

## **700.6 Workplace Health and Safety – Emergency Response Planning**

### **Policy**

An emergency response plan designed to ensure efficient and appropriate action in an emergency or disaster situation shall be developed.

### **Regulations**

1. The emergency response plan shall include:
  - 1.1. communication procedures;
  - 1.2. emergency phone numbers;
  - 1.3. list of emergency response personnel;
  - 1.4. evacuation procedures;
  - 1.5. temporary building closure procedures;
  - 1.6. roles and responsibilities of employees during a crisis;
  - 1.7. emergency response training for employees where appropriate;
  - 1.8. emergency response practice and drills where appropriate;
  - 1.9. input and feedback from appropriate out-of-Division resources such as the Lethbridge Fire Department and Lethbridge Regional Police Service; and
  - 1.10. a review of Division emergency procedures as needed.
2. The communication plan for responding to an emergency shall include:
  - 2.1. established protocols for the communication required to manage a crisis, including the establishment of a command centre, a communication officer (usually the Superintendent) and notification procedures;
  - 2.2. development and distribution to all Division employees of a quick reference Crisis Response Manual, a copy of which shall be posted in each administrative and instructional area;
  - 2.3. development and regular updating of a phone fan-out system for rapid dissemination of information to all employees assigned to a building site; and
  - 2.4. posting a list of employees trained in first aid at each building site.
3. Evacuation procedures appropriate for each building site shall be developed by the building's administrator/supervisor and shall include:
  - 3.1. the posting of procedures and designated exits in each room;
  - 3.2. ensuring that all emergency exits are clearly marked;
  - 3.3. a drill or practice schedule that requires:
    - 3.3.1. a minimum of 6 building evacuation drills per school year such that there are 3 in the fall term and 3 in the spring term; and
    - 3.3.2. that at least one of those 6 drills occurs at a time when students are at school but not in regular classes.
  - 3.4. annual reporting of the evacuation drills.

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4. Lockdown procedures appropriate for each building-site shall be developed by the building's administrator/supervisor and shall include:
  - 4.1. a process to ensure that all individuals are in a safe location as quickly as possible;
  - 4.2. a drill or practice schedule that requires at least two lockdown rehearsals each school year, at least one during the fall term and at least one during the spring term; and
  - 4.3. annual reporting of lockdown drills.
5. Following the first priority call to 911, the Superintendent shall be immediately notified of any situation that requires the evacuation or lockdown of a building.
6. Bomb threat procedures shall be developed including instructions for:
  - 6.1. how to respond when receiving a bomb threat;
  - 6.2. completing a building search;
  - 6.3. when to initiate a building evacuation; and
  - 6.4. notification to parents.
7. Any student or employee who becomes aware of a threat against Division students, employees or property shall call 911 if the threat is deemed to be serious and imminent.
8. Any student or employee who becomes aware of a threat against Division students, employees, or property shall immediately notify the administrator/supervisor for the building, who shall:
  - 8.1. investigate all such reports to determine the extent to which they are accurate;
  - 8.2. determine if and which disciplinary actions are required;
  - 8.3. initiate Violence Threat Risk Assessment Protocol, where appropriate;
  - 8.4. involve Lethbridge Regional Police Service, other out-of Division agencies, and Division personnel, where appropriate; and
  - 8.5. document the details of the threat and the response to the threat.
9. Any visitor who disrupts the normal functions of the Division, or who makes threats against Division students, employees or property shall be required to leave the Division property immediately and local police services may be requested to lay charges or assist with his/her removal.
10. A Division building or program shall be temporarily closed if it is determined by the Superintendent to be required for the safety of employees and students such as when:
  - 10.1. circumstances within the building pose a serious threat to the health or safety of students and employees and the threat cannot be eliminated or controlled through the application of emergency procedures; or
  - 10.2. travelling to or from the building poses a threat to the health and safety of students and employees.

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11. In the event of the temporary closure of a building or program:
  - 11.1. the Board shall be informed as soon as possible;
  - 11.2. if it is determined that a school site will be inoperable for more than one school week, arrangements will be made for alternate instructional delivery;
  - 11.3. the Division shall notify parents and staff, through a public announcement,
    - of the temporary building or program closure;
  - 11.4. students will not be dismissed until their parents or emergency contacts have been contacted; and
  - 11.5. it may be necessary to schedule caretaking/maintenance personnel to monitor building status.
12. If a Division building is destroyed, or rendered unusable for an extended period of time, an emergency meeting of the Board shall be called.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### **References**

School	Act:	24, 25, 27, 45, 57
Other	Acts:	Occupational Health and Safety Act
Division Publications:		Crisis Response Manual Lockdown Procedures
Other:		Southwest Regional Collaborative Service Delivery VTRA Protocol