

## Administrative Procedure 165

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### EMERGENCY/DISASTER PLANS

#### Background

The Division has an obligation to protect and ensure the health and safety of students and staff in the event of an emergency or disaster situation. It is therefore necessary to have a Division Disaster Plan and School Disaster Plans to create a state of preparedness far beyond normal procedures.

#### Procedures

1. The Superintendent will ensure that a Disaster Plan has been developed for the Division in conjunction with the local municipality. The Superintendent will also ensure that the Division Disaster Plan is a component of the Municipal Emergency Plan.
2. The Division Disaster Plan outlines the responsibilities of Division personnel and specific procedures to be followed in the event of emergency situations.
3. Principals shall ensure that a School Disaster Plan is developed and maintained.
4. A Division Disaster Planning Committee shall be developed, consisting of:
  - 4.1 Superintendent or designate.
  - 4.2 Security / Occupational Health and Safety Manager.
  - 4.3 Municipal Directors of Disaster Services.
  - 4.4 Division Emergency Operations Coordinator.
  - 4.5 Others as considered appropriate to the Division.
5. The responsibilities of the Committee are to:
  - 5.1 Develop a Division Disaster Plan.
  - 5.2 Co-ordinate the Division Disaster Plan within the Municipal Disaster Plan, and within each School Disaster Plan.
  - 5.3 Ensure that agreements are established within the municipalities' emergency plans to procure additional emergency resources for each school when the School Disaster Plans are activated.
  - 5.4 Ensure agreements are established with each municipality on terms and conditions for use of schools as Reception Centres.
  - 5.5 Review the Division Disaster Plan and each School Disaster Plan annually and revise as necessary.
  - 5.6 Conduct regular exercises that test the co-ordination of the Division, School Municipality Emergency Plans.

6. The Superintendent has the authority to activate the Division Disaster Plan.
7. The Division Office will become the Division Emergency Operations Centre.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act  
Disaster Services Act  
Fire Prevention Act  
Section 3 Government Emergency Planning Regulation