

EMERGENCY RESPONSE PLAN

Background

The Board of Trustee's primary concern is the safety of students and staff, and the security and preservation of property in the event of an emergency, crisis or disaster. The Board of Trustees delegates authority, through the HPSD Emergency Response Plan, to specific employees who are expected to ensure the most effective and efficient use of resources for the maximum benefit and protection of students, staff, and facilities.

Definitions

Emergency – a serious, unexpected, and potentially dangerous situation, either present or imminent, requiring immediate action to protect the health, safety, or well-being of people or to limit damage of property.

- *An emergency can range in scope and intensity from incidents directly or indirectly affecting a single student to ones impacting an entire school community. An emergency can happen before, during, or after school and on or off school property.*
- *Level 1 – An unplanned occurrence that interrupts the normal course of business, but to which standard internal response protocols apply. Examples are severe vandalism and medical emergency.*
- *Level 2 – An unplanned occurrence that interrupts the normal course of business that requires enhanced response protocols, has the potential to escalate to Level 3, and may require response from external agencies. Examples are bomb threats and missing students.*
- *Level 3 – An unplanned occurrence that discontinues normal business functions and requires a broad-based response by the organization and/or by a third-party, as per the Emergency Management Act. Examples are fire and severe natural disasters.*

Procedures

1. General

- 1.1. In the event of an emergency within HPSD or a school, the Board grants the Director of the Emergency Operations Centre/alternate Incident Commander the authority to make immediate decisions regarding emergency response, as guided by the HPSD Emergency Response Plan.
 - 1.1.1. As soon as possible, the Incident Commander/alternate shall contact HPSD's Director of the Emergency Operation Centre, as per HPSD Emergency Response Plan activation processes, to report the situation and to seek further guidance.
 - 1.1.2. When a provincial state of emergency or a municipal state of local emergency has been declared, the responsibility shall rest with the local jurisdiction's disaster service agency.
- 1.2. The Superintendent is responsible for assigning the role of Director of the Emergency Operations Centre.
- 1.3. The Principal is required to assume the role or assign someone the responsibility of Incident Commander.
- 1.4. In the event of an emergency, the Board grants the Superintendent the authority to make final decisions regarding emergency response, as guided by the HPSD Emergency Response Plan.
- 1.5. The HPSD Emergency Response Plan establishes guidelines and a standard set of response protocols for dealing with a variety of emergency events to ensure that HPSD personnel are familiar with roles and processes in the event of an emergency.
- 1.6. The HPSD Emergency Response Plan will be reviewed annually by the Director of the Emergency Operations Centre.
- 1.7. Communications with all internal and external stakeholders will follow the lines of authority set out in the Plan. All questions or inquiries from the media or public shall be referred to the Information Officer without further response or comment.
- 1.8. The Principal shall:

- 1.8.1.prepare a specific school emergency response plan following the School Emergency Crisis Response Plan template;
- 1.8.2.update the School Emergency Response Plan on an annual basis;
- 1.8.3.ensure a School Emergency Response Team (SERT) is selected, assigned roles and receive appropriate training on an annual basis;
- 1.8.4.ensure all staff members are trained, to the level of their responsibility, in the School Emergency Response Plan;
- 1.8.5.ensure resources are in place to maintain emergency equipment and supplies required to support an emergency response;
- 1.8.6.ensure all students and staff are aware of the rationale, procedures and exit routes for responding to an emergency event;
- 1.8.7.hold a minimum of eight emergency drills per year, one of which must be related to the severe natural disaster procedure and another to the hazardous material spill procedure. Drills may include on alert, lockdown, hit the floor, shelter-in-place, duck-cover-hold, stay put, and emergency evacuation;
- 1.8.8.conduct at least two tests annually on the school Crisis Communications Network;
- 1.8.9.ensure that early childhood services (ECS) classes and other service providers housed in the school participate in at least half of the emergency drills, as applicable to school;
- 1.8.10. keep a record of each drill in school files;
- 1.8.11. post evacuation routes in each room in the school; and
- 1.8.12. make alternate arrangements to appropriately shelter students in the event of a school evacuation. These arrangements are to be documented in the School Emergency Response Plan.
- 1.9. The Director of the Emergency Operations Centre shall:
 - 1.9.1.ensure HPSD fulfils its obligations related to the development, and updating of the HPSD Emergency Response Plan on an annual basis;
 - 1.9.2.ensure an HPSD command team, known as ACT- Activated Command Team, is selected, assigned roles and receive appropriate training on an annual basis;
 - 1.9.3.hold a minimum of one emergency drill or exercise per year at the Learning Support Centre;
 - 1.9.4.keep a record of each drill;
 - 1.9.5.post evacuation routes in each area;
 - 1.9.6.make arrangements to shelter staff in a building evacuation. These arrangements are to be documented in the HPSD Emergency Response Plan; and
 - 1.9.7.conduct at least one test annually on the HPSD Crisis Communications Network.
- 1.10. When a provincial state of emergency or municipal state of local emergency is declared, the Emergency Response Plan will be overridden by the local jurisdiction's disaster service agency from which all directions for emergency evacuation or other emergency actions shall be directed and coordinated. Pursuant to the *Emergency Management Act*, all employees of HPSD may be considered disaster workers during a declared emergency, and as such, may be directed to remain on the job until released by their supervisors.

References

[*Emergency Management Act*](#)

Education Act, Sections 11, 57(1), 33

[*Freedom of Information and Privacy Act*](#)

[*Emergency Medical Aid Act*](#)

[*Alberta Fire Code*](#)

Cross References

[*Administrative Procedure 311 – Fire Prevention Education and Emergency Drills*](#)