

EMERGENCY MEASURES

Background

The Division believes that all schools should be prepared in case of an emergency. It also believes that should an emergency occur, it will be dealt with in an orderly and efficient manner.

Procedures

1. In the event of a crisis or disaster, the Principal shall have the key role in assessing the danger and taking appropriate action.
2. Once appropriate action has been taken, the Principal shall have the key role in maintaining the flow of information with emergency, personnel, division office, and parents.
3. All information relating to the crisis or disaster shall be released to Alberta Education and the media through the office of the Superintendent of Schools.
4. The Superintendent shall liaise with the Alberta Provincial Government Field Services and/or the Zone 6 Director to enable Alberta Education and the Government to respond accordingly.
5. The Principal shall have at his or her disposal an up-to-date directory with phone numbers of the following:
 - a. parents or alternates
 - b. hospital
 - c. police department
 - d. poison treatment center
 - e. fire department
 - f. ambulance service
 - g. gas company
 - h. electrical company
 - i. Coordinator - Transportation Services
 - j. Coordinator - Facilities Services
 - k. Coordinator - Health & Safety
 - l. local media

6. The Principal shall make a determination as to the involvement of any or all of the parties listed under procedure #5.
7. The Principal shall phone the office of the Superintendent of Schools.
8. Parents of all injured students will be contacted immediately. Where practical, all parents who believe that their child could have been involved should be contacted.
9. A designation will be made for someone to stay near the telephone, which is to be kept clear for emergency calls only.
10. Lists of injured students, students who might be injured, and all students present will be made. Accurate passenger lists, class lists and route maps will expedite this.
11. Where appropriate, the Principal shall make a list of all reliable witnesses.
12. The Principal shall file a written report with the Superintendent as soon as practical. This report shall include details of the emergency and how the emergency was dealt with.
13. The Principal shall cooperate with the police, fire department and insurance investigators in providing basic factual information. Before permitting students to give statements, parental permission must be obtained if the student is under 18 years of age.
14. In the event of an emergency that impacts the entire community, the school will coordinate plans in conjunction with the applicable municipalities and the Office of the Superintendent.

December, 2003

Updates: August 2013, January 2020

References

Section 33, 52, 53, 196, 197, 222 Education Act
LRSD Crisis Response Manual, Flip Chart