

Administrative Procedure 165

EMERGENCY PREPAREDNESS

Background

It is important to provide students and staff with a safe and caring learning/teaching environment. The Division shall take every possible precaution to be prepared for emergencies.

Procedures

1. A Division Emergency Response Plan (ERP) has been developed and printed copies provided to all schools. The ERP is also available on the Hour Zero website.
2. The Occupational Health and Safety Advisor will be responsible for keeping the on-line Division ERP protocols and non-site specific information current.
3. All Principals are responsible for keeping the printed copy and on-line site specific ERP information current.
4. All Principals are required to ensure staff, students, visitors and contractors are trained and aware of their roles/responsibilities during an emergency as set out in the Division ERP.
5. In order to facilitate the use of emergency evacuation centers, a current list must be maintained in the Hour Zero database and the school ERP binder (refer to the Appendix).

Reference: Section 33, 52, 53, 196, 197, 222 Education Act
Disaster Services Act
Fire Prevention Act
Occupational Health and Safety Act
Section 3 Government Emergency Planning Regulation