



Emergency Response Plans: Non-School Buildings Administrative Procedure 8.35

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 Schools Charter – Bill 13*

Date Adopted: January 2019

Date Amended:

An EMERGENCY RESPONSE PLAN (**ERP**) is a crucial reference tool that guides the actions of staff during an emergency.

- One (1) staff member for each non-school building will be designated as “Supervisor” of that building.
- The “Supervisor” will create, review and update the ERP annually in conjunction with one (1) or two (2) other staff members from that building.
- Together they will form the EMERGENCY RESPONSE TEAM (**ERT**) for that building.
- The team is responsible for reviewing the ERP with all staff by September 30th of each year.
- The team is to meet as needed.

An EMERGENCY RESPONSE PLAN must contain:

- hard copies of ESD emergency related procedures
- **8.34 A: Emergency Contacts**
- **8.34 B: Telephone Tree**
- **8.34 C: Building Specifics** (ERP team, “sweep plan”, first aid, etc.)
- **8.34 D: Floor Plan and Evacuation Routes**
- staff contact information (updated regularly)
- any other emergency related guidelines
- The ERP - specific information (**8.34 A, B, C, D**) needs to be submitted by each building’s “Supervisor” to the Evergreen School Division Safety Officer (or designate) by September 30th of each school year.
- A minimum of one (1) ERP binder must be on-site, in a widely known, easily accessible location.
- A designated staff member must gather ERP binder in any emergency.

Note: *The “Supervisor” needs to be made aware of any schools or other groups using their facility as an alternative location in case of emergency.*