



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	June 27, 1994
POLICY NAME:	Emergency Preparedness	LAST REVISED:
POLICY NUMBER:	R.GSA.E.11	April 6, 1999

1. AUTHORITY

Specific direction for the establishment and implementation of an emergency plan is derived from the following sources:

- 1.1 The governing values in the Mission Statement of the Wellington Catholic District School Board describes the mandate to provide for the safety and well being of all persons within the jurisdiction of the board; "We Know: that our commitment is to foster the dignity and growth of each person in a nurturing and safe environment."
- 1.2 The Education Act 1998 section 19 (1) states:
A Board may close or authorize the closing of a school or class for a temporary period where such closing appears unavoidable because of,
 - a) failure of transportation arrangements
 - b) inclement weather, fire, flood, the breakdown of a school heating plant, the failure of an essential utility or similar emergency.
- 1.3 Regulation 298(6) Emergency Procedures states:
 - 1) In addition to the drills established under the Fire Safety Plan required under regulation 454 of the revised regulations of Ontario 1990 (Fire Code), every Board may provide for the holding of drills in respect to emergencies, other than those occasioned by fire.
 - 2) Every principal including the principal of an evening class or classes or of a class or classes conducted outside the school year shall hold at least one drill the period during which instruction is given.
 - 3) When a fire or an emergency drill is held in a school building, every person in the building shall take part in the fire or emergency drill.

2. DEFINITION OF EMERGENCY

- 2.1 An emergency is defined as a situation or the threat of an impending situation abnormally affecting the property, health, safety and welfare of the students and staff of the Wellington Catholic District School Board. This situation may, by nature or magnitude, require the coordinated response of one or more municipal agencies. Such emergencies include the risks associated with weather, fire, flood, structural or plant failure, communicable diseases, dangerous goods and criminal acts or any other event that threatens the safety and well being of students and staff.

3. EMERGENCY MANAGEMENT

- 3.1 The Wellington Catholic District School Board supports emergency preparedness in schools and worksites and the formation of an Emergency Preparedness Committee.
- 3.2 The committee will be representative of the groups and associations within the Board and will include membership from:
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| a) Principal's Vice Principals' Association | e) Educational Assistants |
| b) O.E.C.T.A. | f) W.S.S.S.A. |
| c) A.E.F.O | g) WCSSB Trustee |
| d) C.U.P.E. | h) Crisis Support Team |

In addition, the Manager of Physical Plant or designate, the Manager of Operations, the Communications Officer and one of the co-chairs of the Occupational Health and Safety Committee will comprise the membership of the committee.

- 3.3 The mandate of the Emergency Preparedness Committee is to:
- Develop, for Board approval, a System Emergency Response Plan that will be renewed each school year.
 - Establish a System Emergency Response Team with responsibilities outlined in the System Emergency Response Plan (4.2 h)
 - provide guidance and direction to schools and workplaces on the formation of the School/Site Emergency Response Plan (4.8 h)
 - be informed about municipal emergency preparedness and ensure emergency planning is completed in co-ordination with local authorities.
- 3.4 Emergency management within the Wellington Catholic District School Board will employ a two level system of management.
- School Level Management occurs at the site of the emergency. The school site emergency response team performs the necessary actions to safeguard persons, property and control the situation. These actions are detailed in the School or Site Emergency Plan.
 - System Level Management occurs offsite and is activated when the emergency becomes or threatens to become one of such proportions that school level management cannot control the situation, or the complex co-ordination of many external resources is required, or the health and safety of a significant number of people, or a significant amount of property is at risk. The Wellington County Separate School Board Emergency Response Team will be activated and respond according to the System Emergency Response Plan.

In the case of an officially declared municipal emergency, both School and System Emergency Response Teams will function under the direction of the appropriate municipal authority.

4. EMERGENCY PLANNING

- 4.1 System Emergency Response Plan.
- 4.2 The System Emergency Response Plan will be completed by the Emergency Preparedness Committee. The system plan will contain the following components and any others deemed appropriate: (Appendix 1)
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|-----------------------------------|--------------------------------------|
| (a) Statement of Purpose | (g) Identification of Control Centre |
| (b) Parameters of Operation | (h) Roles of Emergency Team |
| (c) Risk Assessment | (i) Standing Procedures |
| (d) Authority for Mandate | (j) Communications Network |
| (e) Cause for Plan Implementation | (k) Resource Directory |
| (f) Notification Procedures | (l) Public Information Source |
- 4.3 The School/Site Emergency Response Plan
- 4.4 The geography and demography of Wellington County requires the establishment of the School/Site Emergency Response Plan for each school and workplace.

- 4.5 The School/Site Emergency Response Plan will be completed by the principal of a school or manager of a workplace. It will be reviewed annually and a copy forwarded to the appropriate supervisory officer and municipal authorities prior to September 30th.
- 4.6 The School/Site Emergency Response Plan will provide for the safety, health and welfare of all students and staff. It will have as its primary focus the protection or removal of students or staff from the designated area of risk. The resolution of the emergency situation will be resolved by the co-ordinated efforts of the municipality.
- 4.7 The School/Site Emergency Response Plan addresses emergency situations that directly affect the students and staff on school property during regular or extended school hours.
- 4.8 The format and detail of the School/Site Emergency Response Plan will be determined by the Emergency Preparedness Committee and will include the components identified in (4.2) and any others deemed appropriate by the committee. (Appendix 1)

Emergency Preparedness in the Wellington Catholic District School System

Wellington Catholic District School Board

Emergency Preparedness Committee

Preparation of the System Emergency Response Plan

Establish System Emergency Response Team

Provide guidance and direction to school on the formation of the Site Emergency Response Plan

Be informed and work with Municipal Emergency Preparedness Committee