

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 166</b>
	<b>Emergency Health Issues Response</b>
	APPROVED: September 1, 2013
Page 1 of 2	AMENDED/REVIEWED: September 2025, September 2019
LEGAL REFERENCE:	Section 3, 3.1, 11, 33, 52, 53, 196, 197, 222 <i>Education Act</i> Emergency Management Act Emergency Medical Aid Act Access to Information Act (ATIA) Protection of Privacy Act (POPA) Health Information Act Occupational Health and Safety Act Public Health Act Communicable Disease Regulation (AR 238/85) In-Person Learning Regulation (AR13/2025)

## Background

In partnership with the provincial government and Alberta Health Services, the Division works to minimize the impact of health emergencies on its operations. Administrators and staff are expected to use resources effectively and efficiently, prioritizing the safety and well-being of all involved.

This administrative procedure outlines the Division's response during significant public health events, ensuring the protection of students, staff, and facilities while maintaining the continuity of learning. It aligns with the Division's Emergency Response Plan and adheres to relevant provincial and federal legislation, including the Public Health Act and the Emergency Management Act.

## Procedures

### 1. Authority and Decision-Making

- 1.1 In the event that Alberta Health Services identifies evidence of a significant health issue outbreak in the region, the Superintendent has the authority to make final decisions regarding the Division's crisis response, as guided by the Division Emergency Response Plan.
- 1.2 When a state of emergency is declared by a Ministry of the Government of Alberta, that ministry will have such authority.

### 2. Standardized Response Protocol

- 2.1 The Superintendent will ensure the communication and implementation of response protocols as outlined in the Division Emergency Health Issues and Business Continuity Plan located online at <https://auth.hour-zero.com/cas/login>.
- 2.2 All administrators and staff must be familiar with their roles and responsibilities as defined in the Division's emergency plans.

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### 3. Continuity of Education

- 3.1 Every student has a right to education during emergencies declared under the *Public Health Act* or the *Emergency Management Act* as in 1.1 above.
- 3.2 The Superintendent must ensure that students are provided either in-person or at-home learning options in accordance with [Administrative Procedure 231- At-Home Learning](#) during an emergency in accordance with relevant Regulation and Orders.
- 3.3 The Principal must ensure that:
  - 3.3.1 For students under 16: parental notification and consent is received for any health-related measure involving the student's body
  - 3.3.2 For students aged 16 and older: consent must be obtained from the student and/or parent for any health measures established by the Board that apply to the body of the student.
- 3.4 Clause 3.3 does not apply to any health measure specifically exempted by Order of the Minister.

### 4. Suspension of Standard Operations

In accordance with directives emanating from federal and provincial authorities and the consequent circumstances that may prevail, the Superintendent may temporarily suspend the Division's current practices and operating guidelines.