POLICY: EMERGENCY RESPONSE			# 1003
SECTION: 1000 : Safety			Page 1 of 2
APPROVAL/REVISION DATE: November 2020	EFFECTIVE DATE: November 2020	REVIEW DATE: November 2025	
CROSS REFERENCE:	Policy 704 - Pupil Transportation The Education Act, Regulation 298, S6 OSBIE Risk Management The Ontario Fire Code The Occupational Health and Safety Act Safe Schools Act 2000, c. 12 - Bill 81 Emergency Response Plan Police/School Board Protocol (November 2019)		

A: POLICY

1.1 Effective responses to emergency situations require planning, preparation, promptness, coordination, effective communication and understanding in order to ensure the safety of students and staff with minimal disruption.

1.2 The Board maintains an Emergency Response Plan.

1.3 The Board directs each principal to develop a site specific Emergency Response plan based on the template issued by the Board.

1.4 The Board authorizes the closure of schools in emergency situations in accordance with this policy.

1.5 When notified of the emergency, the Director of Education or designate will initiate action, appropriate to the situation. Schools and offices that are closed due to the emergency situation will remain closed until the emergency is declared over by the Director of Education or designate.

1.6 The Emergency Response Plan shall incorporate awareness of alternative accommodation, communication procedures with parents, and procedures to ensure the safety of staff and students. The Emergency Response Plan shall be updated annually.

1.7 Early in September, each principal shall distribute to parents/guardians a letter addressing the subject of Emergency Closure of Schools and a copy of the school's emergency plan.

1.8 All employees shall be made aware of the Emergency Response Plan and review it at least annually.

1.9 All required Fire Drills, Lockdown Procedures, Emergency Evacuations, shall be completed in accordance with legislation and/or at the request of the Board, and appropriate documented records (date and time) shall be kept at the school.

2.0 Refer to the Emergency Response Plan for procedures when planning for or responding to emergency situations.