

There are a number of incidents and circumstances under which students and staff may experience a crisis situation related to the life of the school. It is therefore important that each school have an Emergency Response Plan to provide for a number of contingencies.

The Emergency Response Plan must coordinate with local emergency personnel and agencies and ensure clear communication with students, staff, parents, and the community.

REGULATIONS

A. School Responsibility:

The Principal with support of the board is responsible for coordinating staff and community resources to develop responses to incidents, including but not limited to:

1. Emergencies WITHIN the school:
 - a. A sudden death or tragic event involving a student or staff member of the district.
 - b. Multi-casualty incidents
 - c. Fire,
 - d. Bomb threat,
 - e. Hostage taking or shooting,
 - f. Dangerous Goods incidents,
 - g. Evacuation (See Policy EBCE)
 - h. Lockdown
2. Emergencies OUTSIDE the school:
 - a. Shelter-in-place
 - b. Student transportation accidents
 - c. Serving as a reception centre within a community's EMO Plan.

B. Emergency Response Plan Requirements:

The School Emergency Response Plan shall be a written document updated annually and filed with the regional office of the South Slave Divisional Education Council (SSDEC), the respective District Education Authority (DEA), the local emergency response agencies and health services, as well as the Senior Administration Officer (SAO) of the community. This plan is also included with each school's Safe School Plan that is submitted annually to the Department of Education, Culture and Employment (ECE) as required. This plan shall include:

1. Roles and responsibilities of staff and administration,
2. Notification procedures for Emergency Response Agencies, the School Media, and Parents.
3. Response procedures to emergencies WITHIN the school and OUTSIDE the school,
4. Activation of a School Area Communication Centre (SACC),
5. Activation of a Parent Information Point.

6. Use of Volunteers
7. A Communication Plan, and
8. Closures of the emergency response effort.

Reference: *Civil Emergency Measures Act*
Amended: October 2002
February 2008
February 2022
September 2024

Note: For evacuation-specific procedures, please refer to
Policy EBCE – Evacuation Procedures.