



## **ADMINISTRATIVE PROCEDURES**

### **USE OF SCHOOLS – EMERGENCY SITUATIONS**

#### **Procedures**

1. Certain Board facilities may be designated, as needed, as evacuation centres for other institutions.
2. Procedures and arrangements known as the Emergency Preparedness Response Guide, will be specified for the administrative office and for each school. A copy shall be maintained in each school.
3. The Emergency Preparedness Response Guide will provide all staff with an outline of the necessary controls, responsibilities, procedures, and a method of operation to be used in the event that the Director of Education activates the Board's plan or the local municipal emergency plan is activated.
4. The Board's Emergency Coordinator will ensure that the Board's own Emergency Preparedness Response Guide remains current through annual updates. School plans will be updated annually by the principal. Updated copies shall be forwarded annually to the Director's office.
5. Upon notification of a major incident, the Director of Education will bring the Board's Emergency Preparedness Response Guide to operational status. The Director's office will notify those schools affected, at which time the principal will bring the school plan into operational status.
6. Operational status of the Board's plan will require all key personnel to report to the Emergency Operations Centre.
7. The Board will endeavour to negotiate a signed agreement with each municipality specifying terms and conditions for use of Board facilities as emergency evacuation centres.

#### **Associated Documents**

*Emergency Preparedness Response Guide*

Approved: June 17, 2003

Reviewed: April 2019