

EMERGENCY SITUATION CONTINGENCY PLAN

Background

Despite our best efforts to prevent accidents or other calamitous events, these situations do occur. To ensure the safety and well-being of students, staff and visitors to the school, a protocol is to be developed that deals with critical incidents. The Principal of each school is to conduct the development of an Emergency Situation Contingency Plan that outlines procedures to be followed when faced with these situations.

Procedures

1. The Principal of each school, in consultation with his/her Superintendent of Education, staff and School Community Council, and senior student representatives (where applicable) shall be responsible for proactively developing a contingency plan for use in emergency situations.
 - 1.1 These plans shall be in accord with existing Division procedures.
 - 1.2 Consultation is to include discussions with local fire, police, medical and E. M. O. personnel.
2. The items covered are to include, but not be limited to the following:
 - 2.1 Dealing with a violent student;
 - 2.2 Dealing with a person who is in possession of an offensive weapon;
 - 2.3 Dealing with a student who persists in bullying other students;
 - 2.4 Sexual harassment;
 - 2.5 In case of fire;
 - 2.6 Bomb threat procedures;
 - 2.7 Student injury or illness;
 - 2.8 Alcohol and drug abuse;
 - 2.9 Dispute over child custody;
 - 2.10 Vandalism in the school;
 - 2.11 Child abuse and neglect.
3. The plan will clearly outline steps to be taken, specific duties and personnel to be involved in dealing with each situation.
 - 3.1 The Principal shall have the authority to make decisions in all emergencies.
4. Active support in the process of developing protocol and procedures with the school will be given by the Director and the Superintendent of Education.

5. The Principal shall submit the program draft to the Superintendent of Education for review and approval by the Director.
6. The approved emergency situation plan shall be written as a handbook that is readily accessible to staff and students in the school.
7. The Principal shall review and discuss the Emergency Situation Contingency Program and procedures with staff, students and School Community Council on at least one (1) occasion during the school year.
8. Recommendations for changes shall be submitted to the Superintendent of Education, for consideration by the Director.

Reference: Sections 85, 87, 108, 109, 150, 151, 175, 231 Education Act