

## EMERGENCIES

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that emergency response plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent/designate will develop and maintain an Emergency Planning Guide containing emergency response plans for the following types of situations:

**Man-made:** bomb threats, murder, suicide, shooting, hostage-taking, intrusion, arson, etc;

**Accidental:** chemical spills, transportation (rail, air, road) accidents, equipment malfunctions, fire, explosion, etc. and

**Natural:** tornado, earthquake, flood, ice/snow storm, etc.

The Emergency Planning Guide will be the official guide for the Division in case of emergencies. Policies and procedures set forth in the guide will be followed by all personnel and students.

Principals will meet all requirements for conducting fire and emergency drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and to give the staff practice in carrying out their assigned responsibilities for building evacuations.

Students and staff will be informed annually of the appropriate action to take in an emergency. Each school and work site will develop and maintain a written plan containing emergency and disaster procedures. The plan should be reviewed and communicated annually with employees and will include:

1. Assignment of employees to specific tasks and responsibilities.
2. Instructions relating to the use of alarm systems and signals.
3. Specific provisions for warning and evacuation of individuals with specialized needs.
4. Information concerning the available methods of fire containment.
5. Systems for notification of appropriate persons and agencies.
6. Information concerning the location and use of safety equipment.
7. Specification of evacuation routes and procedures.
8. Posting of plans and procedures at suitable locations throughout the facility.

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9. Evacuation drills which include the actual evacuation of individuals to safe areas.

10. An evaluation for each evacuation drill.

Notification of school closings due to inclement weather will be announced on local radio, television stations and on the Division's website. Similar announcements will also be made if the opening of any or all schools will be delayed or if any schools will be dismissed due to weather conditions and/or other emergencies/circumstances.

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