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| Administrative Procedures Manual | Administrative Procedure 165 |
| | Emergency Preparedness |
| | APPROVED: September 1, 2013 |
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| LEGAL REFERENCE: | Section 11, 33, 52, 53, 222 Education Act Disaster Services Act, Fire Prevention Act Section 3 Government Emergency Planning Regulation Bill C-45 Criminal Liability of Organizations The Canadian Charter of Rights and Freedoms, as it applies to Freedom of the Press, Youth Criminal Justice Act |

BACKGROUND

The Grande Prairie Public School Division’s primary concern is the safety of students and staff, and the preservation of property in the event of an emergency, crisis or disaster. The Grande Prairie Public School Division delegates authority, through the Division Emergency Response Plan available through Hour Zero, to specific employees who are expected to ensure the most effective and efficient use of resources for the maximum benefit and protection of students, staff, and facilities.

DEFINITIONS

An emergency is a serious, unexpected, and potentially dangerous situation, either present or imminent, requiring immediate action to protect the health, safety, or well-being of people or to limit property damage.

An emergency can range in scope and intensity from incidents directly or indirectly affecting a single student to ones impacting an entire school community. An emergency can happen before, during, or after school and on or off school property.

Level 1 – An unplanned occurrence that interrupts the normal course of business but to which standard internal response protocols apply.

Level 2 – An unplanned occurrence that interrupts the normal course of business, requires enhanced response protocols, has the potential to escalate to Level 3 and may require response from external agencies.

Level 3 – An unplanned occurrence that discontinues normal business functions, and requires a broad-based response by the Division and/or a third party such as an emergency service or government agency. (As per the *Disaster Services Act*).

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PROCEDURES

1. In the event of an emergency within the Division or a school, the Board grants the Emergency Operations Centre Director/alternate and the Incident Commander/alternate the authority to make immediate decisions regarding emergency response, as guided by the Division Emergency Response Plan. As soon as practical, the Incident Commander/alternate shall contact the Division’s Emergency Operations Centre Director, as per the Division Emergency Response Plan activation processes, to report the situation and to seek further guidance. When a state of emergency or disaster has been proclaimed or executive orders issued by one of Federal, Provincial or local authorities, the responsibility for responding to the emergency shall rest with the respective jurisdiction’s emergency service agency.
 - 1.1. The Superintendent is responsible for assigning individuals to the positions of:
 - 1.1.1. Program Coordinator for the Division Emergency Response Plan
 - 1.1.2. Emergency Operations Centre Director for the Division
 - 1.2. The Superintendent shall ensure appropriate resources are available to implement and maintain the Division Emergency Response Plan.
 - 1.3. The Superintendent shall convene a Division Emergency Response Review Committee, whose responsibility it is to annually review the Division Plan and report to the Superintendent on the state of the Plan.
 - 1.4. The School Principal is required to assume the role or assign someone the responsibility of Incident Commander.
2. In the event of an emergency, the Board grants the Superintendent/designate the authority to make final decisions in executing a response, as guided by the Division Emergency Response Plan.
3. The Division Emergency Response Plan establishes guidelines and a standard set of response protocols for dealing with a variety of emergency events to ensure that Division personnel are familiar with roles and processes in the event of an emergency.
4. The Division Emergency Response Plan will be reviewed annually.
5. Communications with all internal and external stakeholders will follow the lines of authority set out in the Plan. All questions or inquiries from the media or public shall be referred to Information Officer without further response or comment.

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- 6. The Division Emergency Response Plan shall enforce:
 - 6.1. An employee identification regulation, which requires all employees to wear a Division issued identification badge at all times while on a Division school or administrative site.
 - 6.2. A visitor sign-in regulation, which requires all visitors to register in a school office and be locally issued a visitor identification badge before accessing the campus.
 - 6.3. A site door-lock policy, which requires schools and sites to keep all doors in a locked-state with the exception of the main entrance to the building and the main office.
- 7. The Program Coordinator shall:

Administer, manage and keep current the Division Emergency Response Plan.

Monitor the state of school and site compliance with the Plan.

 - 7.1. Ensure the Division fulfils its obligations related to the development, and updating of the Division Emergency Response Plan on an annual basis.
 - 7.2. Ensure a Division command team, known as ACT- Administrative Command Team, is selected, assigned roles and receive appropriate training on an annual basis.
 - 7.3. Ensure a Site Administrator is appointed for each Division administrative building, to address the site's emergency response requirements
 - 7.4. Conduct at least two tests annually on the Division Crisis Communications Network (CNN).
 - 7.5. Chair the Division Emergency Response Review Committee.
- 8. The School Principal shall:
 - 8.1. Prepare a site-specific school emergency response plan, which includes an annual risk assessment and, the development and implementation of associated mitigation strategies.
 - 8.2. Ensure the school fulfils its obligations related to the development, updating and filing of the School Emergency Response Plan on an annual basis.
 - 8.3. Ensure a School Emergency Response Team (SERT) is selected, assigned roles and receive appropriate training on an annual basis.
 - 8.4. Ensure all staff and students are trained, to the level of their responsibility, in the School Emergency Response Plan through [Hour Zero](#).
 - 8.5. Ensure resources are in place to maintain emergency equipment and supplies required to support an emergency response.

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- 8.6. Ensure all students and staff members are aware of the rationale, procedures, exit routes or appropriate areas for sheltering or locking-down in response to a specific emergency event.
- 8.7. Hold a minimum of nine emergency drills per year.
 - 8.7.1. Drills should cover one or more of the functional protocols: on-alert, lock-down, hit-the-floor, shelter-in-place, drop-cover-hold, stay put, and emergency evacuation. Drills may be held in combination with one another, using a scenario representing an evolving incident.
 - 8.7.2. All schools must conduct at least three fire drill per term (six total per year), one shelter-in-place drill per year related to either a severe weather or hazardous material spill incident, and two lock-down drills per year related to a threat of violence.
 - 8.7.3. Drills should be conducted at varying times throughout the school day, including recess/class change, lunch break, before morning bell, and at dismissal time.
 - 8.7.4. Conduct at least two tests annually on the school Crisis Communications Network.
 - 8.7.5. Ensure that early childhood services (ECS) classes and out-of-school care programs participate in emergency drills conducted at an elementary school.
 - 8.7.6. Maintain a record of each drill conducted at the school and annually submit this record to the Program Coordinator.
- 8.8. Maintain and post classroom emergency folders in each instructional area (e.g. classroom, gym, library, counseling room) and office in the school, which contain emergency routes, procedures, status cards, and occupant attendance sheets.
- 8.9. Arrange for appropriate shelter for students and staff in the event of a school evacuation. These arrangements are to be documented in the School Emergency Response Plan.
- 8.10. Ensure all classroom doors at their school are kept in a locked and closed state to facilitate effective lock-down procedures.
- 9. Site Administrator for each Division Building shall:
 - 9.1. Ensure a site-specific emergency response plan is prepared, which includes an annual risk assessment and, the development and implementation of associated mitigation strategies, for each Division administrative building.

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- 9.1.1. Hold a minimum of four emergency drills per year at each Division administrative building.
 - 9.1.2. Maintain a record of each drill conducted at the site and annually submit this record to the Program Coordinator.
 - 9.1.3. Post evacuation routes in office area and public space throughout the administrative building.
 - 9.2. Ensure the site fulfils its obligations related to the development, updating and filing of the Site Emergency Response Plan on an annual basis.
 - 9.3. Ensure a Site Emergency Response Team (SERT) is selected, assigned roles and receive appropriate training on an annual basis.
 - 9.4. Ensure all site staff members are trained, to the level of their responsibility, in the Site Emergency Response Plan.
 - 9.5. Ensure resources are in place to maintain emergency equipment and supplies required to support an emergency response.
 - 9.6. Ensure all site staff members are aware of the rationale, procedures, exit routes or appropriate areas for sheltering or locking-down in response to a specific emergency event.
 - 9.7. Hold a minimum of four emergency drills per year; of which at least two are fire drills, one of which is a shelter-in-place and one is a lock-down drill.
 - 9.7.1. Drills should cover one or more of the functional protocols: on-alert, lock-down, hit-the-floor, shelter-in-place, drop-cover-hold, stay put, and emergency evacuation. Drills may be held in combination with one another, using a scenario representing an evolving incident.
 - 9.7.2. Conduct at least two tests annually on the site Crisis Communications Network.
 - 9.7.3. Maintain a record of each drill conducted at the school and annually submit this record to the Program Coordinator.
- Post evacuation routes in office area and public space throughout the administrative building.
- 9.8. Arrange for appropriate shelter for staff in the event of a building evacuation. These arrangements are to be documented in the Site Emergency Response Plan.
10. When a Federal, Provincial or local state of emergency or disaster is proclaimed, the Division Emergency Response Plan will be overridden by the local jurisdiction's emergency

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services agency from which all directions for emergency evacuation or other emergency actions shall be directed and coordinated. Pursuant to the Province of Alberta Emergency Services Act, all employees of the Division may be considered disaster workers during a declared emergency, and as such, may be directed to remain on the job until released by their supervisors.

- 11. The School Emergency Response Plan is a living document located online at www.hourzero.com. A hard copy is located at each facility in the main office.