

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name EMERGENCY PROCEDURES

518

Board Approved: August 10, 1999
June 24, 2008

Reviewed: May 26, 2008

Review Prior To: December 2013

POLICY

The Principal of each school, under the authority of Superior-Greenstone District School Board is responsible for completing and maintaining a School Emergency Procedures Plan template for their school, which will take into account possible emergency needs and situations which may arise.

Such situations shall include, but are not limited to:

- 1.0 Anaphylactic Shock and Epi Pen Usage
- 2.0 Transportation Failures or Delays
- 3.0 Bomb Threats
- 4.0 Inclement Weather
- 5.0 Boil Water Advisory
- 6.0 Administration of First Aid
- 7.0 Fire Alarm and Fire Drill Procedures
- 8.0 Tragic Events
- 9.0 Suicide Protocol

PROCEDURE

- 1.0 The Principal of each school will ensure that the template contains completed up-to-date information relevant to their site.
- 2.0 A copy of the Plan will be available in the school office, staff room, gymnasium storage room or office, the Head Custodian's office and the cafeteria.
- 3.0 The Plan will be reviewed with staff twice yearly.
- 4.0 A copy of the Plan will be forwarded electronically each September to the Director of Education, or designate.

References	
Policy and Management Guideline 301 – Student Transportation	Bus Disaster Protocol
Policy 524 – Anaphylaxis	Procedural Guidelines including:
Anaphylaxis Procedures Handbook	Dealing with Suicide Handbook
Companion to Anaphylaxis Procedures Handbook	Hostile and Violent Incidents
Policy 530 - Administration of First Aid	Medical Preparedness and First Aid
Policy 531 – Fire Alarm and Fire Drill Procedures	School Emergency / Civil Emergency Evacuation /
Policy 532 – Bomb Threats	School Closure
	School Lockdown

Policy 533 – Inclement Weather
Policy 534 – Boil Water Advisory

Tragic Events Handbook
Wild Animals on School Property