

There are a number of incidents and circumstances under which students and staff may experience a crisis situation related to the life of the school. It is therefore important that each school have an Emergency Response Plan to provide for a number of contingencies.

The Emergency Response Plan for each school must provide coordination with local emergency response personnel and agencies and must provide for clear communication with students, staff, parents and the community at large.

REGULATIONS

- A. The Principal shall be responsible for coordinating staff and community resources to develop initial responses to incidents that include, but are not limited to:
1. Emergencies WITHIN the school:
 - a. A sudden death or tragic event involving a student or staff member of the district.
 - b. Multi-casualty incidents
 - c. Fire,
 - d. Bomb threat,
 - e. Hostage taking or shooting,
 - f. Dangerous Goods incidents,
 - g. Evacuation
 - h. Lockdown
 2. Emergencies OUTSIDE the school:
 - a. Shelter-in-place
 - b. Student transportation accidents
 - c. Serving as a reception centre within a community's EMO Plan.
- B. The School Emergency Response Plan shall be a written document updated annually and filed with the central office of the South Slave Divisional Education Council, the respective District Education Authority, the local emergency response agencies and health services, as well as the senior Administration Officer of the community. This plan is also included with each school's Safe School Plan that is submitted annually to the Department of Education, Culture and Employment (ECE) as required. This plan shall include:
1. Roles and responsibilities of staff and administration,
 2. Notification procedures for Emergency Response Agencies, the School District, Media, and Parents.
 3. Response procedures to emergencies WITHIN the school and OUTSIDE the school,
 4. Activation of a School Area Communication Centre (SACC),
 5. Activation of a Parent Information Point.

6. Use of Volunteers
7. A Communication Plan, and
8. Closures of the emergency response effort.

Reference: *Civil Emergency Measures Act*
Amended: October 2002
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