

# *Christ the Teacher Catholic Schools*

## ADMINISTRATIVE PROCEDURES

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**SECTION:** 100 – GENERAL ADMINISTRATION **CODE:** AP 169

**PROCEDURE:** CRITICAL INCIDENTS RESPONSE

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### BACKGROUND

The safety of students and staff shall be the primary concern in the event of any emergency situation. Emergency situations may be described as either internal emergencies or external emergencies. Internal emergencies are those that originate within the confines of the school and may include such items as fire, structural collapse, bomb threat and chemical spills. External emergencies originate outside the school structure such as severe weather, dangerous chemical spills in the vicinity of the school and accidents.

The Principal shall take whatever immediate, appropriate action is necessary to maintain the operation of a school under emergency conditions. When necessary, the Principal's actions may be guided by the advice of the RCMP, the Fire Department, or Disaster Services. Following the immediate emergency response, the Principal shall consult with the Director/designate after ensuring there is no immediate threat to students and staff.

The Director/designate expects school-based administrators to connect with community planners to coordinate emergency response plans.

### PROCEDURES

1. The Principal shall prepare Emergency Response Plans at the beginning of the school year in order to ensure the safety of students and staff in the event of an emergency situation. The Emergency Response Plan shall include:
  - 1.1 The establishment of an “Emergency Response Team” (ERT), which shall include at a minimum, the Principal, school counsellor and Principal’s secretary. The school may want to include both a teacher and custodian on the team;
  - 1.2 The roles and responsibilities for teachers and custodians in emergency situations;
  - 1.3 Specific procedures dealing with both internal and external emergencies;
  - 1.4 School evacuation plans and procedures which will include:
    - 1.4.1 The posting of primary and secondary evacuation routes for each classroom and area within the school;
    - 1.4.2 Periodic drills to train staff and students of the required procedures; and
    - 1.4.3 The requirement for a detailed record of all evacuation drills held during the course of the year including dates, evacuation time, and problems experienced and follow up action taken.
- 1.5 A provision for in-service training for staff in order to ensure that staff members have the skills necessary to fulfill their responsibilities; and

- 1.6 A communication plan necessary to inform parents about the school's emergency preparedness programs and the mechanisms which will be used to inform parents of any emergency situations.
2. The staff shall review the emergency procedures with the students in order to ensure that they are familiar with the requirements, expectations and procedures.
3. In the event of an external emergency which is declared by the municipality, the Municipal Disaster Plan will be implemented and coordinated by the staff of the municipality. The decision to evacuate the school will be determined by the Director or the municipal authorities.
4. The Director/designate shall coordinate all communications with media in the event of any emergency situation affecting Division schools.

Reference: Sections 85, 87, 108, 109, 150, 151, 175, 231 Education Act

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