

## **Emergency Procedures**

### **-PREAMBLE-**

For the purposes of this policy, an emergency will be considered as an unforeseen combination of circumstances, or the resulting state from them, which calls for immediate action, often requiring assistance or relief to individuals. An emergency may be a school fire, a bus accident, a student death, an accident in a school, an earthquake or any of a number of unforeseen incidents.

The Board of Education holds the view that a plan should be developed for the district, providing a framework to guide schools and the district through any emergency. The Board will cooperate with other jurisdictions such as the Regional District which may have resources and plans of broader scope.

### **-POLICY-**

The Board shall formulate a plan for emergencies in the district and shall establish a District Crisis Team. The Superintendent, or his/her designate, shall have the power to declare a state of emergency and to convene a meeting of the team to put the emergency plan into effect. In an emergency in a particular school, or involving a number of schools, principals shall take charge of the situation, acting in a way consistent with the emergency plan and making immediate contact with the District Crisis Team leader.

#### Policy Objectives

1. To assist employees and students in the district to function in particular ways in response to an emergency situation.
2. To protect students and employees in the event of an emergency.
3. To minimize the damage caused by an emergency.

**-REGULATION-**

**Administrative Regulations**

1. Planning for an Emergency

1.1 Appointment of the District Crisis Team

1.1.1 The District Crisis Team selected by the Superintendent will meet to develop/revise a general plan for emergencies in which roles and responsibilities are defined/reviewed.

1.1.2 The District Crisis Team will be made up of the following members:  
Superintendent of Schools or designate  
Principal of Student Services  
Administrative Officer(s)  
Teachers' Association/Union Representative  
Counsellor(s)  
Community Provincial Emergency Program representative

1.1.3 If a state of emergency has been declared, Ad Hoc members may be added to the team (i.e.; clergy, lawyer, R.C.M.P., social worker, P.E.P. Coordinator, Mental Health worker, family doctor).

1.2 Declaring a State of Emergency

1.2.1 The Superintendent, or his/her designate, shall have the authority to declare a state of emergency.

1.2.2 If a state of emergency is declared, the District Crisis Team shall be responsible for effecting the emergency plan and for coordinating activities with other jurisdictions that may be included.

1.3 Support Services

1.3.1 The District Crisis Team shall have the directory of support services which might be needed in an emergency.

- 1.3.2 A commitment from individuals working in these services shall be obtained for emergencies (i.e.; social workers, Mental Health worker, psychologists, the clergy).

2. During the Emergency

2.1 Emergency Headquarters

- 2.1.1 During the emergency, the team will set up an emergency headquarters where volunteers and team members can report as needed.

- 2.1.2 The headquarters will be used to coordinate information. It may be necessary to set up one or more "hot lines". All telephone calls will be recorded: time, caller, questions asked, or information supplied to headquarters.

2.2 Spokesperson and Key Communicators

- 2.2.1 The Board Chair, Superintendent of Schools, or designate, shall be the spokesperson for each emergency and will be the only person to speak for the district.

- 2.2.2 Events and the kind of emergency will determine who is most suitable to be named as spokesperson.

- 2.2.3 As soon as a state of emergency has been declared, the Superintendent will notify the Board Chair, and other individuals the team feels are necessary (key communicators).

2.3 Support Services

- 2.3.1 Individuals from emergency support services who have committed themselves to helping in emergencies shall be summoned as needed.

2.4 Communications

- 2.4.1 The various publics with whom the district will need to communicate must be identified.

2.4.2 The District Crisis Team will need to identify the point at which various pieces of information will be communicated and to whom they will be directed. Precautions will need to be taken to avoid inflaming the situation.

2.4.3 Trustees shall be given complete access to information; they shall be updated at least daily as long as the state of emergency prevails.

2.4.4 It will be important for the team to investigate rumours. Facts will have to be mustered to counteract false rumours.

2.5 Operational Feedback

2.5.1 During the course of the emergency, the team will continue to get feedback from the field and to make adjustments as needed.

2.5.2 All data gathered shall be preserved for a more complete analysis later.

3. After the Emergency

3.1 Closing the Emergency

3.1.1 There will need to be a formal ending to the state of emergency. The means used will depend on the nature of the emergency and the needs of the community.

3.1.2 Strategies specific for that emergency will need to be planned to facilitate healing processes.

3.2 Evaluation

3.2.1 A formal evaluation of the processes used to deal with the emergency needs to be conducted with great care.

3.2.2 The evaluation should result in a formal written report.

3.2.3 The emergency plan should then be reviewed by the District Crisis Team to take the evaluation into account.

- 3.3 At the conclusion of the emergency, a report will be provided to the Board of Education.