

## ADMINISTRATIVE PROCEDURE NO. 163

### EMERGENCY RESPONSE PLANNING

#### Overview

All organizations are required to establish an emergency response plan to mitigate the effects of a wide variety of potential emergencies. Emergency planning is designed to ensure the health, safety and welfare of all building occupants at the time of the occurrence. By implementing a process of planning, training, and practices we will protect lives and mitigate the impact of emergency situations.

#### Definitions

##### **Administrative Command Team (ACT)**

Led by the Emergency Operations Centre (EOC) Director and provides advice and assistance to the Superintendent and Incident Commander during an emergency.

##### **Crisis:**

An unplanned present or imminent event that demands immediate action or special regulation of persons or property to protect health, safety or welfare of people, or to limit damage to property.

##### **Emergency Operations Centre Director:**

Provides overall leadership and authority at the Division level to schools and departments during an emergency, and coordinates the Division emergency response or Administrative Command Team (ACT)

##### **Functional Protocols:**

Standard protocols used when a specific action is required in response to an emergency (i.e., evacuation, lockdown, hold and secure, shelter-in-place.)

##### **Hour Zero:**

A web-based application used by the Division to manage and monitor site emergency response plans. It follows the incident command system (ICS) for emergency management.

##### **Incident Commander:**

The person assigned with the overall responsibility for the emergency response at the site level and provides leadership for the site emergency response team (SERT).

##### **Site Emergency Response Team:**

Key staff at a given site that are involved in managing and responding to an emergency.

#### Procedures

1. The Division Emergency Response Plans (ERP) established a standard set of protocols and procedures for managing, maintaining, and responding to a crisis.
2. **Roles and Responsibilities**
  - 2.1. The Superintendent is responsible for:

- 2.1.1. Appointing the EOC Director who will serve as the overall leader for emergency response activities.
- 2.2. The EOC Director is responsible for:
  - 2.2.1. Liaison with the Superintendent and keep her/him well apprised of the incident status. The Superintendent will in turn notify the Board.
  - 2.2.2. Working with the Division Emergency Response Plan Program Coordinator for annual review and maintenance of the Division ERP.
- 2.3. The Communication Department is responsible for:
  - 2.3.1. Ensuring 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 the Information Officer without further response or comment.
- 2.4. The Maintenance Department is responsible for:
  - 2.4.1. Completing fire protection inspections and providing a copy of the reports to each worksite.
- 2.5. Principals and management of administrative work sites are responsible for:
  - 2.5.1. Prepare a site-specific school emergency response plan, which includes an annual risk assessment, and the development and implementation of associated mitigation strategies.
  - 2.5.2. Ensure the workplace emergency response plan is in place, up to date, and practiced with all staff and students.
  - 2.5.3. Ensure a School Emergency Response Team (SERT) is selected, assigned roles and receives appropriate training on an annual basis.
  - 2.5.4. Ensure the Hour Zero online site checklist is completed and kept up to date.
  - 2.5.5. Principals will communicate the emergency response plan with the parent community.
  - 2.5.6. Ensure emergency supplies and equipment is readily available, fully stocked, and maintained.
  - 2.5.7. Ensure staff are orientated in the location of emergency alarms, exits, supplies and equipment.
  - 2.5.8. Ensure adequate numbers of staff certified in first aid.
  - 2.5.9. Keep a record of emergency drills with a view of continuous improvement.
  - 2.5.10. Ensure staff emergency information is reviewed and updated annually.
  - 2.5.11. Post evacuation routes in each class and/or meeting rooms.

- 2.5.12. Maintain and post emergency folders in each instructional area and office in the facility, which contain emergency routes, procedures, status cards, and occupant attendance sheets.
  - 2.5.13. In the event of a crisis the Principals and management of administrative work sites shall assume the responsibility as the Incident Commander. In their absence alternates shall be preassigned the Incident Commander role.
- 2.6. All staff are responsible for:
- 2.6.1.1. Completing emergency preparedness training.
  - 2.6.1.2. knowing and following the site specific emergency response procedures.
  - 2.6.1.3. Knowing who is on their ERP buddy team and assisting “guest staff” with site specific procedures.
  - 2.6.1.4. Reading posted emergency information.
  - 2.6.1.5. Knowing the location of the workplace first aid supplies and equipment.
  - 2.6.1.6. Knowing the location of the worksite fire alarm stations, fire extinguishers and are familiar with their operation.
  - 2.6.1.7. Participating in safety drills and practice as if they are real - no exceptions.
  - 2.6.1.8. Keeping halls, exits, and stairs clear to ensure quick evacuation.

### **3. Drills and Training**

The purpose of safety drills is to give students and staff practice in handling emergencies in an orderly fashion. Quick response is important but should not be stressed at the expense of good order.

- 3.1. The principal and administrative management are responsible for:
- 3.1.1. Annual review and update of the worksite ERP in Hour Zero Online - (Example of [Hour Zero yearly drills schedule](#) See Appendix)
  - 3.1.2. Schools will annually conduct 6 evacuation drills, 3 in the fall and 3 in the spring. In addition 2 lock-down drills must be completed and 2 other safety protocols outlined in the Division Hour Zero safety drill schedule.
  - 3.1.3. Administrative worksites shall complete 2 annual safety drills that include 1 evacuation.
  - 3.1.4. Each bus driver will perform a minimum of 2 school bus evacuations drills per school year in consultation with the Transportation Management.
  - 3.1.5. Train staff in the site specific ERP. New and guest employees shall be orientated on the site emergency response plan.

- 3.1.6. Monitoring completion of emergency preparedness online training.
- 3.1.7. Ensure individual evacuation plans are prepared for all disabled students and staff and are practiced.
- 3.1.8. Responds to real and false alarms:
  - 3.1.8.1. Follow procedures outlined in the [Emergency Communication Chart](#). See Appendix
  - 3.1.8.2. Verify the alarm system and components function as intended.
  - 3.1.8.3. Under the direction of the fire department, reset fire and security systems.
  - 3.1.8.4. Report system deficiencies to the appropriate department.
  - 3.1.8.5. Call 9-1-1 if a KNOWN false alarm is activated to advise of the problem.
- 4. Off-Site Evacuation
  - 4.1. Every school and facility shall have alternative locations designated to accommodate students or staff if an evacuation is necessary.
- 5. Emergency Procedures
  - 5.1. The Incident Commander shall take immediate action necessary to maintain the operation of a school or facility under emergency conditions. When necessary, the Incident Commander's actions are guided by the advice of the local police force, fire department or disaster services.
  - 5.2. The Administrative Command Team (ACT) shall take whatever appropriate action necessary to support SERT members.
- 6. Communication
  - 6.1. The Incident Commander or designate shall communicate with the EOC Director after ensuring there is no immediate threat to students and staff.
  - 6.2. The EOC Director will communicate to the ACT team the status of the emergency as required.
- 7. Student Release
  - 7.1. The principal is responsible for ensuring parents are aware of the family reunification process.

Adopted:  
Reference:  
Section 18, 20, 45, 45.1, 57, 60, 61, 113 School Act  
Disaster Services Act  
Emergency Medical Aid Act  
Freedom of Information and Protection of Privacy Act

Fire Prevention Act  
Alberta Fire Code  
Occupational Health and Safety Act, Regulation and Code  
Occupational Health and Safety AP 113  
[Emergency Communication Chart](#)  
[Hour Zero Annual Drills](#)

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