as any other location(s) deemed necessary, identifying and outlining each school staff’s particular responsibility(s) in an emergency.
- 2.12. A post-assessment shall be conducted by the Health and Safety Officer at the site following an emergency as identified in policy. A report shall be filed with the District Health and Safety Officer.