



ADMINISTRATIVE PROCEDURE 130
EMERGENCY RESPONSE PLAN

BACKGROUND

The Division's primary concern is the safety of students and staff, the protection of property in the event of a crisis, including a pandemic, and accurate communication with the public. The Incident Commander delegates authority through the GYPSD Emergency Response Plan to 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

A crisis is a present or imminent event that demands immediate action or coordination of persons or property to protect the health, safety or welfare of people, or to limit damage to property.

1. Level 1 An unplanned occurrence that interrupts the normal course of business, but to which standard internal response protocols apply. Examples are severe vandalism and medical emergency.
2. Level 2 An unplanned occurrence that interrupts the normal course of business that requires enhanced response protocols, has the potential to escalate to Level 3, and may require response from external agencies. Examples are bomb threat and missing child.
3. Level 3 An unplanned occurrence that discontinues normal business functions and requires a broad-based response by the organization and/or by a third party, as per the *Disaster Services Act*. Examples are fire and severe natural disasters.
4. Pandemic A global epidemic of influenza causing severe illness that places everyone at risk of infection with a new strain for which current vaccines will offer no protection.

PROCEDURES

1. In the event of a crisis within a school or department, the Board grants the principal/designate the authority to make immediate decisions regarding crisis response as guided by the Emergency Response Manual. As soon as practical, the principal/designate shall contact the Incident Commander and/or Information Officer to report the situation and/or to seek further guidance. When a state of emergency or a state of local emergency has been declared, the responsibility shall rest with the local jurisdiction's disaster service agency.

2. In the event of a crisis, the Board grants the Incident Commander/designate the authority to make final decisions regarding crisis response, as guided by the Emergency Response Manual.
3. The Emergency Response Manual establishes guidelines and a standard set of response protocols for dealing with a variety of crisis events to ensure that administration, staff and communicators are familiar with roles and processes in the event of a crisis.
4. The Emergency Response Manual will be reviewed annually by the Incident Commander/designate.
5. Crisis communication with all agencies, the public and the media will follow the lines of authority set out in the manual. All questions or enquiries from the media or public shall be referred to the Information officer/designate without further response or comment.
6. The principal/designate shall:
 - 6.1 Prepare specific school crisis response plans following the Emergency Response Manual template, which are to be reviewed annually and submitted to the Incident Commander by September 15 of each year.
 - 6.2 Update plans and communicate procedures annually to staff, students and parents and applicable agencies and partners, as changes occur.
 - 6.3 Ensure resources are in place to maintain emergency equipment and supplies required to support an emergency response.
 - 6.4 Review the emergency response plan with staff at the beginning of the year prior to the first instructional day and ensure that substitute teachers are briefed on the emergency response plan.
 - 6.5 Hold a minimum of six fire drills per year and two additional drills which includes two of the following: lock-down, hit the floor, shelter-in-place, duck-cover-hold, stay put and emergency evacuation.
 - 6.6 Ensure that Kindergarten classes and lease holders participate in the emergency drills.
 - 6.7 Keep a record of each drill in school file.
 - 6.8 Post evacuation routes throughout the school.
 - 6.9 Make alternate arrangement to shelter students in a school evacuation. These arrangements are to be documented in the school emergency response plan.
7. The Incident Commander/designate shall, at all GYPSD non-school sites:
 - 7.1 Hold a minimum of two emergency drills per year.
 - 7.2 Keep a record of each drill.

- 7.3 Post evacuation routes in each area.
 - 7.4 Make arrangement to shelter staff in the event of a building evacuation. These arrangements are to be documented in the Operations Section of the emergency response plan.
8. When a state of emergency or state of local emergency is declared, the Emergency Response Manual 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 Grande Yellowhead Public School Division may be considered disaster workers during a declared emergency, and as such, will remain on the job until released by their supervisors.

Legal Reference: School Act, Section 18, 20, 45, 57, 60, 61, 113
Administrative Procedure 131, Emergency Closure of Schools and/or School Bus Transportation
Administrative Procedure 310, Safe and Caring Schools

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