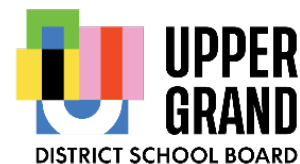


Emergency Procedures Procedures Manual 300-A



Category:	Administration
Administered by:	Director of Education
First adopted:	Nov 2004
Revision History:	Oct 2007, April 2014, January 2020
Next Review:	2023-24 school year

1. General

These procedures outline the responsibilities of all school and board personnel in developing Emergency Response Plans (ERP). It also includes information on the establishment of the Emergency Control Committee (ECC) and Emergency Response Teams (ERT) at school sites and other board-owned or operated sites.

2. Definitions

Board-Owned or Operated Site

Board-owned or operated sites include all UGDSB schools and offices, as well as other locations that are leased by the board and operated by board staff. In this policy, this term is exclusive of the Art Gallery of Guelph.

Emergency

For the purposes of this policy, an “emergency” is defined as a situation or threat of a situation affecting the:

- health, safety and well-being of students, staff, volunteers and visitors
- natural environment
- physical assets of a school or board-owned or operated site

Emergency Control Committee (ECC)

An ECC is a board-level ad hoc committee established by the Director of Education or designate, to direct and co-ordinate a response to the emergency situation.

Emergency Response Plan (ERP)

An ERP is a plan developed at the school, board-owned or operated site to respond to an emergency that is managed by the school/site.

Emergency Response Plan Template

An Emergency Response Plan Template is a document available to assist in the development of a site specific ERP.

Emergency Response Team (ERT)

An ERT is a committee established by the principal or site manager to direct and co-ordinate response to a site specific emergency situation. The school ERT includes: principal/designate, office co-ordinator, head custodian, and at least one other staff member with first-aid certification. At board-owned or operated sites, the members of the ERT will be determined by the site manager.

3. Developing and Implementing the ERP

Individual schools and board-owned or operated sites will manage an emergency unless it becomes or threatens to become one of such proportion that a school or board-owned or operated site cannot control the situation. If this occurs, the ECC will be activated. This may affect more than one site, the entire system, or a community.

3.1 The principal or site manager will ensure that:

3.1.1 an ERP is developed and implemented. The ERP is reviewed and updated at least annually

3.1.2 at the beginning of each school year, or at other times as deemed necessary, staff and volunteers are aware of the ERP

3.1.3 twice each school year, the roles and responsibilities will be reviewed with the ERT

3.1.4 staff, students and visitors are aware of their responsibility to follow the directives of the ERP

3.1.5 actions taken shall be documented

3.2 Senior administrators, principals and site managers will exercise discretion in the publication of the ERP. Confidential information will be protected.

3.3 The Emergency Response Plan Template (without the site-specific Emergency Response Plan) may be provided, as requested, to parents/guardians. Additional site-specific information may be shared with emergency services and personnel as required.

4. Responsibilities of the Emergency Control Committee (ECC)

- 4.1 The ECC may be activated by the Director of Education or designate for specific emergencies and will assume control of the emergency situation.
- 4.2 The ECC is responsible for:
 - 4.2.1 developing and implementing a response to the board emergency depending on the specific needs of the situation
 - 4.2.2 taking appropriate action to protect the health, safety and well-being of students, staff, volunteers and visitors, to minimize the impact on the board's physical assets, and to safeguard the natural environment
 - 4.2.3 decisions about the need for temporary centres used to meet with municipalities, police services, Emergency Medical Services (EMS), fire department or parents
 - 4.2.4 allocating funds, materials and human resources required to respond to the emergency
 - 4.2.5 suspending or cancelling programs or activities
 - 4.2.6 closing schools and/or board-owned or operated sites
 - 4.2.7 authorizing the evacuation or relocation of schools and board-owned or operated sites, and establishing temporary locations
 - 4.2.8 authorizing the use of schools for temporary relocation centres, including those requested by the municipality, if necessary
 - 4.2.9 authorizing the transportation of students and staff
 - 4.2.10 establishing and maintaining communication with students, staff, parents/guardians, the media, and municipalities, police services, fire departments, and other emergency services
 - 4.2.11 actions taken shall be documented
 - 4.2.12 initiating the IT Disaster Recovery Plan