

Legal References: *Disaster Services Act*
 School Act, Sections 45(8) and 57(1)
 Freedom of Information and Privacy Act
 Emergency Medical Aid Act
 Alberta Fire Code

Cross References: *Policy GCAD – Principal’s Roles and Responsibilities*
 Policy JCA – Issues Management
 EIPS Emergency Response Plan

POLICY

The Board’s primary concern is the safety of students and staff, and then the preservation of property in the event of a Emergency. The Board delegates authority, through EIPS’ 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.

DEFINITION

A crisis is a present or imminent event that demands immediate action or special regulation 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.

GUIDELINES

1. In the event of a crisis within a school or department, the Board grants the principal/director the authority to make immediate decisions regarding emergency response, as guided by EIPS' Emergency Response Plan. As soon as practical, the principal/director shall contact the Superintendent/designate to report the situation and to seek further guidance. When a provincial state of emergency or a municipal 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 Superintendent/designate the authority to make final decisions regarding crisis response, as guided by EIPS' Emergency Response Plan.
3. EIPS' Emergency Response Plan establishes guidelines and a standard set of response protocols for dealing with a variety of emergent events to ensure that administration, staff, and communicators are familiar with roles and processes in the event of a crisis. The plan sets the standard against which performance will be evaluated.
4. EIPS' Emergency Response Plan will be reviewed annually by the Incident Commander/designate and a report will be brought to the Board for information.
5. Crisis communication with all agencies, the public, and the media will follow the lines of authority set out in the respective incident response plans. All questions or inquiries from the media or public shall be referred to the Director, Communication Services/designate without further response or comment, as per *Policy JCA – Communications & Public Relations*.
6. The principal/director/designate shall:
 - a. Prepare specific school emergency response plans and departmental response plans following the EIPS' Emergency Response Plan template(s).
 - b. Provide specific guidelines and procedures regarding emergency response in their school/department.
 - c. Review and update plans and communicate procedures annually.
 - d. Ensure resources are in place to maintain emergency equipment and supplies required to support a crisis response.
 - e. Ensure that all students and staff are aware of the rationale, procedures and exit routes for responding to a crisis event.
7. The principal shall:
 - a. Hold a minimum of six emergency drills per year, one of which must be related to the severe natural disaster procedure and another to the hazardous material spill procedure. Drills may include on alert, lock-down, hit the floor, shelter-in-place, duck-cover-hold, stay put, and emergency evacuation.
 - b. Ensure that Kindergarten classes participate in at least half of the emergency drills.
 - c. Keep a record of each drill in school files.
 - d. Post evacuation routes in each room in the school.
 - e. Share emergency response protocols with the school community with detailed protocols outlined for staff and substitute staff.
 - f. Ensure that an appropriate number of staff are trained in the operation of emergency response plans for decision making in the event the principal is absent.
 - g. Make alternate arrangements to shelter students in a school evacuation. These arrangements are to be documented in the school emergency response plan.

8. The Incident Commander/designate shall:
 - a) Hold a minimum of two emergency drills per year at the Central Services complex.
 - b) Keep a record of each drill.
 - c) Post evacuation routes in each area.
 - d) Make arrangements to shelter staff in a building evacuation. These arrangements are to be documented in the Facility Services Emergency Response Plan.

9. When a provincial state of emergency or municipal state of local emergency is declared, EIPS' Emergency Response Manual will be superceded 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 *Disaster Services Act*, all employees of Elk Island Public Schools may be considered disaster workers during a declared emergency, and as such, may be directed to remain on the job until released by their supervisors.