



Emergency Response Plans: Non School Buildings

Administrative Procedure 8.35

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, October 2020, December 2022

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

- One 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 1 or 2 other staff members from that building.
- Together they will form the EMERGENCY RESPONSE TEAM (**ERT**) for that building.
- As part of that annual review, “Supervisor” needs to ask all employees if they feel they would need **any assistance in the case of an emergency** and to privately inform him/her. Employees that identify themselves as needing assistance will develop a plan with the “Supervisor”. Employee must grant permission for any information in the plan to be shared with individuals who agree to help.
- 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 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.