

Purpose/Background

The Division's primary concern is the safety of students and staff, and the preservation of property in the event of an emergency, crisis or disaster. The Division Emergency Response Plan designates specific employees who are expected to ensure the most effective and efficient use of resources for the maximum benefit and protection of students, staff, and facilities.

Definitions

An emergency is a serious, unexpected, and potentially dangerous situation, either present or imminent, requiring immediate action to protect the health, safety, or well-being of people or to limit property damage.

An emergency can range in scope and intensity from incidents directly or indirectly affecting a single student to ones impacting an entire school community. An emergency can happen before, during, or after school and on or off school property.

Level 1 – An unplanned occurrence that interrupts the normal course of business but to which standard internal response protocols apply.

Level 2 – An unplanned occurrence that interrupts the normal course of business, requires enhanced response protocols, has the potential to escalate to Level 3 and may require response from external agencies.

Level 3 – An unplanned occurrence that discontinues normal business functions, and requires a broad-based response by the Division and/or a third party such as an emergency service or government agency. (As per the *Province of Alberta Emergency Services Act*).

Procedures

1. The Superintendent shall appoint staff members to assume the Administrative Command Team (ACT) positions, as described in the Division Emergency Response Plan.
 - 1.1 The Superintendent shall designate an individual to serve as the Division's Emergency Operations Center Director and the Information Officer.
2. Each Principal/site administrator is required to assume the role or assign someone the responsibility of Incident Commander. In the event that neither the Principal/site administrator nor his/her designate is able to perform the duties, as described in this document, the Emergency Operations Center Director will take charge of the response upon notification of the situation by the Information Officer.
3. In the event of an emergency at a school, the Incident Commander has the authority to make immediate decisions regarding emergency response, as guided by the Division Emergency Response Plan. As soon as practical, the Incident Commander shall contact the Information Officer to report the situation via RVS' Crisis Line at 403.880.2502 and to seek further guidance.

4. The Emergency Operations Center Director has the authority to make final decisions regarding emergency response, as guided by the Division Emergency Response Plan.
 - 4.1 The Emergency Operations Center Director is responsible for ensuring the Superintendent is apprised of all details and decisions regarding the emergency.
 - 4.2 In turn, the Superintendent is responsible for informing the Board.
5. The Division Emergency Response Plan establishes guidelines and a standard set of response protocols for dealing with a variety of emergency events to ensure that Division personnel are familiar with roles and processes in the event of an emergency.
6. The Division Emergency Response Plan will be reviewed annually by the Emergency Operations Centre Director.
7. Communications with all internal and external stakeholders will follow the lines of authority set out in the Plan. All questions or inquiries from the media or public shall be referred to Information Officer without further response or comment.
8. The Division Emergency Response Plan shall enforce:
 - 8.1 An employee identification regulation, which requires all visiting employees to wear a Division issued identification badge at all times while on a Division school or administrative site.
 - 8.2 A visitor sign-in regulation, which requires all visitors to register in a school office and be issued a local visitor-identification badge before accessing the school.
 - 8.3 A site door-lock policy, which requires schools and sites to keep all exterior doors in a locked-state with the exception of the main entrance to the building and the main office, where practical.
9. When a state of emergency or disaster is proclaimed, the Division Emergency Response Plan will be superseded by the local jurisdiction's disaster service agency from which all directions for emergency evacuation or other emergency actions shall be directed and coordinated. Pursuant to the Disasters Services Act, all employees of the Division may be considered disaster workers during a declared emergency, and as such, will remain on the job until released by their supervisors.

Reference:

- School Act Sections 18, 20, 45, 45.1, 57, 60, 61, and 113
- Disaster Services Act
- Emergency Medical Aid Act
- Freedom of Information and Protection of Privacy Act
- Fire Prevention Act
- Occupational Health and Safety Act
- Occupational Health and Safety Regulation
- Occupational Health and Safety Code

Appendix B – EMERGENCY PREPAREDNESS DUTIES

Procedures

1. The Principal shall:
 - 1.1 Prepare a site-specific school emergency response plan, which includes an annual risk assessment, and the development and implementation of associated mitigation strategies.
 - 1.2 Ensure the school fulfills its obligations related to the development, updating and filing of the School Emergency Response Plan on an annual basis.
 - 1.3 Ensure a School Emergency Response Team (SERT) is selected, assigned roles and receive appropriate training on an annual basis.
 - 1.4 Ensure all staff and students are trained, to the level of their responsibility, in the School Emergency Response Plan.
 - 1.5 Ensure resources are in place to maintain emergency equipment and supplies required to support an emergency response.
 - 1.6 Ensure all students and staff members are aware of the rationale, procedures, exit routes or appropriate areas for sheltering or locking-down in response to a specific emergency event.
 - 1.7 Conduct a minimum of ten (10) emergency drills per school year, six (6) of which must be related to the emergency evacuation procedures in accordance with the Alberta Fire Code. Drills are also to include; two (2) lock-downs, one (1) shelter-in-place and one (1) on-alert.
 - 1.8 Ensure that early childhood services (ECS) classes and out-of-school care programs participate in emergency drills conducted at an elementary school.
 - 1.9 Make alternate arrangements to shelter students due to a school evacuation. These arrangements are to be documented in the school emergency response plan.
 - 1.10 Keep a record of each drill the school emergency response plan.
 - 1.11 Post evacuation routes in each room in the school.
 - 1.12 Maintain and post classroom emergency folders in each instructional area (e.g. classroom, gym, library, counseling room) and office in the school, which contain emergency routes, procedures, status cards, and occupant attendance sheets.
 - 1.13 Ensure all classroom doors at their school can be locked and in a closed state to facilitate effective lock-down procedures.
2. The Incident Commander for the RVS Education Centre shall:
 - 2.1 Ensure a site-specific emergency response plan is prepared, which includes an annual risk assessment and the development and implementation of associated mitigation strategies, for each Division administrative building.
 - 2.2 Ensure a Site Emergency Response Team (SERT) is selected, assigned roles and receive appropriate training on an annual basis.

- 2.3 Ensure all site staff members are trained, to the level of their responsibility, in the Site Emergency Response Plan.
- 2.4 Hold a minimum of five emergency drills per year; of which two (2) are fire drills. Drills are also to include; one (1) on-alert, one (1) lock-down and one (1) shelter-in-place.
- 2.5 Maintain a record of each drill conducted.
- 2.6 Post evacuation routes in office areas and public spaces throughout the administrative building.
- 2.7 Ensure the site fulfills its obligations related to the development, updating and filing of the Site Emergency Response Plan on an annual basis.
- 2.8 Ensure resources are in place to maintain emergency equipment and supplies required to support an emergency response.
- 2.9 Ensure all site staff members are aware of the rationale, procedures, exit routes or appropriate areas for sheltering or locking-down in response to a specific emergency event.

Reference:

- School Act Sections 18, 20, 45, 45.1, 57, 60, 61, and 113
- Disaster Services Act
- Emergency Medical Aid Act
- Freedom of Information and Protection of Privacy Act
- Fire Prevention Act
- Occupational Health and Safety Act
- Occupational Health and Safety Regulation
- Occupational Health and Safety Code