



Emergency Response Plans Administrative Procedure 8.34

8.0 Safe Schools

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference: *Public Schools Act 47, Education Administration Act Regulation 77/2005, Safe School Charter – Bill 13*

Date Adopted: July 2005

Date Amended: May 2018

A school's EMERGENCY RESPONSE PLAN guides the actions of staff and students during an emergency. It is a crucial reference tool in an emergency.

A school's EMERGENCY RESPONSE PLAN must contain:

- hard copies of ESD emergency related procedures
- **8.34A: Emergency Contacts**
- **8.34B: Telephone Tree**
- **8.34C: School Specifics (ERP team members, "sweep plan", first aid, etc.)**
- **8.34D: Floor Plan and Evacuation Routes**
- student and staff contact information (updated regularly)
- any other emergency related, school – based guidelines.

The ERP school - specific information (**8.34A, B, C, D**) needs to be submitted to the Evergreen School Division Safety Officer (or designate) by September 29 of each school year.

A minimum of one ERP binder must be on – site, in a widely known, easily accessible location. Secretary or designate must gather ERP binder in any emergency.

The Principal in conjunction with the school's EMERGENCY RESPONSE TEAM members are to review, revise and update the ERP annually.

Principal, principal designate, secretary, custodian and WSH school representative are all members of the School ERP Team. Other members may be added. They are to meet as needed.

The Principal needs to ensure emergency procedures are reviewed with all staff and students at the beginning of each school year.

The Principal needs to ensure designate is familiar with all the school's emergency procedures.

Teachers and Principals need to ensure any substitute teachers are aware of school emergency procedures.