



ADMINISTRATIVE PROCEDURES

SUBJECT: Emergency and Crisis Response Plan

Background

Each school is required to prepare an Emergency and Crisis Response Plan. This plan should be developed and reviewed annually in consultation with the school staff, students, the School Council and community. Whenever possible, police services personnel should also be included in the development and review of the plan.

The Lambton Kent District School Board Emergency Procedures Manual provides guidance for principals and school staffs in developing an Emergency and Crisis Response Plan for the school. The samples and templates provided in the manual serve as a resource that may be used or adapted as deemed relevant at each site.

The Principal shall:

- Develop an emergency crisis and response plan for the school.
- Review and update the school emergency and crisis response plan annually.
- Establish a “School Emergency Response Team” consisting of such persons as the principal, vice-principal/designate, clerical staff rep, custodial rep, and two or three designated staff members. Larger schools may need to have coordinators and staff designated as responders for each period of the day.
- Ensure the “Emergency Code” is posted in each classroom.
- Place a “Threatening Phone Call Information Form” (A-AD 108-01 Appendix A) at every telephone that receives incoming calls.
- Ensure that there is a check in process for visitors to the school.

- Identify an in-school communications centre.
- Identify alternate Emergency Evacuation location(s).
- Ensure parents are aware of the emergency evacuation locations.
- In-service staff regarding all emergency procedures.
- Send a copy of the school plan (e.g. fire plan, evacuation plan, police search plan, tornado plan) based on this document to the Health and Safety Officer.
- Practice the emergency codes and use them for internal communication.
- Use the emergency-reporting format (no codes) when reporting to external agencies, e.g. police, fire, etc.

The Health and Safety Officer shall:

Distribute one copy of the emergency plans (fire plan, evacuation plan, police search plan, tornado plan) from each school to the appropriate agency and retain one copy in a central file.

The Manager of Plant and Maintenance shall:

Forward one copy of an up-to-date floor plan for each school to the appropriate fire and police service and one copy to the school.

Implementation Date: February 13, 2002

Reference: Policy, Regulations, Emergency Planning Manual