



PROCEDURAL GUIDELINES
EMERGENCY PROCEDURES

A summary of emergency procedures can be found in the coloured booklet titled “Emergency Procedures Handbook”.

1. Effective response to emergency situations requires planning, preparation, coordination and effective communication to ensure the safety of both students and personnel.
2. The Huron-Superior Catholic District School Board directs each school principal to develop an emergency plan in conjunction with these guidelines.
3. The Director of Education shall be responsible for the development of an emergency plan for system-wide emergencies.
4. Individual school emergency plans will be communicated with and shared with parents and staff (as early as possible in the school year and before October 15th) on school websites and sent home.
5. A copy of each school emergency plan will be forwarded to the Superintendent and the Superintendent of Safe Schools.
6. It is recognized that not all contingencies may be addressed.

School Emergency (Contingency) Plan:

In the event that an emergency is confirmed at any school, the following procedures will be employed:

1. The principal will, as early as possible in the school year and before October 15th:
 - a) select and make arrangements for access to an emergency shelter site, (e.g., nearby school, church, or commercial space);
 - b) ensure the name and address of a parent/guardian or emergency designate for each student is recorded;
 - c) ensure emergency telephone numbers from each parent/guardian are recorded
2. The principal of a school will be responsible to determine the nature of a school emergency and assess the need for evacuation.

Emergency Evacuation of Schools

In the event that an emergency is confirmed at any school, the following procedures will be employed for the evacuation of the school:

The principal or vice-principal/designate assesses the nature of the emergency and determines if evacuation should be immediate or not.

If evacuation should be immediate, the following procedure will be employed:

- a) Principal or vice-principal/designate and staff will walk with students to the predetermined emergency shelter.
- b) The principal or vice-principal/designate will contact the Director of Education and the school Superintendent from the predetermined emergency shelter.
- c) The principal or vice-principal/designate will contact the Transportation Consortium to determine approximate arrival time of school buses and transportation arrangements.
- d) The principal or vice-principal/designate will commence contacting parents/guardians of walkers, dismissing students upon parental/guardian approval.
- e) The principal or vice-principal/designate will contact parents/guardians of bus students.

DETAILS WILL BE POSTED ON THE BOARD WEBSITE. STUDENTS SHALL NOT BE DISMISSED UNLESS PROVISIONS HAVE BEEN MADE WITH THE HOME AND COMMUNICATED TO THE SCHOOL.

3. If evacuation is not immediately urgent, the following procedure will be employed by the principal:
 - a) The principal or vice-principal/designate will contact the Director of Education and the school Superintendent, reporting the nature of the emergency.
 - b) The principal or vice-principal/designate will contact the Transportation Consortium to determine approximate arrival time of school buses and transportation arrangements.
 - c) The principal or vice-principal/designate will contact parents/guardians of walkers, dismissing students upon parental approval.
 - d) The principal or vice-principal/designate will commence contacting parents of bus students.

**STUDENTS SHALL NOT BE DISMISSED UNLESS PROVISIONS HAVE
BEEN MADE WITH THE HOME AND COMMUNICATED TO THE SCHOOL.**

4. In the case of a school evacuation, the school Director/designate will implement a communication plan through the Communication Department.

Teachers are responsible for students until emergency is declared over.

The principal or vice-principal/designate shall submit a written report following the conclusion of a school emergency to the Director of Education, Safe Schools Superintendent, and the appropriate school Superintendent.

SCHOOL TRAGEDY OR CRISIS EMERGENCY PROCEDURES

A school tragedy or crisis (a critical situation) arises as a result of an accident or premeditated action. (It may or may not involve a death.)

1. **Safety and Reporting**

Whenever a school tragedy or crisis arises, the principal or vice-principal/designate shall see to the safety of the pupils and staff members, and shall notify the police department, fire department, and/or other emergency service as may be deemed to be required. The appropriate supervisory officers shall also be notified.

2. **Secure Location of the Tragedy or Crisis**

The principal or vice-principal/designate shall secure and shall abandon, if necessary, the location of the tragedy or crisis as effectively as possible pending the arrival of police personnel who shall then be responsible for security.

3. **Cooperation of Pupils and Staff Members**

The pupils and staff members shall cooperate with the principal or vice-principal/designate and all officials involved in the tragedy or crisis situation.

4. Team Effort With Municipal Emergency Services
The principal or vice-principal/designate, appropriate supervisory officer, and the Police Chief or other emergency service head shall form a team to administer and supervise the management and handling of the tragedy or crisis situation.
5. Parents and family members of pupils or staff members involved in the tragedy or crisis shall be notified by one or more of the individuals noted in (4) before any names are released to the news media. A brief outline of the situation shall also be given. **(IF THERE IS A TRAGEDY/CRISIS, POLICE COULD BE REQUESTED TO CONTACT VCARS [VICTIMS CRISIS ASSISTANCE REFERRAL SERVICE].**
6.
 - (a) When the crisis or tragedy is reasonably in hand, the Director of Education and the Police Chief or other appropriate head or their designates shall prepare and make a statement to the news media. A period of time shall be set aside for questions.
 - (b) Periodic releases to the news media and meetings or conferences shall be arranged thereafter.
7. A team of school and other professionals under the leadership of a supervisory officer shall consult with the administrative and management team handling the tragedy or crisis.
8. The team of school and other professionals shall assist pupils and staff members involved in the tragedy or crisis and, where appropriate, the family members. The team of school and other professionals may assist other pupils and staff members who may require assistance as a result of the tragedy or crisis.
9. The principal or vice-principal/designate shall maintain a journal of the happenings during the tragedy or crisis.

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