

314 - EMERGENCY MEASURES

Background

In the event of an emergency or crisis, the Division's primary concern is the safety of the students and staff, and the preservation of property.

Procedures

1. When a provincial state of emergency or a municipal state of local emergency has been declared, the responsibility shall rest with the local jurisdiction's disaster service agency.
2. In the event of a more localized emergency or crisis, the Principal shall have the key role in assessing the danger and taking appropriate action.
3. Once appropriate action has been taken, the Principal shall have the key role in maintaining the flow of information with emergency personnel, central office, and parents.
4. All information relating to the crisis shall be released to the media through the office of the Superintendent of Schools.
5. The Principal shall have at his or her disposal an up-to-date directory with phone numbers of the following:
 - 5.1 Parents or alternates;
 - 5.2 Hospital;
 - 5.3 Police department;
 - 5.4 Poison treatment center;
 - 5.5 Fire department;
 - 5.6 Ambulance service;
 - 5.7 Gas company;
 - 5.8 Electrical company; and
 - 5.9 Transportation supervisor.
6. The Principal shall make a determination as to the involvement of any or all of the parties listed under procedure 5.
7. As soon as practical, the Principal shall contact the Superintendent to report the situation and to seek further guidance.

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. Bomb Threats
 - 14.1 In response to a threat:
 - ◆ All occupants shall be evacuated to a safe place and the police notified,
 - ◆ Disaster Services Organization will be notified of the circumstances and details of the bomb threat, and
 - ◆ Division office will be notified.
 - 14.2 Subsequent actions are to be taken in accordance with the police directives.

First Aid

The Principal may be required to take charge in an emergency situation. If necessary, he or she should:

1. Send a reliable person for help and have that person report back to him/her when this has been accomplished.
2. Minimize the possibility of further injury by evacuating students to areas of safety as determined by the Principal.
3. Organize bystanders to assist in traffic control, crowd control and first aid.

Reference: Section 45, 57, School Act
Disaster Services Act
Emergency Medical Aid Act
Policy 5 – Role of the Board Chair
Policy 12 – Role of the Superintendent
Administrative Procedure 151 – Media Relations